

File No. NIDM/Admn./Maint/AMCDRR/2015
National Institute of Disaster Management
Ministry of Home Affairs
5-B, I.P.Estate, IIPA Camous
Mahatma Gandhi Marg,
New Delhi – 110002

Background:

National Institute of Disaster Management, Ministry of Home Affairs is organising First Post Sandai, Asian Ministerial Conference on Disaster Risk Reduction during 14-17 November, 2016-reg at New Delhi. The Conference is likely to be attended by 5000 participants from the National Governments of Asian Countries, Regional Groups, International Agencies and State Governments.

Invitation of proposal:

2 National Institute of Disaster Management, Ministry of Home Affairs is inviting Expression of Interest/bids from the reputed and registered event management agencies/firms for organisation of Asian Ministerial Conference on Disaster Risk Reduction to be held from 14-17 November, 2016-reg at New Delhi.

Scope of Work:

3. The details of the arrangements to be made by the event manager are as under:-

- (i) Air travel (to and fro) for the ministers and officers from 50 Asian countries.
 - (ii) Accommodation in a five-star equivalent ITDC hotel for 100 nos. of foreign delegation consisting Ministers/Ambassadors and officials and officials.
 - (iii) Transport arrangement (pick and drop from airport and conference venue).
 - (iv) Conference venue suitable for gathering of about 5000 delegates from the various nationals. Participants will be distributed in various halls/rooms to attend parallel sessions. For inaugural session, a hall of at least capacity of 2000-3000 may be required.
 - (v) Catering arrangements
 - (vi) Official dinner for Ministers and officers
 - (vii) Cultural programme and official dinner for international delegates
 - (viii) Exhibition and Stall facility
- Event Management including:
- Designing and Printing of Invitation Cards, Security Instructions, Parking Stickers, identity card of delegates etc.
 - Exclusive Inaugural Session with high quality appearance.
 - Exclusive Closing ceremony with cultural programme
 - Providing assistance to the delegates.
 - All correspondence with all delegates/participants
 - Arrange Dias, several sessions and hall décor, audio-video recording, audio equipment including cordless mikes etc, photography/videography of the event
 - Engaging persons (having basic knowledge of disaster management) for assisting in the thematic sessions
 - Any other activity required for organizing the Convention
 - Designing and preparation of signage.

- Flower arrangement
- Arrangements of anchors/Ushers etc.
- Reception arrangements
- Registration Desk
- Arrangement of Conference kits/Mementos
- Arrangement for media, booths, Wi fi etc
- Any other activity required for organizing the Conference
- Visa facilities-Visa arrival
- Correspondence with Embassy as and when direction given by the organiser
- Money exchange facility
- Local transport facility
- Press Conference

Terms & Conditions:

4.The bidders should be well-established Professional Event Managers and must have organized such function attended by VVIPs (Prime Minister and/or President of India or head of the State of the (different countries) during in the past. Documentary evidence in support of such arrangement should be enclosed along with the bid as proof of organising and holding such function.

5.The bid should include all relevant details including time required for delivery of CDs/photographs, quality of paper to be used for printing of photographs, type of equipments to be used for photography, video shoot, etc.

6.NIDM reserves the right to reject any/all offers.

7. The bid should include details regarding the quality of flex and print resolution of the signage. To make the Convention a success, the bidders are encouraged to include extra items that may have been omitted here. However, the decision of the NIDM to accept or reject the same will be final. The bidder should highlight these items.

8. Any bid that is received without the Bid Security would be rejected. Financial Bids of only those bidders will be opened whose bids /offers are in compliance with the Tender Terms & Conditions. The Bidders will be intimated about the date and time of opening of Financial Bid wherein they can send their representative to witness the Financial Bid opening.

9. Bids incomplete in any form are liable to be rejected outrightly.

10. The bidders would not be allowed to negotiate after submission of bids.

11. For any clarification Executive Director may please be contacted either through email (ed.nidm@nic.in) or on phone no. 23702445 on any working day between 10:00 hours to 1800 hours. Any enquiry after submission of the bids would not be entertained.

12. The details of taxes chargeable should be clearly indicated against each item.

13. The rates quoted by the successful bidder shall remain valid for a period of 4 months from the date of opening the bid, for the purposes of carrying out the work related to the event for which the bids are invited.

14. No charges would be paid, if the Conference, for any reason, gets cancelled on or before 72 hours of the scheduled date and time. The bidder should indicate the charges, if any,

payable to him, if the Conference is cancelled within 72 hours of the scheduled date and time of the meeting. Payment in that case would be subject to verification.

15. No additional charges would be paid to the bidder, in case the dates of the Conference are rescheduled.

16. The successful bidder (Event Manager) would be required to visit office of NIDM, IIPA Campus, I.P.Estate, New Delhi-02 and MHA, NDCC Building, Jai Singh Road, New Delhi-01, as and when called for, in connection with making arrangements for the event.

17. The compere, if any, selected from the panel of the selected Event Manager would also be required to visit NIDM, IIPA Campus, I.P.Estate, New Delhi-02 and MHA, NDCC Building, Jai Singh Road, New Delhi-01 for briefing and trials.

18. The bidders can visit the website of NIDM/MHA/UNISDR and they can find the photographs