



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

Invest UP

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Vibhuti Khand, Gomti Nagar
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T : 0522-2720236 & 2720238
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NOTICE INVITING TENDER

Request for Proposal for Selection of Event Management Agency for Organizing Groundbreaking
Ceremony by Invest UP

To be held in Lucknow, dates to be notified later.

The details of submission of e-Bids are available in the RFP document available at the e-Tender portal <https://etender.up.nic.in> and Invest UP's website <https://invest.up.gov.in> , Invest UP reserves the right to cancel any or all the e-Bids or annul the bidding process without assigning any reason thereof.

Issuing Authority:

GM - External Events

Invest UP,

4th FLOOR, A-BLOCK, PICUP BHAWAN, VIBHUTI KHAND

GOMTI NAGAR,

LUCKNOW-226010 (U.P.)

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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.

1. General information

Invest UP, the nodal agency of the Government of Uttar Pradesh, is dedicated to promoting investment, enabling an investor-friendly environment, and facilitating the establishment and expansion of industries across the State. Invest UP continues to play a pivotal role in driving investment-led growth, strengthening the State's industrial ecosystem, and positioning Uttar Pradesh as the preferred investment destination both nationally and globally.

As part of this ongoing endeavour, the Government of Uttar Pradesh, through Invest UP, is organizing the **Groundbreaking Ceremony (GBC)** to commemorate the commencement of key investment projects across the State. The event will serve as a significant milestone following the **UP Global Investors Summit 2023**.

The upcoming GBC aims to **celebrate the initiation of major industrial projects**, recognize the efforts of investors and entrepreneurs, and showcase Uttar Pradesh's commitment to ease of doing business and rapid industrialization. The event is expected to be a **high-profile gathering**, attracting participation from **senior government leadership, captains of industries, diplomats, and key stakeholders** from across sectors, with an estimated attendance of around **4,000 – 5000 delegates**.

The objective of organizing the GBC is not only to reinforce investor confidence but also to **demonstrate the proactive and transparent governance model** of the State Government that facilitates swift project implementation. The ceremony will feature **digital or symbolic ground-breaking by the Hon'ble Chief Guest**, accompanied by **innovative digital effects, multimedia presentations, and a dedicated film screening** highlighting the progress of investment implementation in Uttar Pradesh.

To ensure the successful planning, coordination, and execution of this flagship event, **Invest UP intends to engage a reputed and experienced Event Management Agency** with proven expertise in conceptualizing, managing, and delivering large-scale government and corporate events. The selected agency will be responsible for end-to-end event management — including concept design, stage and venue management, creative production, logistics, delegate management, media

coordination, and on-ground execution — ensuring a seamless, impactful, and world-class experience aligned with the stature of the event.

Accordingly, Invest UP invites Technical and Financial Bids (the "Proposals") from interested Bidders for "SELECTION OF AN EVENT MANAGEMENT AGENCY FOR ORGANIZING GROUND-BREAKING CEREMONY" for the organising of the event. The selected Bidder shall be responsible for conceptualizing organising and executing Groundbreaking Ceremony for Invest UP. The selection will be made through a transparent and competitive bidding process as outlined in this RFP.

The Request for Proposal (RFP) document can be downloaded from e-procurement website <http://etender.up.nic.in>. Key dates for this RFP are as below:

- Bid upload date/time : 03-11-2025, 1500 hrs (IST)
- Last date of receiving queries: 05-11-2025, 1600 hrs (IST)
- Pre-bid conference: 06-11-2025, 1400 hrs (IST)
- Last Date of Submission of Bid : 10-11-2025, 1600 hrs (IST)
- Opening of Technical Bids : 10-11-2025, 1700 hrs (IST)
- Opening of Financial Bid : To be communicated

The Department reserves full right to change the terms and conditions in the RFP and scope herein and/or terminate the RFP process at any stage without assigning any reasons and without any prior notice and no claim of any nature from anyone in this regard shall be entertained.

The contact details are:

Sh. Vijay Kiran Anand

Invest UP

4th Floor, A-Block, PICUP Bhawan

Vibhuti Khand, Gomti Nagar

Lucknow-226 010 (Uttar Pradesh)

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2. Data Sheet

1	Name of the Bid	Selection of Event Management Agency for organising Groundbreaking Agency
2	Method of selection	QCBS
3	Time-period of contract	180 days
4	Bid Processing Fee	Non-refundable fee of INR INR 10,000/- + 18% G.S.T (Eleven Thousand and Eight Hundred, through RTGS only).
5	Ernest Money Deposit (EMD)	Refundable amount of INR 15,00,000/- (Fifteen Lakhs Only (through RTGS)).
6	Exemption to MSEs/Startups	Not allowed
7	Financial Bid to be submitted together with Technical Bid	Yes
8	Name of the Department's official for addressing queries and clarifications	Sh. Vijay Kiran Anand CEO Invest UP 6 th 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/
9	Proposal Validity Period	180 days from Proposal Due Date (PDD)
10	Proposal Language	English
11	Proposal currency	INR
12	Schedule of Bidding Process	
	Task	Key Dates
	Bid upload date/time	<03-11-2025>, 1500 hrs (IST)
	Last date of receiving queries	<05-11-2025>, 1600 hrs (IST)
	Pre-bid conference	<06-11-2025t>, 1400 hrs (IST)
	Pre-bid conference mode (Hybrid)	Online/ Offline Zoom Meeting Link Invest UP is inviting you to a scheduled Zoom meeting. Topic: *Pre Bid Conference : Pre Bid Conference for Hiring of Event Management Agency for GBC* Time: Nov 6, 2025 02:00 PM India Join Zoom Meeting https://us06web.zoom.us/j/88528008308?pwd=CNUY8CHSA7hp3VabEmptHaXkwPaoNE.1 Meeting ID: 885 2800 8308 Passcode: AAey@1
	Proposal Due Date (PDD)	<10-11-2025>, 1600 hrs (IST)
	Bid Start Date	<03-11-2025>, 1500 hrs (IST)
	Bid End Date	<10-11-2025>, 1600 hrs (IST)

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	Opening of Technical Bids	<10-11-2025>, 1700 hrs (IST)
	Opening of Financial Bid	To be communicated
	Note: All the pre bid queries to be submitted at – info@investup.org.in with a subject line as “ Pre-Bid Queries for Selection of an Event Management Agency for organizing Ground Breaking Agency ”	
13	Consortium	No
14	Sub-contracting	Yes (Up to 15 percent of work order value)
	Account details	For Bid Processing Fee & EMD For Bid Processing Fee & EMD Address - Trade Tax Office, Mirabai Marg, Lucknow Account No - 2408021800000010 IFSC Code -PUNB0631200 Bank code - 631200

3. Terms of Reference (ToR)

3.1 Introduction

Invest UP, the nodal agency of the Government of Uttar Pradesh, is committed to facilitating industrial growth, investment promotion, and creation of a conducive business environment across the State. In pursuit of the State's vision to become a **USD 1 trillion economy**, Invest UP serves as the single-window facilitator for investors and industries.

To celebrate the commencement of key investment projects signed during the UP Global Investors Summit 2023, the Government of Uttar Pradesh is organizing a **Groundbreaking Ceremony (GBC)** — a prestigious event symbolizing the State's commitment to fast-tracking industrial implementation and strengthening investor confidence.

The event will bring together **senior government leadership, industrialists, diplomats, investors, and other key stakeholders**, with an expected participation of around **4,000 - 5000 delegates**. To ensure world-class execution and impactful representation of Uttar Pradesh's investment journey, Invest UP seeks to engage a **reputed Event Management Agency** for conceptualization, planning, coordination, and execution of the GBC 5.0.

3.2 Background

The Government of Uttar Pradesh organized the UP Global Investors Summit (GIS) 2023, which successfully attracted investment across diverse sectors. The forthcoming Groundbreaking Ceremony will mark the beginning of implementation of these MoUs, showcasing the State's progress and commitment to investor facilitation.

The ceremony will feature digital or symbolic ground-breaking by the Hon'ble Chief Guest, engaging audio-visual presentations, thematic displays, and an immersive film highlighting the milestones achieved under the State's industrial growth agenda. The event will serve as a demonstration of collaborative governance, reinforcing investor trust and projecting Uttar Pradesh as a leading global investment destination.

3.3 Objective

The primary objective of this engagement is to select and onboard a qualified Event Management Agency capable of designing, managing, and delivering the Groundbreaking Ceremony (GBC) at a world-class standard. The agency will ensure flawless execution through innovative concepts, efficient logistics, creative communication, and coordinated stakeholder management.

Specific objectives include:

- To conceptualize and execute a high-impact event that reinforces Uttar Pradesh's image as a premier investment destination.
- To ensure seamless coordination across multiple stakeholders, including government departments, industry representatives, and media.
- To create a visually and experientially engaging environment that reflects the progress of investment initiatives in the State.

3.4 Groundbreaking Ceremony

The GBC is expected to be a grand ceremony and is likely to attract the captains of all major industries, policy makers and various stakeholders across the industrial spectrum, with an estimated visitor count of ~4,000 - 5000. 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.

3.5 Scope Of Work

The indicative event details below:

Event Name	Groundbreaking Ceremony 5.0
Event Dates	To be decided and notified later
Event Venue	Indira Gandhi Pratishthan, Lucknow, U.P.
Targeted Footfall	~4000 to ~5000 Pax
On-Site Event Elements	➤ Ground-Breaking Ceremony (1 Day) ➤ Business Sessions on the Groundbreaking ceremony day (1 Day) ➤ Pavillion including Groundbreaking ceremony day (3 Days) ➤ G2B/B2B Meetings on the Groundbreaking ceremony day (1 Day) ➤ Cultural Event on the Groundbreaking ceremony day (1 Day) ➤ Registration & Helpdesk including Groundbreaking ceremony day (4 Days) ➤ Lunch and snacks (as per scope)

The bidders are advised to visit the event venue (Indira Gandhi Pratisthan, 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:

3.5.1 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 but not limited to 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, electrical cablings, barricading, 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.

3.5.2 Venue Development

A. Overall Venue Development

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. Customized arch gates at the entry points of Indira Gandhi Pratisthan.
4. Welcome gate at gate no. 3 of Indira Gandhi Pratisthan for the entry of the Hon'ble Chief Guest.

5. VVIP Golf cart (Bagghi Shape) with driver and charging facility, also provision of operation of existing Golf Carts
6. Carpeting of the event venue, wherever required. Red carpet at all entry points of VVIPs/Dignitaries to all connecting Halls and ceremony hall. 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.
7. Preparation with necessary branding elements with LED screens of appropriate size in Mars, Saturn, Jupiter and Mercury Hall of Indira Gandhi Pratisthan with provision of live streaming of the ceremony happening at ceremony hall on the screens.
8. Provision for live relay and promotional videos switchers need to be arranged from an appropriate central location at the venue.
9. LED screens with heavy duty platform, riser with anchoring for outdoor venue to be placed inside and outside the venue.
10. Special installations to be used at photo opportunity. Designs to be included in the technical PPT.
11. High speed internet connection through dedicated wi-fi connection, preferably through optical fibre.
12. Photography and videography of the entire event: The agency must make necessary provisions for the photography and videography of the entire event including but not limited to coverage of ceremony hall, Theme Pavillion hall, Mercury, Earth, Jupiter, Saturn, Venus halls etc. with the help of photographer, videographer, drones and jimmy jib cranes
13. 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.
14. Assessment and execution 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 at the venue as per standard requirements. The bills for power consumption at the venue shall be borne by the selected agency and agency shall also carry all the coordination with Energy and power Department of GoUP.
15. The agency shall take electric power from the venue and the cost of the same shall be borne by the agency.
16. In addition, the agency must make necessary provisions for generators (for both cold and hot back up). Separate generators for main ceremony area (for sound, light, LED) and exhibition area and other halls and overall venue. The cost of the same shall be borne by the agency.
17. To get all the required regulatory NOCs and permissions for the event, which must include but not limited to electrical safety certificate, fire NoC, FSSAI license, food safety certificate, Structure certificate, stage certificate etc.
18. An indoor hall available at Indira Gandhi Pratisthan to be ready for organising business conference one day prior to the main ceremony. It should be befitting for at least 500 participants.
19. The hall should be provisioned with Centre Stage, LED Screens of appropriate size at multiple places including backdrop of Centre 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 promotional videos and recording. Provision for 20 live relay switchers need to be arranged from an appropriate central location at the venue.

B. Groundbreaking Ceremony Hall and Surrounding Area

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1. Overall theme development and execution for GBC 5.0 launching ceremony to be performed by the chief guest, considering the scope of work, in consultation with Invest UP. The theme and the concept are to be proposed by the bidder in the technical presentation.
2. Master plan of entire inaugural hall, which includes but not limited to, Installation of German Hanger/Equivalent proposed structure of appropriate size, Customized Stage Set up, seating plan of guests in 4 different categories, ambience décor of the ceremony hall, façade, entry/exit, walkways, Media Platform Consoles etc. as per the Ground Recce.
3. LED screens of optimum size facing towards dais and VVIPs including chief guest with option of live relay.
4. Teleprompters to be placed on most opportune places facing towards podium.
5. Furniture (sofa seating, coffee tables, podium, mic, flower décor, etc.) for the stage at ceremony hall. The bidder needs to ascertain the actual requirement based on Ground Recce and the theme proposed by the bidder and approved by the department.
6. Ambience décor of the main stage at main Hall (carpeting, flower décor, lighting, backdrop, etc.).
7. Providing of best available/latest AV equipment for conferences, inaugural, valedictory and cultural functions. Facility of live translation from Hindi to English.
8. 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.
9. Branding of entire walkway from point of alight to the Jupiter Hall for VVIPs/dignitaries.
10. Carpeting of the event venue, wherever required. Red carpet at all entry points of VVIPs/Dignitaries to the Jupiter Hall. 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.
11. Provision of multi-cam system at Jupiter, Mars, Saturn and Mercury Hall for live relays and recording. Provision for live relay switchers need to be arranged from an appropriate central location at the venue.
12. Innovative concept for symbolic ground-breaking ceremony at or near the stage of main inaugural hall. The concept to be presented in the technical PPT.
13. 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.
14. 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.
15. VVIP lounge (fit for at least 50 guests with sofa seating, coffee tables, light, personal toilet, supplies & décor).
16. Providing, installation, upkeep and management of portable toilets and vanity vans for VVIPs.
17. Design and installation of digital backdrops for the ceremony.

C. Jupiter Hall and Surrounding Area

1. Beautification of 'Jupiter Hall' for the ceremony, fit for ~2,000 guests. It will include but not limited to, stage seating, backdrop of appropriate size, podium, dais 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), The bidder needs to ascertain the actual requirement based on fact that, fixed seats in auditorium format is already available at Jupiter Hall.
2. Ambience décor of the main stage at Jupiter Hall (carpeting, flower décor, lighting, backdrop, etc.).

3. 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.
4. Branding of entire walkway from point of alight to the Jupiter Hall for VVIPs/dignitaries.
5. Carpeting of the hall, wherever required. 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.

D. Mercury Hall

1. Installation of adequate LED and sound system with an option for live relay of main ceremony function.
2. Provision of head table chair, tent cards, tabletop flowers etc. as per the requirement of the department.

E. Mars Hall

1. Installation of adequate LED and sound system with an option for live relay of main ceremony function.
2. Provision of head table chair, tent cards, tabletop flowers etc. as per the requirement of the department.

F. Earth Hall

1. 1 office for the organisers (fit for 150 people, with 10 desktop computers, internet connection, 3 high speed MFP printers, colour printer and tea/coffee vending machine), projector and mic, PPT changer etc. To be ready and handed over to Invest UP at least 7 days prior to the event and to remain functional 3 day after the event.
2. High speed internet connection through dedicated wi-fi connection, preferably through optical fibre.
3. Installation of LED screen along with virtual meeting camera for virtual meetings to be held.
4. Provision of CCTV, Fire, Police booth with the help of Octonorm structures of standard size of 3m X 3m, table chair, plug point, fascia name etc.
5. Installation of adequate LED and sound system with an option for live relay of main ceremony function.
6. Provision of head table chair, tent cards, tabletop flowers etc. as per the requirement of the department.

G. Saturn Hall

1. 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 need 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)

H. Venus Hall

1. Arrangement the Exhibition space of 45 octonorm stalls to showcase products/offerings, with individual branding, table, chairs, carpet, necessary fixtures, light arrangements and power points of Size-3m x 3m.

I. Neptune Hall

1. Shells scheme exhibition space for 75 ODOP artisans and their product, with individual branding, necessary fixtures, light arrangements and power points.

J. Theme Pavillion Hall:

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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. Development of an innovative pavilion theme reflecting Invest UP's vision, highlighting Uttar Pradesh's achievements across priority sectors, industrial growth, and infrastructure transformation under PM Gati Shakti.
2. Integration of digital media, touch-based displays, immersive AV experiences, LED walls, holographic content, and other smart technologies for engaging visitor interaction and sector storytelling.
3. Turnkey execution including structure fabrication, interior and exterior finishes, branding, graphics, lighting, electrical, and audiovisual setup as per approved design.
4. Creation of digital and print content, sectoral highlights, infographics, and success stories aligned with the Invest UP communication strategy.
5. End-to-end management during the event, including installation, technical support, visitor engagement management, dismantling, and restoration post-event.
6. 1 German hangar of size approximately 30m x 35m (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.)
7. The theme of the pavilion must be proposed by the bidder along with the concept of sectoral focus on Investment Promotion, new opportunities, ease of doing business, PM Gati Shakti, Infrastructure development in Uttar Pradesh.
8. The theme pavilion must have a dedicated section for policy highlights, smart city, Gati Shakti and IT/ITES.
9. The execution of the theme pavilion must be done with the incorporation of digital interventions, new technologies and standard market practices.
10. Shells scheme exhibition space for 75 ODOP artisans and their product, with individual branding, necessary fixtures, light arrangements and power points.
11. Exhibition space for 50 industry stakeholders to showcase their products/offerings, with individual branding, necessary fixtures, light arrangements and power points.
12. 1 Thematic installation to serve as a photo opportunity space.
13. 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.
14. 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.

The duration of exhibition will be of 3 days.

K. Central Area

1. Execution of theme-based installation in central area which shall include but not limited to branding, fabrication, carpeting, display of artisans, etc. as per the design proposed by the agency and approved by the department.

L. 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.

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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.
4. Maintenance, suction O&M of the toilets shall be exclusively maintained by the bidder
5. Housekeeping and other O&M services during the event
6. Dustbins, with 'Swachh Bharat' branding and disposal of trash at regular intervals.

M. 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 at no extra cost 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.

N. 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. 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 Groundbreaking 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.
4. Special installations to be used at photo opportunity. Designs to be included in the technical PPT.
5. Standees of 8*8 feet (indoor venue).
6. Standees of 6*3 feet (outdoor venue).
7. Onsite branding of the event venue (all specified and unspecified indoor and outdoor locations).
8. En-route branding from Lucknow airport and Lucknow railway station to the venue.
9. Preparation, installation, and upkeep of 5 customised gates at opportune locations between Lucknow airport and Indira Gandhi Pratishthan.
10. 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 directional signages of optimum sizes.
11. Installation of 5 inflated air balloons with event branding at opportune location in the city, 3D backlit panels, etc.
12. Bidder to include the overall branding strategy and roadmap in the technical PPT.
13. Design of digital backdrops for the ceremony.
14. Decorative plants and floral décor of the entire event venue (indoor and outdoor).

O. Registration:

1. Installation of one registration area at the entrance of the venue with at least 10 registration counters of 5*5 feet each, with covered space for queue with queue 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. Installation of one 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 queue with queue 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. Deploy at least 50 manpower for handling onsite registration and manning helpdesks at venue.
5. Facilitate the process of badges printing through software and hardware support.
6. 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.

3.5.3 Collaterals

- Design, print & production of three leaf invitation card with envelope
- Design, print & production of car pass stickers.
- Design, print & production of delegate badges 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.
- Shawls for Hon'ble Chief Guests.
- Design, print & production of food coupons, VVIPs food coupon and glass tent cards (content will be provided by Invest UP).
- Design & produce 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).
- Pen drives of 32 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 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.
- Print & produce copies of compendium booklet of approximately 120 – 140 pages each (content will be provided by Invest UP).
- Provide post-event albums to Invest UP with videos & photographs of the entire programme in hard drives.
- Provide event stationeries (include but not limited to, notepads, pens, pencils, whiteboards, flipcharts, markers, dusters, staplers with pins, etc.) across the venue.
- 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.
- Design of all the collaterals shall be approved by the department.

3.5.4 Food & Beverage:

- 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).
- Managing the entire F&B infrastructure, ensure proper décor & cleanliness.

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- Provide food packets for security officials/staff on the day of the event and food packets for exhibitors during each day of exhibition till a maximum of 3 days.
- Ensure proper drinking water arrangements across the venue. It will include but not limited to, providing water bottles of 200 ml, water bottles of 1 lt. and refillable jars of 20 lt. along with dispensers on the days of the event.
- 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.
- Provision of lunch and dinner of mixed menu with multi-cuisine options along with proper catering arrangements of 5-star category for approx. 150 Pax is to be made in war room 10 days prior to event and 1 day post event.
- 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:
- 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. (For 2 days)
- Arrangements of Breakfast, Lunch and Dinner (with Drinking water) and tea/coffee running round the day for at least 150 persons (War Room) for at least 7 days deployed by Invest UP at Event Site.
- Special High Tea

Date	Lunch	Category	Minimum Guarantee	Scalable up to
T-1	Lunch	Buffet	700	1000
T0 (Event Day)	Lunch	Silver Service	500	700
T0 (Event Day)	Lunch	Buffet	7000	10,000
T+3 (All Days)	Lunch	Packets	12,000	15,000
T-7 (7 days prior to the event and 3 days post event)	Lunch/Dinner/ Breakfast 2 tea with Snacks	Buffet	1050	1200
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 customize own Menu.				

3.5.5 Airport Lounge and Hotel Help Desk

- 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).

- 1 GBC dedicated helpdesk and manning, upkeep, general cleaning of the lounge and the helpdesk.
- Providing and fixing of hotel help desk for GBC with table, chair, backdrop, standees and manning, upkeep general cleaning of the help desk area.

3.5.6 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. Installation of Cloak room of size 5mX 5m with necessary furniture and fixtures and operation of the same as per the directions of the department.
8. Installation of Female frisking booths of standard size with necessary fixtures to be installed as per the directions of the department.
9. Coordination with all the security agencies deputed by the Government of India and the Government of Uttar Pradesh.

3.5.7 Pre-Event Activities

1. Bidders need to present at least two themes for the GBC, along with creative concept for digitally Groundbreaking 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.
7. Selected bidder shall handover the entire venue to the department with all the completed task at least a day before the date of the event.

3.5.8 City Branding

1. Placement of at least billboards, hoardings, 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.

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2. The agency is required to prepare and install at least standees of size 6 ft x 3 ft each and place it enroute VVIP and VIP movement.

3.5.9 Team Deployment

1. The selected Agency shall scope for and provide a team of experienced professionals for the planning and execution of the events in discussion. The professional profiles of team shall be made part of the technical submission
2. In addition to the above, the EMA will deploy the following resources to work alongside Invest UP and other stakeholders of UPGBC 2025 for its planning and execution at no additional cost:

Positions	Number	Responsibility
Project Director	1	Provide overall strategic direction, leadership, and ensure coordination with Invest UP and stakeholders.
Project Manager	2	Overall planning and execution of the assignment, perform critical tasks and ensure contractual obligations
Event Expert	4	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
Electrical Engineer	1	Overall electrical management across the event
Graphic, 2D & 3D Designer	1 Each	Conceptualization, designing for the event
The bidder shall submit a detailed manpower plan for operation and maintenance during technical presentation. Designers shall have all the licensed design software packages. The agency shall deploy the above-mentioned team as per the direction of the department or Authorised representative. Wherever and whenever required the Authority may ask for the key expert like architect, civil engineer etc from the agency. The above-mentioned requirements for team deployment shall be provided at no additional cost of manpower by the agency for the event.		

3.5.10 Manpower Support

1. The agency shall Provide experienced and professional manpower for event management and support in operational activities like guest management, vehicle management, venue management, hospitality management, as per the directions of the department.
2. The agency shall provide uniformed and well-dressed ushers on the days of the event.
3. The agency shall Provide manpower for hospitality and guest management to be deployed at airport, hotel and venue.
4. 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.
5. Deploy additional 25 manpower with event management competence for smooth execution of the event.

3.5.11 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.

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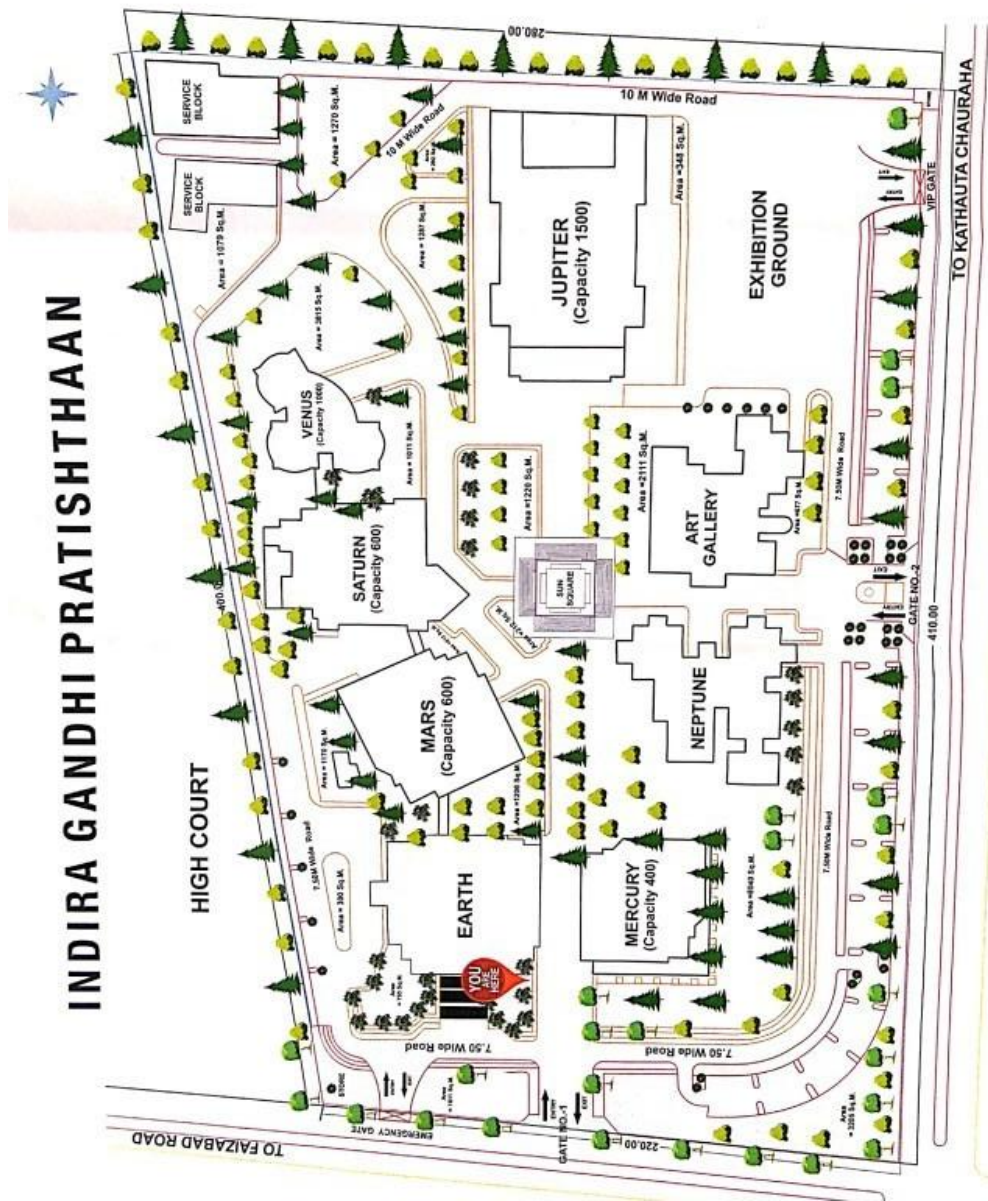
3. Coordination with Invest UP and other state departments for the successful execution of the event.
4. Assist Invest UP in verification & validation of various deliverables of the scope of work.
5. The event will witness high and critical guest profile from the government leadership and will have multiple 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 2025.

Note: Any additional work required for the successful execution of UPGBC 2025, 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.

It shall be up to the Event Management Agency to, anticipate and work out the various costing under the given Scope of Work. The descriptive items enlisted in the scope of work are only indicative, and it shall be the duty of the event management agency to visualize and anticipate the extra requirements if any, of the event like refreshments, incidental costs on decoration, theme execution, etc. The Agency shall quote the corresponding cost accordingly. While above requirement has been worked out taking into consideration the Uttar Pradesh Investors' Summit - 2018 planned so far, the requirements are not fully freeze, hence Invest UP has the right to increase & decrease the No. of items as per actual requirement. Event Management Agency should be in a position to cater to any change in requirement and proposal should be worked out accordingly. In case of any change in requirements resulting in the quantum of work to vary, the same may be rationalized by 20% deviation of the total tendered cost on approval of competent authority.

Overall Venue Layout



3.6 Service Level Benchmarks (SLBs)

The bidder shall adhere to the following service level benchmarks (SLBs) as measured against the accompanying Key Performance Indicators (KPIs) to ensure the successful management and execution of events involving temporary structures:

S. No.	Services/Infrastructure	Service Level Benchmark Description	Key Performance Indicator
1	Joinery and supports	Ensure all temporary structures are properly engineered, firm, and free from water seepage issues	100% of the structures with no reported water seepage issues during an event
2	Furniture and Upholstery	1. Provide firm, comfortable furniture meeting functional requirements. 2. Replace defective or torn items within 3 hours of notification	100% of broken furniture or torn items replaced within specified timeline
3	Acoustic Systems and Sound Quality	Ensure clear and audible sound systems throughout events	No malfunctions in acoustic systems or sound equipment during an event
4	Electrical and Fire Safety	Implement and maintain stringent electrical and fire safety measures as per prevailing statutory and regulatory frameworks	1. 100% Compliance with electrical safety standards. 2. Provisioning of fire-retardant spray on items like furniture, cloths etc. 3. All reasonable preventive precautions taken by the bidder. 4. There must not be any haphazard, cluttered, haywire or loose electrical cabling. Proper use of wire manager, cable tray, MCB boxes, cable ties, etc. 5. Any non-functioning electricity ports, plugs, fans, lights, etc. replaced within 1 hour of notification to the Bidder.
5	Cleaning and Environmental Standards	Use environmentally friendly chemicals and ensure thorough cleaning throughout events	100% of cleaning tasks completed using environmentally friendly products
6	Staff Requirements	Provide uniforms and photo identity cards to all housekeeping staff with verified antecedents before each event	100% of staff provided with uniforms and photo identity cards before event commencement
7	Structure Quality and Stability	Maintain stable structures, conducting regular inspections and prompt repairs/replacements as necessary	1. 100% structural repairs or replacements completed within 12-24 hours of identification.

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S. No.	Services/Infrastructure	Service Level Benchmark Description	Key Performance Indicator
			2. 100% compliance with stability and safety standards during each event.
8	Fabric and Material Standards	Use durable, uniformly coloured fabrics, maintaining and replacing them as required	100% of fabric items meeting cleanliness standards during the events
9	Signage and Visibility	Ensure clear, undamaged signage throughout events	100% of damaged signage repaired or replaced within 3 hours of identification
10	Performance Assessment and Damages	Rectify defects promptly to avoid penalties. Corrective actions must be completed within specified timelines	95% of defects rectified without further incident within specified timeline
11	Event Planning and Coordination	Conduct initial planning meetings and submit event plans on time	1. 100% of initial planning meetings conducted on time. 2. 95% of event plans submitted on time.
12	Event Logistics	Ensure venue preparation is completed on time	100% of event locations set up and prepared on time
13	On-site Management	Resolve issues promptly during events	95% of issues resolved within 1 hour
14	Post-Event Activities	Complete cleanup and breakdown within specified timelines	1. 100% of events meet cleanup and breakdown timing. 2. 90% of post-event reports delivered on time. 3. 95% of debrief meetings conducted on time.
15	Communication Protocols	Maintain responsive and available communication channels	1. 98% of communications responded to within 24 hours. 2. 100% availability for emergency communications as required.
16	Risk Management	Develop and implement contingency plans for events	100% of events have contingency plans in place

General Standards:

The bidder shall ensure adherence to national/international standards or accepted professional practices where specific standards are not stated.

In case any material is found to be of non-serviceable quality, the agency shall replace such item. If the replacement of such item is not done by the agency in the given timeline by the Authority for such material, no payment will be made against such torn/defective/non-serviceable material.

The shortfall in Performance: In cases where the performance or/and quality of Services is/are found to be unsatisfactory, the Authority and/or its representatives may impose damages for the shortfall in performance as per GCC [Clause-6.1.12](#). This levy of damages shall not absolve the Bidder from rectification or reperformance of the defective Service without further payment.

The Bidder shall be liable to share all necessary information, access to warehouse, books, or material, as may be needed, to monitor Bidder's performance in line with the service level benchmarks.

3.7 Review and Monitoring of the Bidder's Work

To ensure timely execution, quality assurance, and adherence to event objectives, Invest UP will establish a comprehensive and multi-dimensional monitoring mechanism for regular review, verification, and supervision of the Event Management Agency's work as outlined below:

A. Review, Monitoring, and Verification

For the Groundbreaking Ceremony, **Invest UP** shall constitute a **multi-disciplinary Review and Monitoring Committee(Physical Verification Committee)** under the overall supervision of a senior government officer, such as the **Additional Chief Executive Officer (Invest UP)** or an officer nominated by the Chief Executive Officer. The committee may comprise representatives from the following entities:

- Invest UP (Project Management & Event Coordination Division)
- Department of Information and Public Relations (DIPR)
- Protocol Department / Administrative Department concerned
- Finance and Accounts Wing of Invest UP
- Any other official nominated by the department.

The committee shall be responsible for:

- Reviewing and verifying the deliverables submitted by the Event Management Agency against the approved concept plan, scope of work, and work order.
- Conducting physical verification, photographic documentation, video recording, and drone-based inspection, wherever applicable, to ensure compliance with design and quality standards.
- Maintaining stage-wise inspection reports during key milestones such as setup, rehearsals, main event day, and dismantling.
- Certifying deliverables prior to release of payments or milestone approvals.

B. Quality Control and Corrective Measures

In case any **issues, defects, deficiencies, or non-conformities** are identified by the Review and Monitoring Committee, the Event Management Agency shall take **immediate corrective measures** such as repair, replacement, rectification, or re-execution as directed by Invest UP.

The Agency shall submit an **Action Taken Report (ATR)** within **12 hours** of such notification, supported by relevant documentary and photographic evidence.

Failure to rectify or remedy such issues within the stipulated timeframe, or as may be directed by Invest UP, shall result in:

- **Imposition of penalties** as per the provisions of the General Conditions of Contract (GCC) or the contract agreement.
- **Deduction from payments or performance security**, without prejudice to Invest UP's rights to claim further damages.

C. Continuous Supervision and Reporting

- The Agency shall ensure the **presence of its Project Manager and key personnel** during all inspections, committee reviews, and event readiness checks.
- **The Department may seek daily progress reports** shall be submitted to Invest UP until the completion of the event, including visual documentation and status of deliverables.

- The final deliverable acceptance shall be based on the **Committee's verification report** confirming compliance with all technical, aesthetic, and operational parameters.

3.8 Payment Schedule, Deliverables, and Timelines

1. The total duration of services to be rendered by the selected Event Management Agency shall be as specified in the **Data Sheet**, commencing from the **date of signing of the contract** until the completion and closure of all event-related activities.
2. All payments shall be subject to **verification of quantities, quality, and compliance** of deliverables as per the approved scope of work and Bill of Quantities (BOQ). Verification shall be conducted by the **Review and Monitoring Committee** constituted by Invest UP, as outlined in Section 9 of this RFP.
3. **100% payment** shall be released to the agency **upon successful completion of the Groundbreaking Ceremony**, submission of all deliverables, and approval of the final completion report by Invest UP.
4. The agency shall raise the invoice addressed to "**Invest Uttar Pradesh**" within **15 (fifteen) days** of successful completion of the event, along with supporting documentation such as work completion certificate, photographic and video evidence, and verification report.
5. All payments shall be made **strictly against the approved BOQ items** and for the **duration of the event** as specified in the work order. The **cost of mobilisation, demobilisation, transportation, manpower, taxes, insurance, consumables, fuel, and logistics** shall be deemed included in the quoted rates and will **not be reimbursed separately**.
6. Each invoice must contain complete **bank account details (Indian bank account only)** to facilitate electronic transfer of payments.
7. Invest UP shall process and release payments **within 30 (thirty) days** of receipt of a valid and complete invoice, subject to verification and approval by the competent authority.
8. In case of any discrepancies in deliverables, quality issues, or pending compliance observations, payment shall be **withheld proportionately** until satisfactory rectification and submission of an **Action Taken Report (ATR)** by the agency.

4. Evaluation Criteria

4.1 Eligibility Criteria

Evaluation Criteria for Technical Proposal: Evaluation of the qualified bidders shall be done by Invest UP based on the following Evaluation Criteria:

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)	➤ 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 average annual turnover of INR 60 crore or more for financial year from 2022-2025 (i.e. 2022-23 2023-24 and 2024-25). (Turnover of sister concerns/ affiliates will not be considered)	➤ CA certificate (original) with UDIN Number as per Form 4
3.	The bidding entity must have positive net worth for last three financial year from 2022-2025 (i.e. 2022-23, 2023-24 and 2024-25). (Net worth of sister concerns/ affiliates will not be considered)	➤ CA certificate (original) with UDIN number as per Form 4
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 five (5) years with the State, Central or International Government / PSUs / agencies thereof. (Large scale business events will include seminars, conferences, forums, conclaves, summits or any combination of same on the subject of investment promotion, business	➤ LoA/ Agreement/ Contract/ Work order/ Completion certificate, duly certified by the authorized signatory of the bidding company ➤ Form 5 (Project Data Sheet) for each of the projects with all listed details. In any case, projects for which Form 5 is not submitted will not be considered. Form 5 must clearly indicate the scale of event, presence of dignitaries, event scope, actual delivery to

	promotion, culture, craftsmanship and artisan, convocations, public meetings with exhibition and business exhibition with top level government representation. Project will include end-to-end conceptualization, management, execution of the event)	establish the fulfilment of the criteria ➤ Any other promotional material or literature to be enclosed in support of projects As per the format in Form 5
5.	The bidding entity must have at least 50 employees on the organization's payroll as bid submission due date.	➤ Undertaking to be issued by authorized signatory on company's letterhead
6.	The bidding entity must not be blacklisted, terminated, debarred by any State or Central Government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last seven (7) years.	➤ Affidavit (Form 9 format only) by the authorized signatory

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.

4.2 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 average annual turnover of INR 60 crore or more for financial year from 2022-2025 (i.e. 2022-23, 2023-24 and 2024-25). <u>Marking:</u> INR ≥ 60 and < 80 Crores– 5 Marks INR ≥ 80 and < 100 Crores– 10 Marks INR ≥ 100– 15 Marks	➤ CA certificate with UDIN (original) as per Form 4	15
2.	Number of successfully conceptualized, managed and	➤ LoA/ Agreement/ Contract/ Work order/ Completion	40

	executed large-scale business events/conclaves/summits of value above INR 3 crore+ each, in the last five (5) 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 on the subject of investment promotion, business promotion, culture craftsmanship, and artisan, convocations, public meetings with exhibitions and business exhibition with top level government representation. Project will include end-to-end conceptualization, management, execution of the event) <u>Marking:</u> 1 project: 5 marks (up to a maximum of 40 marks for 8 projects)	certificate, duly certified by the authorized signatory of the bidding company ➤ Form 5 (Project Data Sheet) for each of the project with all listed details. In any case, projects for which Form 5 is not submitted will not be considered. Form 5 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 Fill out the details as per Form 5	
3	Number of successfully conceptualized, managed and executed GBC/GIS for any State Government in India, in the last seven (7) years. <u>Marking:</u> 1 project: 5 marks (up to a maximum of 15 marks for 3 projects)	➤ LoA/ Agreement/ Contract/ Work order/ Completion certificate, duly certified by the authorized signatory of the bidding company ➤ Form 5 (Project Data Sheet) for each of the project with all listed details. In any case, projects for which Form 5 is not submitted will not be considered. Form 5 must clearly indicate the scale of event, presence of	15

		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 Fill the details as per Form 5	
4.	Technical Presentation Detailed presentation on the concept and execution plan for the Groundbreaking Ceremony; GBC at Lucknow. It must include, but not limited to: a) Quality of Previous similar work; (10 marks) b) Team Deployment for the project (10 marks) c) Agency's vision, concept plan and ambience design theme for GBC; (2.5 marks) d) Concept of symbolic and innovative GBC announcement; (2.5 marks) e) 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 centers, camp office, other temporary infrastructure at Indira Gandhi Pratishthan; Emergency & security services plan, CCTV deployment, access routes, evacuation plan and all strategy related to the	➤ 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.	30

	safety and security of the event (2.5 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. Collateral and brand creative samples, including but not limited to, invitation card, car pass, delegate/VVIP badges with lanyard, etc.		
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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.**

4.3 Financial Evaluation

The financial proposals shall be given scores as follows:

Technical Proposal Evaluation Score (Pe) = Score Obtained out of hundred as per the clause 4.2 of the RFP

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

The composite score shall be computed as follows:

Composite score = $(Pe \times 0.70) + (Pf \times 0.30)$ (Pe denotes technical evaluation score and Pf denotes financial proposal score)

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

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Using the formula financial score (Pf) = $100 \times \text{Financial Proposal of lowest bidder} / \text{Financial proposal of bidder under consideration}$ the committee gave them the following points for financial proposals:

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

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

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

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

Proposal A: $70 \times 0.70 + 83 \times 0.30 = 74$ points

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

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

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

Proposal A: 74 points – H3

Proposal B: 86 points – H2

Proposal C: 90 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.

4.4 Award of Work

After selection, a Letter of Award (the "LOA") shall be issued by the Invest UP and the Selected Bidder shall, within 2 (two) working days of the receipt of the LOA accept the same. In the event of non-receipt of acceptance of the LOA by the Selected Bidder by the stipulated date, the Invest UP may, unless it consents to extension of time for submission thereof, forfeit the EMD submitted selection of agency in Invest UP of such Applicant, and the next eligible Bidder may be considered. The Letter of award will constitute the formation of the Agreement. The selected bidder will have to submit the itemized costing sheet within 5 days of issue of Lol 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.

Note: The department may seek the detailed cost of items(s) mentioned in the BoQ, submitted in the financial proposal sheet from the selected bidder. The agency will have no right to refuse the same, failing which may result into the omission of the item(s) from the work order.

5. Instructions to Bidders

5.1 General instructions

5.1.1 Number of Proposals and respondents

- 5.1.1.1 No Bidder shall submit more than one (1) Proposal, in response to this RFP. In case more than 1 proposal is received from the same Bidder, both the proposals will be summarily rejected.
- 5.1.1.2 The RFP is non-transferable, and Proposals shall be submitted only by the respective Bidders to whom the RFP has been issued by Department.
- 5.1.1.3 A Bidder applying individually shall not be entitled to submit another Proposal.

5.1.2 Proposal preparation cost

- 5.1.2.1 The Bidders shall bear all costs associated with the preparation and submission of the Proposal. Department will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
- 5.1.2.2 Bidders are encouraged to submit their respective Proposals after visiting the office of the department and ascertaining for themselves the availability of documents and other data with the department, Applicable Laws and regulations or any other matter considered relevant by them.
- 5.1.2.3 All papers submitted with the Proposal are neither returnable nor claimable.

5.1.3 Right to accept and reject any or all the Proposals.

- 5.1.3.1 Notwithstanding anything contained in this RFP, Department reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- 5.1.3.2 Department reserves the right to reject any Proposal if:
 - a) At any time, a material misrepresentation is made or discovered, or
 - b) The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
 - c) The Bidder does not adhere to the formats provided in the Annexure A to the RFP while furnishing the required information/details.

5.1.4 Clarifications

- 5.1.4.1 Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Department and the Project site, sending written queries to the Department, and attending a Pre-Proposal Conference.
- 5.1.4.2 Bidders requiring any clarification on the RFP may send their queries to the Department by email at the mail-id provided in communications details in the Data Sheet with subject clearly written the following identification and, in the format, given below:

"Queries/Request for Additional Information concerning selection of Event Management Agencies".

Request For Proposal for Selection of an Event Management Agency for Organizing
'Ground-Breaking Ceremony'

<NAME AND ADDRESS>			
BIDDERS REQUEST FOR CLARIFICATION			
Name Of Organization Submitting request	Name & Position submitting request	Address of the Organization: Phone no: Email:	
Sr No	Bidding Document Reference(s) (Section Page No)	Content of RFP Requiring clarification	Points of Clarification required

5.1.4.3 The Department shall endeavour to respond to the queries within the period specified therein but no later than [7] [(seven) days] prior to the PDD. The Department will post the reply to all such queries on the Official Website.

5.1.4.4 The Department reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this *Clause* 5.1.4 shall be construed as obliging the Department to respond to any question or to provide any clarification.

5.1.5 Amendment of the RFP

5.1.5.1 At any time prior to the Proposal Due Date (PDD), the Department, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the e-procurement website <http://etender.up.nic.in> through a corrigendum and this shall form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. The Department shall not be responsible for failure to get/download the amendments.

5.1.5.2 In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, Department may, at its own discretion, extend the PDD.

5.1.6 Data identification and collection

5.1.6.1 It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.

5.1.6.2 It would be deemed that by submitting the Proposal, the Bidder has:

- Made a complete and careful examination and accepted the RFP in totality.
- Received all relevant information requested from Department and made a complete and careful examination of the various aspects of the Scope of Work. Department shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

5.2 Preparation and submission of Proposals

5.2.1 Language and currency

- 5.2.1.1 The Proposal and all related correspondence and documents shall be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- 5.2.1.2 The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

5.2.2 Proposal validity period and extension

- 5.2.2.1 Proposals shall remain valid for a period of 180 Days from the Proposal Due Date ("Proposal Validity Period") and Department may solicit the Bidder's consent for extension of the period of validity, if required. Department reserves the right to reject any Proposal, which does not meet this requirement.
- 5.2.2.2 In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Department may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

5.2.3 Format and signing of Proposals

- 5.2.3.1 The Bidders shall prepare electronic copies of the technical and financial e-bid/Proposals separately.
- 5.2.3.2 Bidders shall provide all the information as per the RFP and in the specified formats. Department reserves the right to reject any Proposal that is not in the specified formats.
- 5.2.3.3 In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

5.2.4 Submission of e-bid/Proposal

- 5.2.4.1 The bid submission module of e-procurement website <http://etender.up.nic.in> enables the Bidders to submit the Proposal online in response to this RFP published by the Department. Submission can be done till the Proposal Due Date specified in the RFP. Bidders shall start the process well in advance so that they can submit their Proposal in time. The Bidder shall submit their Proposal considering the server time displayed in the e- procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.
- 5.2.4.2 The Bidders have to follow the following instructions for submission:
- For participating through the e-tendering system, it is necessary for the Bidders to be the registered users of the e-procurement website <http://etender.up.nic.in>. The Bidders must obtain a user login ID and password by registering themselves with U.P. Electronics Corporation Ltd. (UPLC), Lucknow if they have not done so previously.

- b. In addition to the normal registration, 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/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Bidder shall 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.
- c. For successful registration of DSC on e-procurement website <http://etender.up.nic.in> the Bidder must ensure that he/she shall possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSC issued by these authorities only. The Bidder can obtain user login ID and perform DSC registration exercise above even before e-bid/Proposal submission date starts. The department shall not be held responsible if the Bidder fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
- d. The Bidder can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Bidder intends to e-bid/Proposal, from "My tenders" folder, the Bidder can place his/her e-bid/Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Bidder shall download the RFP document including financial format and study them carefully. The Bidder shall keep all the documents ready as per the requirements of RFP document in the PDF format.
- e. After clicking the 'pay offline' option, the Bidder will be redirected to terms and conditions page. The Bidder shall read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the RTGS shall tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.
- f. Before uploading, the Bidder has to select the relevant DSC. He may be prompted to enter the DSC password, if necessary. For uploading, the Bidder shall click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer.
- g. The Bidder shall click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.

- h. After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Bidder can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.
- i. Department reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

5.2.5 Deadline for submission

E-bid/Proposal (technical and financial) must be submitted by the Bidder at e-procurement website <http://etender.up.nic> no later than the time specified on the Proposal Due Date. The Department may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline, as extended.

5.2.6 Late submission

- 5.2.6.1 The server time indicated in the bid management window on the e- procurement website <http://etender.up.nic.in> will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Bidder cannot submit his/her e-bid/Proposal. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

5.2.7 Withdrawal and resubmission of Proposal

- 5.2.7.1 At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder shall first log in using his/her login ID and password and subsequently by his/her DSC on the e-procurement website <http://etender.up.nic.in>. The Bidder shall 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 e-bid/Proposal.
- 5.2.7.2 No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security. The Bidder can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Bidder shall first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement

website <http://etender.up.nic.in>. The Bidder shall 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 detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents. The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals. No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

5.2.8 Selection of the Bidder

- 5.2.8.1 From the time the Proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Department, on any matter related to their Proposal it shall do so in writing. Any effort by the Bidders to influence any officer or bearer of the Department in the Proposal evaluation or contract award decisions may result in the rejection of the Bidder's Proposal.

5.2.9 Proposal opening

- 5.2.9.1 After the technical evaluation, the Department shall prepare a list of prequalified Bidders in terms of [Clause 4.2](#) for opening of their financial bid. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Bid. Before opening of the Financial Bid, the list of pre-qualified Bidders along with their technical scores will be read out. The opening of Financial Bid shall be done in presence of respective representatives of Bidders who choose to be present. The Department will not entertain any query or clarification from Bidder who fail to qualify at any stage of the selection process.
- 5.2.9.2 Bidders are advised that selection shall be entirely at the discretion of the Department. Bidders shall be deemed to have understood and agreed that the Department shall not be required to provide any explanation or justification in respect of any aspect of the selection process.
- 5.2.9.3 Any information contained in the Proposal shall not in any way be construed as binding on the Department, its agents, successors or assigns, but shall be binding against the Bidder if the service is subsequently awarded to it.

5.2.10 Opening of Proposals

- 5.2.10.1 Department will open all technical e-bids/Proposals, in the presence of Bidder's representatives who choose to attend on the prescribed date of opening at the Department office.
- 5.2.10.2 The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid/Proposal opening being declared a holiday for the Department, the e-bids shall be opened at the appointed time and place on the next working day. The Bidder who is participating in e-bid/Proposal shall ensure that the RTGS of Fee mentioned in the Data sheet must be submitted in the prescribed account of Department within the duration (strictly within opening & closing date and time of individual e-bid/Proposal) of the work as mentioned in RFP, otherwise, in any case, bid shall be rejected.

5.2.10.3 The Bidders names and the presence or absence of requisite e-bid/Proposal security and such other details as the Department at its discretion may consider appropriate, will be announced at the opening. The names of such Bidders not meeting the technical specifications and qualification requirement shall be notified subsequently.

5.2.10.4 The Department will prepare minutes of e-bid/Proposal opening.

5.2.11 Confidentiality

5.2.11.1 Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.

5.2.11.2 After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Bidders or their representatives, if any. Any effort by the Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

5.2.12 Tests of responsiveness

5.2.12.1 Prior to evaluation of the Proposals, Department will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- a. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
- b. It contains all information as desired in this RFP.
- c. Information is provided as per the formats specified in the RFP.
- d. It mentions the validity period as set out in Data Sheet.
- e. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Date Sheet of this RFP.

5.2.12.2 Department reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Department in respect of such Proposal.

5.2.13 Clarifications sought by Department

5.2.13.1 To assist in the process of evaluation of Proposals, Department may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

5.2.14 Proposal evaluation

5.2.14.1 Submissions from Bidders would first be checked for responsiveness as set out in [Clause 5.2.12](#). All Proposals found to be substantially responsive shall be evaluated as per the Technical/Evaluation Criteria set out in [Clause 4.2](#) of this RFP.

5.2.14.2 The Proposal containing the Technical Details in [Clause 4.2](#) of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.

5.2.15 Conflict of Interest

The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Bidder and its affiliates shall not engage in activities that conflict with the interest of the Udyog Bandhu under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the Services under the ongoing contract. It should be the requirement of the contract that the Bidder should provide professional, objective and impartial advice and at all times hold Udyog Bandhu's interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Bidder shall not be hired for any assignment that would be in conflict with their prior or current obligations to Udyog Bandhu, or that may place them in a position of being unable to carry out the assignment in the best interest of Udyog Bandhu. Without limitation on the generality of the foregoing, Bidder shall not be hired, under the circumstances set forth below:

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

5.2.16 Performance Guarantee

- I. 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 5% 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.
- II. This Performance Guarantee shall be for an amount equivalent to 5% 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.
- III. 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.

5.2.17 Consortium& Subcontracting

Request For Proposal for Selection of an Event Management Agency for Organizing
'Ground-Breaking Ceremony'

5.2.17.1 Consortium

No Joint Venture/Consortium shall be allowed.

5.2.17.2 Subcontracting

Subcontracting is applicable as per details mentioned in Data sheet (Clause-2), subject to the condition, the bidder shall notify the client regarding the subcontracting of its work and submit to the Department a copy of the agreement(s) with the sub-contractor(s) and work order(s) issued to such sub-contractor(s), whereby any work under this RFP has been sub-contracted. However, such intimation to the Department shall not release the bidder from any of its obligations under this RFP.

6. General Conditions of Contract (GCC)

6.1 General conditions

6.1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and be in force from time to time;
- b) "Authorized Representatives" shall have the meaning set forth in GCC Clause [6.1.5](#) ;
- c) "Bidder" (including the terms 'Empanelled Bidder' or 'Contractor' or 'Supplier' or 'Service Provider' or 'Consultant' or 'Firm' or 'Bidder' or 'Manufacturer' or 'Successful Bidder' or 'Agency' in specific contexts) means any private or public entity that will provide the Services to the Department ("the Client") under the Contract;
- d) "Department" means the Invest UP with which the Bidder signs the Contract for the services.
- e) "Bid Processing Fee" shall mean the fee as specified in the RFP Data Sheet;
- f) "Bills" or "Invoices" shall mean all such running bills, as also the final bills submitted by the Bidder regarding the works in consonance with Clause 3.1 of the Terms of Reference. All bills raised by the Bidder must in compliance with GST as also other extant statutory framework holding the field.
- g) "Bill of Quantities" (including the term 'Price Schedule' or 'BOQ') means the priced and completed Bill of Quantities forming part of the Contract;
- h) "Client" (including the term 'Department') means the Invest UP;
- i) "Contract" or "Agreement" means the Contract signed by the Parties and all the attached documents, if any;
- j) "Confidentiality" shall have the meaning set forth in GCC Clause [6.2.10](#);
- k) "Dispute" shall have the meaning set forth in GCC Clause [6.2.15](#);
- l) "EMD" means Earnest Money Deposit submitted by the Bidder;
- m) "Government" means the Government of the Client's Country/State;
- n) "Key Dates" shall mean the dates mentioned in [Clause-1](#) and the Data sheet in [Clause-2](#);
- o) "LOE" means Letter of Empanelment issued to the empanelled Bidders by the Client against an empanelment RFP;
- p) "LOA" means Letter of Award issued to the empanelled Bidder by the Client issuing directions to commence Services;
- q) "Liquidated Damages" shall have the meaning set forth in GCC Clause [6.1.12](#);
- r) "Event Period" refers to the period of event execution;
- s) "Party" means the "Client or the Bidder" as the case may be, and "Parties" means both of them;
- t) "Penalty" shall have the meaning set forth in GCC Clause [6.1.13](#);
- u) "Performance Security" (includes the terms 'Security Deposit' or 'Performance Bond' or 'Performance Bank Guarantee' or other specified financial instruments in specific contexts) means a monetary guarantee to be furnished by the Bidder in the form prescribed for the due performance of the Contract;
- v) "Personnel" means professionals and support staff provided by the Bidder assigned to perform the Services or any part thereof;
- w) "RFP" means the Request for Proposal in response to which the Bidder has submitted a proposal, towards fulfilling the procurement of a commodity, service, or valuable asset;

- x) "Scheduled Bank" means Banks specified in the RBI Act, 1932;
- y) "Services" means the work to be delivered/performed by the Bidder pursuant to the Contract, Terms of Reference and Service Level Benchmarks (SLBs) specified in the RFP;
- z) "Work Order" means the written document issued by the Client subsequent to commencement of the Contract requesting delivery of specified Services/materials from the Bidder as per the Contract terms and conditions.
- aa) "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.
- bb) "e-Bid" means the technical proposal and the financial proposal.
- cc) "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.
- dd) "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.
- ee) "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.
- ff) "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.
- gg) "Mandate/Task/Deliverables" means all obligations of the agency covered under the Contract.
- hh) "Day" means a calendar day.

6.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

6.1.3 Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

6.1.4 Notices

- 6.1.4.1** Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed, or if the service thereof is affected upon them by post or by electronic means, viz- fax and/or email on the official email address of the parties to this Contract, as provided hereinafter: info@investup.org.in for the Client and the email address which shall be provided by the Bidder.
- 6.1.4.2** A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

6.1.4.3 Performance Notice

At any time during the subsistence of this Contract, the Bidder may be required by the Client to perform any of its obligations under this Contract or to remedy any issues, defect, deficiency, flaw or damage, etc. in its performance, by means of a written notice or such other means as may be feasible, within such time as may be directed therein and the Bidder shall, upon receipt of such notice/intimation, comply with the same within this time stipulated therein.

Repeated and **willful** failure to perform the obligation required by the Performance Notice within the time stated therein, the Client may, in its discretion and without prejudice to its right to charge liquidated damages, impose a penalty as per [Clause-6.1.13](#) for every such failure, as also to forfeit the Bank Guarantee so as to materialize the covenant enumerated in [Clause 6.2.8](#)

6.1.5 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Bidder may be taken or executed by the officials specified in the Contract.

6.1.6 Taxes and Duties

GST/other applicable taxes shall be as specified in the BOQ.

6.1.7 Fraud and Corruption

The Implementation Agency (IA) and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process as well as during currency of the agreement. Notwithstanding anything to the contrary contained in this E-Bid, the Department shall reject a Bid without being liable in any manner whatsoever to the Implementation Agency (IA), if it determines that the Implementation Agency (IA) has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process as well as during currency of the agreement. In such an event, the Department shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Processing Fee, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Department for, inter-alia, time, cost and effort of the Department, in regard to the E-BID, including consideration and evaluation of such Implementation Agency (IA)'s Proposal.

6.1.7.1 For the purpose of this Contract, the terms set forth below shall have the following meaning:

- a) "Corrupt practice" means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution or duplicacy/inflation in billing/billed items.
- b) "Fraudulent practice" means misrepresentation or omission of facts in order to influence the selection process or the execution of a contract.
- c) "Collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels.
- d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of the contract.

6.1.7.2 Measures to be taken

The Client will terminate the Contract if the representatives of the Bidder are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract and forfeit the Performance Bank Guarantee;

The Client will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time the Client determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in

competing for, or in executing, the said contract. It is made clear that any termination made under this clause shall not necessitate the Bidder to be put to an advance notice and a mere communication in that regard by the Client would suffice.

6.1.8 Limitation of Liability

The Contract will require that the aggregate liability of the Bidder under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Bidder hereunder. The preceding limitation shall not apply to liability arising as a result of the Bidder's fraud in performance of the services hereunder, or accident caused due to negligence of the Bidder, or the cost of repairing or replacing defective equipment, or to any obligation of the Bidder to indemnify the Procuring Entity concerning IPR infringement.

6.1.9 Insurance

The Bidders are expected to maintain insurance cover for every event to mitigate the Bidder's risks against but not limited to the following:

- a) loss of or damage to any works and materials, including damages due to natural or man-made disasters like fire, explosion, flooding, electrocution, etc.
- b) loss of or damage to any equipment, property in connection with the Contract;
- c) personal injury or death of the employees/third party personnel;
- d) penalties and demands by labour regulatory authority and any other regulatory authorities.

For any accident/ mishappening that may occur onsite, the Client does not take any responsibility for insurance coverage.

6.1.10 Time is of the Essence

Time is of the essence as to the delivery/supply/installation and maintenance of the services to be delivered/performed by the Bidder in the Event Period.

6.1.11 Time Extension

In case of delay in performance due to reasons beyond the control of the Bidder, suitable extension of time may be granted by the Client prior to the Event Period and no such extension shall be granted during or beyond the Event Period, provided that the department may under exceptional circumstances extend any reasonable period during the Event Period, however, no extension shall be granted in any circumstances after the last date of the announcement of event. The grant of such extension of time shall not be construed to be a waiver of any Liquidated Damages or Penalty or any other right of the Client under this contract.

6.1.12 Liquidated Damages

The parties agree that in case the Services provided by the Bidder are found to be unsatisfactory, of inferior quality, not meeting Service Level Benchmarks (SLBs), leading to delay in completion of Services or any other default with reference to the RFP conditions, or the same resulting in losses, monetary or otherwise, to the Client, which are difficult to quantify hence, Liquidated Damages, as mutually agreed genuine pre-estimation of such losses shall be imposed on the Bidder. The Liquidated Damages shall be subject to a maximum of 10% (ten per cent) of the Agreement/Contract Value. Details of the same have been provided below:

Conditions for Liquidated Damages to be imposed	Amount of Liquidated Damages
Failure to adhere to the SLBs as measured against the KPIs.	Liquidated Damages of 1% of the value of the Work Order for each such failure.

Request For Proposal for Selection of an Event Management Agency for Organizing
'Ground-Breaking Ceremony'

Failure to maintain the installed structures including anchoring, platforming and repairs/replacement as and when required	Liquidated Damages of 1% of the value of the Work Order.
Delay in installation of structures as per the given timeline in the Work Order/LOA	Liquidated Damages of 1% per day of the value of the Work Order.
Failure to address the notice given by Invest UP	Liquidated Damages of 1% per day of the value of the Work Order.

The Liquidated Damages shall be imposed and may *inter alia* be recovered either by appropriation from the Performance Security or from final bills or by any other mode in accordance with the laws. The Client shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without written notice to the Bidder in the event of breach of this Agreement for recovery of Liquidated Damages specified herein. The Liquidated Damages are without prejudice to the right of the Client to impose penalty or the right to independently recover any unliquidated damages suffered by the Client on account of any act or omission of the Bidder or its agents, representatives or employees, etc., which are not contemplated herein, *inter alia* by appropriation from the Performance Security or from final bills or by any other mode in accordance with the laws.`

6.1.13 Penalty

Without prejudice to the Liquidated Damage or any other right of the Client under this Contract, the Client reserves the right to impose a Penalty for any breach of the terms of this Contract, the amount and nature whereof shall be decided by the Client depending upon the quantum and/or severity of the breach in each case, including but not limited to the following penalties:

Breach	Penalty
Failure to address the notice given by Invest UP	- For First instance, to be kept on watchlist. - For second instance, the concerned key personnel and team leader to be removed from the project. - For third instance, Contract shall be terminated.
Failure to maintain the installed structures including repairs/replacement as and when required	The concerned key personnel and team leader to be removed from the project
Any incidence of misbehaviour by the staff of the Bidder	INR 5000 per incidence
If any of the Bidder's personnel, on duty or otherwise is found under the influence of any drug or intoxicants	INR 5000 per incidence
If any of the Bidder's personnel, on duty or otherwise is found attempting to claim false attendance	INR 10000 per incidence
Any other breach of contract	Suitable Penalty as determined by the Department, including declaring the bidder ineligible to be awarded a contract for a stated period of time.

Note: the penalty shall be independent of any other deductions under this agreement.

6.1.14 Qualitative Deductions

In case the Bidder does not match the quality standards or fails to meet the SLBs in its work, the Client may make deductions for each such shortfall in the quality, not exceeding 20% of the Agreement Value in aggregate.

The decision of the Client made on the basis of TPIA report or Committee, with respect to the quality of work done, services provided, or materials supplied, etc. shall be final and binding on the Bidder.

6.2 Commencement, Completion, Modification and Termination of Contract

6.2.1 Effectiveness of Contract

This Contract shall come into effect from the date the Contract is signed by both Parties.

6.2.2 Commencement of Services

The Bidder shall begin carrying out the Services not later than 15 days after the Effective Date specified in the RFP or the Contract.

6.2.3 Expiration of Contract

Unless terminated earlier pursuant to GCC Clause [6.2.7](#) hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the Contract.

6.2.4 Modifications or Variations

- a) The Client shall have power to order the Bidder to do any or all of the following as considered necessary or advisable during the progress of the work.
- Increase or decrease of any item of work included in the contract or BOQ
 - Omit any item of work in the contract or BOQ
 - Change the character or quality or kind of any item of work in the contract or BOQ;
 - Change the levels, lines, positions and dimensions of any part of the work in the contract or BOQ;
 - Execute additional items of work of any kind necessary for the completion of the works; Change in any specified sequence, methods or timing of construction of any part of the work;
 - Change the location of the works and
 - Any other item as desired by the Client
- b) The Bidder shall be bound to carry out the work in accordance with any instructions in this connection, which may be given to them in writing by the Client and such alteration shall not vitiate or invalidate the contract.

6.2.5 Quantities in the Contract

The quantities set out in the contract are estimated quantities. Payment shall be made for actual quantities delivered in accordance with the Work Orders issued by the Client subsequent to the signing of the Contract.

In case the delivered quantities have to be installed or deployed on site, payments shall be done only for the actual installed quantities. No payments shall be done for material dumped on the site and not installed.

6.2.6 Force Majeure

6.2.6.1 Definition

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to epidemics, quarantine restrictions, war, riots, civil disorder, earthquake, fire, explosion,

storm, flood or other adverse weather conditions, confiscation or any other action by government agencies.

Force Majeure shall not include (i) strikes, lockouts or other industrial action; (ii) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultant or agents or employees, nor (iii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this 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.

6.2.6.2 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

6.2.6.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure, subject to the condition that no extension of time shall be granted during or beyond the Event dates and any extension granted prior to the event scheduled dates shall not extend into the event Period, provided that the Invest UP may under exceptional circumstances extend any reasonable period during the Event announcement dates, however, no extension shall be granted in any circumstances after the last date of the event announcement by Invest UP.

6.2.6.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, subject to the condition that no such payments shall be made in case the Bidder is unable to perform the services during the Event period.

6.2.7 Termination

Either Party may terminate the Contract with immediate effect by serving prior written notice to the other party.

6.2.7.1 By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this GCC Clause [6.2.7.1](#). In such an occurrence the Client shall give not less than fifteen (15) days' written notice of termination to the Bidder, and thirty (30) days' in the case of the event referred to in (f).

- a) If the Bidder does not remedy a failure in the performance of their obligations under the Contract, after being notified within such time as may be stipulated or within any further period as the Client may have subsequently approved in writing.
- b) If the Bidder becomes insolvent or bankrupt.
- c) If the Bidder, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than fifteen (15) days.
- e) If the Bidder sublets any part of contract without approval of the Client.
- f) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

- g) If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause [6.2.15](#) hereof.

6.2.7.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this GCC Clause [6.2.7.2](#):

- a) If the Client fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute pursuant to GCC Clause [6.2.15](#) hereof within forty-five (45) days after receiving written notice from the Bidder that such payment is overdue.
- b) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause [6.2.16](#) hereof.

6.2.7.3 Payment upon Termination

Upon termination of this Contract pursuant to GCC Clauses [6.2.7](#), the Client shall make the following payments to the Bidder:

- a) payment pursuant to GCC Clause [6.2.12](#) for Services satisfactorily performed prior to the termination date;
- b) except in the case of termination pursuant to paragraphs (a) through (c) and (f) of GCC Clause [6.2.7.1](#), reimbursement of any reasonable cost, incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

6.2.8 Risk and Cost

If the Bidder (i) does not perform any of its obligations under this Contract or remedy any issues, defect, deficiency, flaw or damage, etc. in its performance, upon service of a Performance Notice, within the time stipulated therein; or (ii) terminates this Contract before or during the Event Period, the Client may, without prejudice to any other right or remedy under this Contract or any extant Law, by a notice in writing, carry out the part work/ part incomplete work by any means at the risk and cost of the Bidder. Provided also that if the expenses incurred by the Client are less than the amount payable to the Bidder, the balance shall not be payable to the contractor.

In such an event, the Bidder shall have no claim to compensation for any loss sustained by it by reason of it having purchased or procured any materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of this Contract.

6.2.9 Obligations of the Bidder

6.2.9.1 Standard of Performance

The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence and efficiency, in accordance with the stated Contract conditions, RFP Terms of Reference and Service Level Benchmarks (SLBs). The Bidder shall observe sound management practices, and employ appropriate technology, safe and effective equipment, machinery, materials and methods. For matters where the Contract does not specify any Standard, the Services delivered shall conform to National/ International Standards or generally accepted professional standards, techniques and practices.

The Bidder shall always act, in respect of any matter relating to this Contract, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Third Parties.

In cases where the performance or/and quality of Services is/are found to be unsatisfactory, Client shall impose Liquidated Damages and/or Penalties for the shortfall in performance as per GCC Clause [6.1.12](#) and [6.1.13](#). Imposition of these Liquidated Damages and/or Penalty shall not absolve the Bidder from rectification or reperformance of the defective Service without further payment.

6.2.9.2 Responsibility of the Bidder

The Bidder shall commence execution of Services in accordance with GCC Clause [6.2](#) and shall carry out the Services in accordance with the program submitted by the Bidder, as updated with the approval of the Client.

The workmanship shall be of high order and quality so as to prevent accidents and damaging of the environment and surroundings.

No damage in any case shall be caused to an existing structure. The Bidder shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.

Site shall be returned to the Client as it was in the original or improved condition and completely free of any garbage and/or temporary structures.

In the conduct of cleaning activities and operation of equipment, the Bidder shall utilize such practicable methods and devices as are reasonably available to control and minimize air/noise pollution.

Notwithstanding anything mentioned in the RFP and Contract, the Bidder shall ensure compliance with all Applicable Laws and any guidelines which have been issued by the government or Client from time to time.

6.2.10 Obligations under Labour Code

The Bidder shall fulfil all obligations under all applicable labour codes and rules and shall indemnify the Client from any and all claims arising out of non-compliance of the aforementioned labour codes.

6.2.11 IPR Rights & Confidentiality

6.2.11.1 IPR Rights

All deliverables in the form of data, software, designs, utilities, tools, outputs, plans, drawings, specifications, designs, reports, models, systems and other methodologies and know-how ("Materials") submitted by the Bidder under this Contract shall become and remain the property of the Client and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without the Client's prior written consent.

The Bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Bidder may retain a copy of such documents and software but shall not use it for any commercial purpose.

6.2.11.2 Confidentiality

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the Client to the Bidder, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the Client and shall not, without the prior written consent of Client, be divulged by the Bidder to any third party, nor be used by them for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by the Client, all copies of all such information in original shall be returned on completion of the Bidder's performance and obligations under this contract.

6.2.12 Accounting

The Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

6.2.13 Obligations of the Client

6.2.13.1 Assistance and Exemptions

The Client shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the Contract.

6.2.13.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the Bidder under this Contract shall be increased or decreased accordingly under this Contract.

6.2.14 Payments to the Bidder

6.2.14.1 Professional fee and Payments

The total payment due to the Bidder shall be governed by the Rate List prepared in accordance with [Clause 4.2.2](#) and conditions mentioned in [Clause 3.6](#) of the RFP.

6.2.14.2 Terms and Conditions of Payment

Payments will be made to the account of the Bidder of each event according to the payment schedule stated in [Clause 3.6](#) of the RFP. The Payment shall be inclusive of taxes or similar charges, as well as customs, duties or tariffs imposed in respect of the Services. Unless otherwise set forth in the Contract, payment is due within thirty days following receipt of each invoice.

6.2.15 Good Faith and Indemnity

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6.2.15.1 **For breach of IPR Rights**

The Bidder shall indemnify and hold harmless, free of costs, the Client and its employees and officers from and against all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which may arise in respect of the Services provided by the Bidder under this Contract, as a result of any infringement or alleged infringement of any patent, utility model, registered design, copyright, or other Intellectual Proprietary Rights (IPR) or trademarks, registered or otherwise existing on the date of the contract arising out of or in connection with:

- a) any design, data, drawing, specification, or other documents or Services provided or designed by the Bidder for or on behalf of the Client.
- b) The sale by the Client in any country of the services/ products produced by the Services delivered by the Bidder, and
- c) The delivery of the Services by the Bidder or the use of the Services at the Client site

Such indemnity shall not cover any use of the Services or any part thereof other than for the purpose indicated by or to be reasonably inferred from the contract, neither any infringement resulting from the use of the Services or any part thereof, or any service/ products produced thereby in association or combination with any other service, equipment, plant, or materials not delivered by the Bidder.

If any proceedings are brought, or any claim is made against the Client arising out of the matters referred above, the Client shall give the Bidder a notice thereof. At its own expense and in the Client's name, the Bidder may conduct such proceedings and negotiations to settle any such proceedings or claim, keeping the Client informed.

If the Bidder fails to notify the Client within twenty-eight (28) days after receiving such notice that it intends to conduct any such proceedings or claim, then the Client shall be free to conduct the same on its behalf at the risk and cost to the Bidder.

At the Bidder's request, the Client shall afford all available assistance to the Bidder in conducting such proceedings or claim and shall be reimbursed by the Bidder for all reasonable expenses incurred in so doing.

6.2.15.2 **For Losses and Damages Caused by Bidder**

The Bidder shall indemnify and keep harmless the Client, from and against, all actions, suit proceedings, losses, costs, damages, charges, claims, and demands of every nature and description brought or recovered against the Client because of any act or omission or default or negligence or trespass of the Bidder, his agents, or employees despite all reasonable and proper precautions may have been taken, during the execution of the Services. The Bidder shall make good at his own expense all resulting losses and/ or damages to:

- a) the Services themselves or
- b) any other property of the Client or
- c) the lives, persons, or property of others

In case the Client is called upon to make good such costs, loss, or damages, or to pay any compensation, including that payable under the provisions of the Workmen's Compensation Act or any statutory amendments thereof; the amount of any costs or charges including costs and charges in connection with legal proceedings, which the Client may incur about it, shall be charged to the Bidder. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained and whether or not any damage shall have been sustained.

The Client shall have the power and right to pay or to defend or compromise any claim of threatened legal proceedings, or in anticipation of legal proceedings being instituted consequent on the action or default of the Bidder, to take such steps as may be considered necessary or desirable to ward off or mitigate the effect of such proceedings, charging to Bidder, as aforesaid, any sum or sums of money which may be paid and any expenses whether for reinstatement or otherwise which may be incurred and the propriety of any such payment, defence or compromise, and the incurring of any such expenses shall not be called in question by the Bidder.

6.2.16 Settlement of Disputes

6.2.16.1 This Contract shall be governed by, and construed in accordance with, the laws of India.

6.2.16.2 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

In the event of any dispute between the Parties arising out of or in connection with the Contract, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably, by means of conciliation and/or negotiation, in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect and the Parties shall keep performing their obligations under this Contract, especially during the Event Period, notwithstanding any disputes, pending any attempts at amicable settlement.

6.2.16.3 Arbitration

In case of failure in amicable settlement, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Client from the panel of arbitrators nominated by the parties to this agreement with mutual consent and a list of the panel so decided shall form part of this agreement. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 as amended from time to time.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect and the Parties shall keep performing their obligations under this Contract, especially during the Event Period notwithstanding any disputes, pending the award in any arbitration proceedings hereunder.

6.2.16.4 Jurisdiction

In the event that Parties fail to settle the dispute amicably, the same shall be settled by binding Arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996.

The venue of arbitration shall be in Lucknow, Uttar Pradesh.

The language of arbitration proceedings shall be English.

Any dispute arising in relation to this Contract shall be subjected to Jurisdiction of Courts at Lucknow, Uttar Pradesh.

Courts located in Lucknow shall have exclusive jurisdiction to settle dispute arising under this agreement.

7. Annexure A: Standard Forms

7.1 Form 1: Power of Attorney

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 _____ 2025

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.

7.2 Form 2: 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 for _____ 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

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- 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. 15,00,000/- (Rupees Fifteen 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 180 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)

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7.3 Form 3: 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 An II.	Proof of such association like accreditations, memberships and certificates from important past clients		

7.4 FORM 4: Financial capacity of the Bidder

Financial Capacity of the Bidder

(Chartered Accountant certificate, Turnover for any one financial year from 2022-2025 (i.e., 2022-23, 2023-24 and 2024-25) and net worth for all three years from 2022-2025)

Bidder:			
Financial Year	2022-23	2023-24	2024-25
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 three financial year as per RFP Terms (2022-23, 2023-24 and 2024-25).
2. Net worth for the last three financial year as per RFP Terms (2022-23, 2023-24 and 2024-25).

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7.5 FORM 5: Eligible assignments of the Bidder

Project Data Sheet

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

Name of the Firm: _____

Event Name:		Country
Project Location Within Country:		Type of Event: No. of Participants: Cost (Rs Crore):
Name of Client		
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.

7.6 FORM 6: Approach and Methodology – Technical Presentation

Guidelines for Technical Presentation

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

- a. Quality of Previous similar work; **(10 marks)**
- b. Team Deployment for the project **(10 marks)**
- c. Agency's vision, concept plan and ambience design theme for GBC; **(2.5 marks)**
- d. Concept of symbolic and innovative GBC announcement; **(2.5 marks)**
- e. 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 centers, camp office, other temporary infrastructure at Indira Gandhi Pratishthan; Emergency & security services plan, CCTV deployment, access routes, evacuation plan and all strategy related to the safety and security of the event **(2.5 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. Collateral and brand creative samples, including but not limited to, invitation card, car pass, delegate/VVIP badges with lanyard, etc.

7.7 FORM 7: Blacklisting Declaration Letter

7.8 Form 9: 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

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7.9 FORM 8–Financial Proposal

[Date]

To: [Name and address of Client]

Subject: Financial Undertaking

Reference: Request for Proposal for Selection of Event Management Agency for Organising Ground Breaking Ceremony

Dear Sir,

We have read and examined the RFP document complete with the Terms of reference, Instructions to Bidders and General Conditions of Contract.

We hereby submit our quotes for the Department of the services specified in the RFP.

The financial proposal submitted is unconditional and fulfils all the requirements of the RFP document.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal. We understand the Department is not bound to accept any proposal that is received.

Signature and Name of the Authorised Person

NAME OF THE BIDDER AND SEAL

Request For Proposal for Selection of an Event Management Agency for Organizing
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7.10 Form 9: 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

BOQ for Event Management Agencies

Rates to be quoted by the bidder in a separate excel sheet attached with the tender documents.

Terms & Conditions:

- Agency shall quote the rates for each line item for the entire event duration.
- **The bidder shall quote the rates including all Taxes.**
- The Department may seek the breakup of the cost of line item which are on job, lump sum basis. The agency shall provide the detailed cost breakup of the item of that particular work.
- Agency Shall Propose theme decoration for entire event. Generating & creating overall ambience around all structure and public movement area with making creatives, designing and Execution for the event.
- Post Event Report- (In soft copy and hard bounded copy) Consisting of all events related detail photographs and data of visitors and participants etc. Complete for entire event period.
- All the rates include, labour, material, T&P charge complete.
- All the taxes liability shall be borne by contractor/firm as per applicable rule.
- The bidder shall quote the rates including all Taxes.

Sl. No.	Item Description	Quantity	Units	RATE (including taxes) Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	54	55
1.00	Overall Venue Development					
1.01	Overall theme development and execution for GBC 5.0 ,Master plan of the entire event site, which includes ambience décor for 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.	1	Job		0.000	INR Zero Only
1.02	Provision of multi-cam system at Ceremony hall for live relay & short film display in all halls of the venue Jupiter, Mars, Saturn,Mercury,theme pavilion and other screen installed inside & outside of the venue for live relays using controllers, switcher and necessary fixtures for smoothing functioning and recording of the content.	1	Job		0.000	INR Zero Only
1.03	Arrangement of outdoor P 3.9 LED screens along with heavy duty platforms riser with anchoring for outdoor venue. (Tentative Size- 20ftx12- 2 Nos at entry gates of venue, 16 ft x 8 ft 4 Nos. at inside venue)	992	Sq. Ft		0.000	INR Zero Only
1.04	Arrangement the High speed internet connection through dedicated wi-fi connection, preferably through optical fibre to be given in each hall, registration area, media lounge,organiser office etc, distributed all over the venue.	1	Job		0.000	INR Zero Only

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Sl. No.	Item Description	Quantity	Units	RATE (including all taxes) Figures to be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1.05	The agency shall be responsible for arranging power supply, power distribution, and adequate lighting at the venue, ensuring the required volume of electricity is available throughout the event duration — including pre-event fabrication and post-event dismantling. The agency must provide 100% power backup via generator, with all fixtures controlled from sub-distribution boards/panels, and include all necessary materials such as wires, DB/SB panels, conduits, hardware, and labour, as directed by the Engineer-in-Charge. All electrical installations — including panels, distribution boards, and wiring — must be properly covered and protected to ensure complete safety and security. A Load Distribution Panel and automatic changeover system of adequate capacity shall be provided to manage both main and sub-distribution requirements for the event. Cabling shall be installed neatly using wire managers or equivalent methods, as per the directions of the Officer-in-Charge.	1	Job		0.000	INR Zero Only
1.06	Providing VVIP Golf cart along with driver in proper uniform and charging facility for entire event days to be deployed as per the directions of the department.	4	Nos		0.000	INR Zero Only
1.07	Provision of operation of existng golf cart,providing driver in proper uniform,developing charging infrastructure,branding of invest up etc.	4	Nos		0.000	INR Zero Only
1.08	Laying and Fixing of New Non-Wooven syntethic carpet for the entire venue for the connecting passages for all the halls, entry exit and wherever required as per the directions of the department.	15000	sqmtr		0.000	INR Zero Only
1.09	Pagoda Structure 3m x 3m	12	Nos.		0.000	INR Zero Only
1.10	Pagoda Structure 5m x 5m	26	Nos.		0.000	INR Zero Only
1.11	Pagoda Structure 6m x 6m	2	Nos.		0.000	INR Zero Only
1.12	Led Tv 55 inch	11	Nos.		0.000	INR Zero Only
1.13	Installation of Iron Tunnel	120	RMT.		0.000	INR Zero Only
1.14	Installation of Wooden Tunnel	11	RMT.		0.000	INR Zero Only
1.15	Installation of Truss Tunnel	900	RMT.		0.000	INR Zero Only
1.16	Curtains for view cutter	10	Nos.		0.000	INR Zero Only
1.17	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure at 3ft-4 ft. height including all T & P, labour for proper fixing of it as per direction and approval of department.	240	sqft		0.000	INR Zero Only
1.18	Provision of thematic pathway decoration as per the theme and design proposed by the agency near gate number 1 entry , to be approved by the department	1	Job		0.000	INR Zero Only
1.19	Provision of digital PA system for Entire Venue to be controlled from the security room	1	Job		0.000	INR Zero Only
1.20	Provision of Photography with Videography for all over venue for the entire duration of the event days.	1	Job		0.000	INR Zero Only
1.21	Installation of view cutter with the help of iron truss of 10ft -12ft height and cloth with proper grouting and heavy base plates. To be installed as per the directions of the department	400	Rnft		0.000	INR Zero Only
2.00	GROUND BREAKING CEREMONY HALL					
2.01	Installation of German Hanger/Equivalent proposed structure of appropriate size for the ceremony, with proper fascade and air conditioning as per the designs proposed by the agency in the presentation. The Structure will be completely weatherproof and with adequate number of entry exit points including emergency exits. General lighting will be part of the Structure, structure will be pillarless from inside,to be executed after the approval of the department.(Tentative Size 40m X 75 m)	3000	Sqmtr		0.000	INR Zero Only
2.02	Installation of single ply wooden platform inside German Hanger/Equivalent proposed structure to be executed after the approval of the department.(Tentative Size 40m X 75 m)	3000	Sqmtr		0.000	INR Zero Only
2.03	Fixing of new non-wooven carpet on wooden platform inside German Hanger/Equivalent proposed structure to be executed after the approval of the department.(Tentative Size 40m X 75 m)	3000	Sqmtr		0.000	INR Zero Only
2.04	Providing and fixing of customized fabricated levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure at 4 ft- 6 ft. height and step in left,right and centre as per the design and theme proposed by the agency with carpeting,proper stage seating, podium, dias setup,landscaping and flower decoration in the D-Area including all T & P, labour for proper fixing of it as per direction and approval of department.(Tentative Size- 20ftx 100ft)	1	Job		0.000	INR Zero Only
2.05	Conceptualisation and execution of the Ground breaking launching ceremony with all the necessary items and fixtures as per the theme and design proposed by the agency and approved by the department	1	Job		0.000	INR Zero Only

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Sl. No.	Item Description	Quantity	Units	RATE (including all taxes) Figures to be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
2.06	Providing and fixing of customised and thematic LED backdrop and necessary electrical cabling and data transmission system, UPS for backup as per the design and theme proposed by the agency and approved by the department.	1	Job		0.000	INR Zero Only
2.07	Providing and fixing of light system including but not limited to Led Parcan, Profile, sharpiee, moving head and follow spot etc. to be installed on aluminium truss structures with proper electrical cabling, UPS for backup and controller setup on console for the entire inaugural hall, as per the theme and design proposed by the agency and approved by the department.	1	Job		0.000	INR Zero Only
2.08	Providing and fixing of Sound system including but not limited to Side Fills, Stage monitors, Cordless Mic, Headset mics Sennheiser, Podium Mic, Sound Mixer, Amplifier Mixture, Snake Cable, Fibre Optic installed on aluminium truss structures with proper electrical cabling, UPS for backup and controller setup on console for the entire inaugural hall, as per the theme and design proposed by the agency and approved by the department.	1	Job		0.000	INR Zero Only
2.09	Providing and fixing of fully functional Simultaneous Interpreter system with booth, translation devices, power system, translator Hindi to English, and other necessary equipments. (Tentative for 100 Pax)	1	Job		0.000	INR Zero Only
2.10	LED delay screens with scaffolding riser structure with proper electrical cabling, data transmission system and masking, controlled from the console and to be installed as per the theme and designs proposed by the agency and approved by the department. (Tentative Size- 12ft x 8ft)	6	Nos		0.000	INR Zero Only
2.11	Installation of Teleprompter setup on main stage with proper electrical cabling and data transmission method to be installed as per the protocol of the chief guest and directions of the department.	1	Job		0.000	INR Zero Only
2.12	Providing good quality Banquet chairs with cover and bow, colour to be approved by the department.	3000	Nos		0.000	INR Zero Only
2.13	Providing good quality 2 seater sofa seating, colour to be approved by the department.	100	Nos		0.000	INR Zero Only
2.14	Providing good quality VVIP chairs, colour to be approved by the department.	170	Nos		0.000	INR Zero Only
2.15	Mojo barricading inside hall	1200	Rnft		0.000	INR Zero Only
2.16	Velvet rope queue manager/Bollards inside hall with A4 Size name plate.	30	Nos.		0.000	INR Zero Only
2.17	Providing and fixing of 2 level- Media riser - levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure at 4 ft and 2ft height with provision of 2 steps including all T & P, labour for proper fixing of it as per direction of officer-in-charge	96	Sqft		0.000	INR Zero Only
2.18	Providing and fixing of Camera riser - levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure at 4 ft height with provision of 1 step including all T & P, labour for proper fixing of it as per direction of officer-in-charge	128	Sqft		0.000	INR Zero Only
2.19	Providing & Making of Executive Lounge for VVIP with air conditioning wooden flooring, side walls of Ply, concealed ceiling light and drapery curtain sofa sets, coffee table, entrance gate as required inside lounge. Approximately size 15 x 15 ft. with attached separate bathroom of size 5 ft. x 2.5 ft. approximately as per proposed theme and design by the agency and approved by the department	5	Nos		0.000	INR Zero Only
2.20	Providing and fixing of latch free platform for photo-op, 5 tier (6inch, 12inch, 18 inch, 24 inch, 30 inch) height and depth of 12 inch of each step and total width of 16 ft, to be installed with wooden platform, carpet and MS-scaffold structures including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	1	Job		0.000	INR Zero Only
3.00	JUPITER HALL					
3.01	Provision of Live relay of main ceremony on existing LED and sound system of Jupiter hall, if required enhancement of the same as per the directions of the department.	1	Job		0.000	INR Zero Only
4.00	MERCURY HALL					

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Sl. No.	Item Description	Quantity	Units	RATE (including all taxes In To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
4.01	Provision of Live relay of main ceremony -Installation of LED Screens of appropriate size (18*10) at Center Stage, Head Table & Chair for 20 pax, 50 Tent Cards with Names, tabletop flower arrangement, sound system System with stage monitors with adequate numbers of cordless/collar mics. Emcee-01	1	Job		0.000	INR Zero Only
5.00	MARS HALL					
5.01	Provision of Live relay - LED Screens of appropriate size (18*10) at Center Stage, Head Table & Chair for 20 pax, 50 Tent Cards with Names, tabletop flower arrangement, sound System with stage monitors with adequate numbers of cordless/collar mics. Emcee-01	1	Job		0.000	INR Zero Only
6.00	EARTH HALL					
6.01	Arrange Office for the organisers (fit for 100 people, with 10 desktop computers, internet connection, 3 high-speed MFP printers with cartridges, and tea and coffee vending machine). To be ready and handed over to Invest UP at least 7 days prior to the event and to remain functional 3 day after the event.	1	Job		0.000	INR Zero Only
6.02	LED Screens of appropriate size (18*10) at backdrop of Center Stage, Head Table for 20 pax, 50 Tent Cards with Names, tabletop flower arrangement, sound System with stage monitors with adequate numbers of cordless/collar mics. Emcee-01	1	Job		0.000	INR Zero Only
6.03	A4 Printer with cartridges and Paper for event days	6	Nos		0.000	INR Zero Only
7.00	SATURN HALL					
7.01	Arrangement in Media lounge (at Saturn hall) with at least 30 workstation with desktop computers, internet connection, 2 MFP printers and 3 dedicated staff to handle all the IT related issues and also arrangement of sofa, centre table etc.	1	Job		0.000	INR Zero Only
7.02	Provision of Live relay of main ceremony-LED Screens of appropriate size (18*10) at Center Stage & sound System with stage monitors with adequate numbers of cordless/collar mics. Emcee-01	1	Job		0.000	INR Zero Only
8.00	VENUS HALL					
8.01	Arrangement the Exhibition space of 45 octonorm stalls to showcase products/offering, with individual branding, table, chairs, carpet, necessary fixtures, light arrangements and power points. (Tentative Size-3m x 3m)	405	Sq.mtr		0.000	INR Zero Only
9.00	NEPTUNE HALL					
9.01	Arrangement the Shells scheme exhibition space for 75 ODOP artisans and their product, with individual branding, table, chair, carpet, necessary fixtures, light arrangements and power points. (Tentative Size-3m x 3m)	675	Sq.mtr		0.000	INR Zero Only
10.00	THEME PAVILLION HALL					
10.01	German hangar of size 30m x 35 m 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.	1050	Sq.mtr		0.000	INR Zero Only
10.02	Installation of single ply wooden platform inside German Hanger/Equivalent proposed structure to be executed after the approval of the department.	1050	Sq.mtr		0.000	INR Zero Only
10.03	Laying and Fixing of New Non-Wooven synthetic carpet for the dining area structures and wherever required as per the directions of the department.	1050	Sq.mtr		0.000	INR Zero Only
10.04	Conceptualisation, design, 3D visualization, fabrication, and turnkey execution of Invest UP Theme Pavilion at GBC 5.0 — highlighting sectoral achievements, PM Gati Shakti, and investment opportunities. Work includes pavilion inner structure fabrication (wooden/equivalent framework, modular panels, flooring, fascia), outer fascade of the structure, branding and graphics, lighting, digital and interactive elements (LED walls, touchscreens, AV system, digital kiosks, projection/holographic display), content development, installation, event-time operation & management, and dismantling after event. Complete in all respects as per designs, concept and specifications proposed by the agency and approved by the department.	1050	Sq.mtr		0.000	INR Zero Only
11.00	CENTRAL AREA					

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Sl. No.	Item Description	Quantity	Units	RATE (including all taxes) Figures to be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
11.01	Execution of theme based installation of existing central area which shall include but not limited to branding, fabrication, carpeting, display of artisans etc. as per the designs proposed by the agency and approval of the department.	1	Job		0.000	INR Zero Only
12.00	SANITATION ARRANGEMENTS					
12.01	Providing, installation, upkeep and management of portable toilets/chemical toilet.	35	Nos		0.000	INR Zero Only
12.02	Providing, installation, upkeep and management of vanity vans/toilet van for VVIPs.	3	Nos		0.000	INR Zero Only
12.03	Providing, installation, upkeep and management of container toilet	5	Nos		0.000	INR Zero Only
12.04	Arrangement the Housekeeping and other O&M services including, deployment of manpower, dustbins, consumables for the existing toilet block etc during the event.	1	Job		0.000	INR Zero Only
13.00	VENUE BRANDING					
13.01	Design, Print, Production & Place of Standee and flex with frame	100000	Sqft		0.000	INR Zero Only
13.02	Providing and Fixing of Customized arch gate at Gate no.1	1	Nos		0.000	INR Zero Only
13.03	Providing and Fixing of Customized arch gate at entry gate no.2	1	Nos		0.000	INR Zero Only
13.04	Providing and Fixing of Welcome gate at gate no. 3 for the Hon'ble Chief Guest	1	Nos		0.000	INR Zero Only
13.05	Providing and Fixing of Arch gates on roads near around the venue	5	Nos		0.000	INR Zero Only
13.06	Arrangement of the Customised Special installations as per the theme proposed by the agency for photo opportunity. Execution of the same shall be done as per the approval and directions of the department.	3	Nos		0.000	INR Zero Only
13.07	Printing and Installation of Vinyl	100	sqft		0.000	INR Zero Only
13.08	Printing and Installation of Vinyl with 5 mm Sunboard	100	sqft		0.000	INR Zero Only
14.00	REGISTRATION					
14.01	Registration area at the entrance of the venue with at least 14 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.	1	Job		0.000	INR Zero Only
14.02	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.	1	Job		0.000	INR Zero Only
14.03	Handle the entire registration process, both online and onsite, Facilitate the process of badges printing through software and hardware support with at least 2 Nos. at every counter.	1	Job		0.000	INR Zero Only
14.04	Provision of Hand-held and Static QR Code Scanners, at Venue Halls, F&B Area, Exhibition Area, Lounges/Offices, Manpower Support for Scanning.	1	Job		0.000	INR Zero Only
14.05	Design, print & production of delegate badges with card size 120*90 mm of HDP/PVC material 600-800 micron thickness, multicolour printing of card and HDP lanyards of 20 mm with four colour event logo print. All delegate badges are QR code Enabled.	5000	Nos		0.000	INR Zero Only
14.06	Design, print & production of Normal badges with card size 120*90 mm, multicolour, printed on 300 GSM paper and HDP lanyards of 20 mm with four colour event logo print. All Normal badges are QR code Enabled.	10000	Nos		0.000	INR Zero Only
15.00	COLLATERALS					
15.01	Design, print & production of Three leaf Invitation Card with Envelope.	5000	Nos		0.000	INR Zero Only
15.02	Design, print & production of Car Pass Stickers	5000	Nos		0.000	INR Zero Only

**Request For Proposal for Selection of an Event Management Agency for Organizing
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Sl. No.	Item Description	Quantity	Units	RATE (including all taxes) Figures be entered In To by the Bidder P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
15.03	Design, print & production of food Coupons	7000	Nos		0.000	INR Zero Only
15.04	Design, print & production of VVIPs food coupon	500	Nos		0.000	INR Zero Only
15.05	Design, print & production of Glass tent cards	30	Nos		0.000	INR Zero Only
15.06	Shawls for Hon'ble Chief Guests	2	Nos		0.000	INR Zero Only
15.07	Design & produce s.s metal plate with engraved printing size of 12 inch *16 inch packed in wooden box, design and sample to be approved by the department	15000	Nos		0.000	INR Zero Only
15.08	Design, print & production of 32 GB Pen drives with printed logo and preloaded content provided by the department.	10000	Nos		0.000	INR Zero Only
15.09	Print & produce compendium booklet of 100 Pages Each	5000	Nos		0.000	INR Zero Only
15.10	Provide 10 post-event albums with videos & photographs in Hard drive.	1	Job		0.000	INR Zero Only
15.11	Jute Bag with Printng of Invest UP Logo	8000	Nos		0.000	INR Zero Only
15.12	ODOP Gift	15	Nos		0.000	INR Zero Only
15.13	ODOP Gift Coupons	3500	Nos		0.000	INR Zero Only
15.14	Anga Vastra	600	Nos		0.000	INR Zero Only
15.15	File Folder	600	Nos		0.000	INR Zero Only
15.16	Media kit- Folder,Notepad,Pen,Pencil	800	Nos		0.000	INR Zero Only
16.00	PROVIDING OF EVENT STATIONARIES					
16.01	Notepad	8000	Nos		0.000	INR Zero Only
16.02	Pens	8000	Nos		0.000	INR Zero Only
16.03	Pencil	8000	Nos		0.000	INR Zero Only
16.04	Whiteboards	10	Nos		0.000	INR Zero Only
16.05	Flipcharts	10	Nos		0.000	INR Zero Only
16.06	Markers, Duster, Staplers with pins etc	1	Job		0.000	INR Zero Only
16.07	Event guide Printing & Produce of these particulars in conjunction with the approved theme and produce a final print.	1000	Nos		0.000	INR Zero Only
16.08	Fliers	3000	Nos		0.000	INR Zero Only
16.09	Pamphlets	3000	Nos		0.000	INR Zero Only
16.10	Brochure	3000	Nos		0.000	INR Zero Only
17.00	FOOD & BEVERAGES AREA					
17.01	Arrangement the temporary infrastructure at the outdoor venue - German hangar of size 30m x 35 m 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 air conditioned with adequate number of entry exit points including emergency exits. General lighting will be part of the hangar, will be pillarless inside. Indira Gandhi Pratishthan – 4 units, (1 VVIP enclosure with silver service, 2 General enclosures).	4050	SQ.mtr		0.000	INR Zero Only
17.02	Installation of single ply wooden platform inside German Hanger/Equivalent proposed structure to be executed after the approval of the department.	4050	SQ.mtr		0.000	INR Zero Only
17.03	Laying and Fixing of New Non-Wooven syntethic carpet for the dining area structures and wherever required as per the directions of the department.	4050	SQ.mtr		0.000	INR Zero Only
18.00	CATERING - 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:					
18.01	Special High tea	12000	Nos.		0.000	INR Zero Only
18.02	Lunch Silver Services	500	Nos.		0.000	INR Zero Only
18.03	Lunch Buffet	7000	Nos.		0.000	INR Zero Only

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18.04	Food packets for security officials/staff on the day of the event and food packets for exhibitors/media/other staff during each day of exhibition	12000	Nos.		0.000	INR Zero Only
18.05	Arrangements of Breakfast,Lunch, 2 Tea/coffe with snacks & Dinner (with Drinking water) for at least 150 person (War Room) for at least 7 days deployed by Invest UP at Event Site.	1050	Nos		0.000	INR Zero Only
18.06	Ensuring running tea coffee with cookies and snacks at four locations (300 people each)	1200	Nos		0.000	INR Zero Only
19.00	WATER UTILITIES					
19.01	Water bottle of 200 ml each as per FSSAI standard	25000	Nos		0.000	INR Zero Only
19.02	Water bottle of 1L each as per FSSAI standard	1500	Nos		0.000	INR Zero Only
19.03	Refillable jars of 20 lt. each along with dispensers on the days of the event as per FSSAI standard	1000	Nos		0.000	INR Zero Only
20.00	AIRPORT LOUNGE & HOTEL HELPDESK					
20.01	Providing and fixing of 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). Also installation of GBC dedicated helpdesk and manning, upkeep, general cleaning of the lounge and the helpdesk.	1	Job		0.000	INR Zero Only
20.02	Providing and fixing of Hotel Help desk for GBC with table,chair,backdrop,standees, and manning, upkeep, of the helpdesk.(Tentative Qty - Approx 20 Nos.)	1	Nos.		0.000	INR Zero Only
21.00	SECURITY & FIRE					
21.01	Security Personnel Deployment-Provide security guards at most important locations of the entire event venue, entry/exit gates, main hall, lunch area, camp offices, lounges, etc.	300	Nos		0.000	INR Zero Only
21.02	Baggage Screening Gadgets as per the requirement of the venue,event and directions of the officer incharge	1	Job		0.000	INR Zero Only
21.03	Personnel Screening Gadgets like HHMD,DFMD as per the requirement of the venue,event and directions of the officer incharge	1	Job		0.000	INR Zero Only
21.04	CCTV Installation as per the requirement of the venue,event and directions of the officer incharge with proper control room setup with preview screens.	1	Job		0.000	INR Zero Only
21.05	Installation of Cloak Room of size 5mx5m with necssary furniture and fixtures alon with operations of the same as per the directions of the department.	1	Job		0.000	INR Zero Only
21.06	Installation of Cloak Room of size 5mx5m with necssary furniture and fixtures alon with operations of the same as per the directions of the department.	1	Job		0.000	INR Zero Only
21.07	Arrangement of Long Range Walkie Talkie.	50	Nos		0.000	INR Zero Only
21.08	Installation of Female frisking booths of standard size with necessary fixtures to be installed as per the directions of the departmant.	1	Job		0.000	INR Zero Only
21.09	Arrangement of Fire Cylinder ABC type dry powder ,fire marshal,fire tender, etc. pre,during and post event as per the requirement of the venue.	5	Nos		0.000	INR Zero Only
22.00	CITY BRANDING					
22.01	Design, Print, Production & Place of Billboards.	50	Nos		0.000	INR Zero Only
22.02	Design, Print, Production & Place of Hoardings.	50	Nos		0.000	INR Zero Only
22.03	Design, Print, Production & Place of Signages.	100	Nos		0.000	INR Zero Only
22.04	Design, Print, Production & Place of standees for Enroute (6 x 3)ft.	1800	Sqft		0.000	INR Zero Only

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23.00	BARRICADING WORKS					
23.01	Mojo barricating	200	RMT		0.000	INR Zero Only
23.02	pipe barricating	150	RMT		0.000	INR Zero Only
23.03	Balli Barricating with iron/plastic mesh	100	RMT		0.000	INR Zero Only
23.04	Bamboo barricating with cloth	100	RMT		0.000	INR Zero Only
24.00	MANPOWER SUPPORT					
24.01	Providing Uniformed and well-dressed Ushers.	100	Mandays		0.000	INR Zero Only
24.02	Providing manpower for event management personnel.	25	Mandays		0.000	INR Zero Only
24.03	Providing manpower for Hospitality Management personnel.	50	Mandays		0.000	INR Zero Only
24.04	Onsite registration and helpdesk personnel	50	Mandays		0.000	INR Zero Only
25.00	FURNITURE & Fixtures					
25.01	Round table	150	Nos		0.000	INR Zero Only
25.02	Single seater	150	Nos		0.000	INR Zero Only
25.03	Double seater sofa	100	Nos		0.000	INR Zero Only
25.04	Revolving Chair	100	Nos		0.000	INR Zero Only
25.05	Glass round table	100	Nos		0.000	INR Zero Only
25.06	Central Table	50	Nos		0.000	INR Zero Only
25.07	Side table	47	Nos		0.000	INR Zero Only
25.08	Octonorm Table	100	Nos		0.000	INR Zero Only
25.09	Exhibition Cushion chair	250	Nos		0.000	INR Zero Only
25.10	Boss Chair	3	Nos		0.000	INR Zero Only
25.11	Octonorm Panelling	20	Rnmtr		0.000	INR Zero Only
25.12	Octonorm Door with Locakable Facility	2	Nos		0.000	INR Zero Only
25.13	Almirah	2	Nos		0.000	INR Zero Only
25.14	Round Cocktail high tables with cloth and frill	100	Nos		0.000	INR Zero Only
25.15	Buffet Tent tables with cloth and frill	200	Nos		0.000	INR Zero Only
25.16	Pedastal Fan with proper cabling	2	Nos		0.000	INR Zero Only
25.17	Industrial Cooler with proper cabling	2	Nos		0.000	INR Zero Only
25.18	Plug Point with proper cabling	5	Nos		0.000	INR Zero Only
25.19	Almirah	2	Nos		0.000	INR Zero Only
Total in Figures					0.000	INR Zero Only
Quoted Rate in Words						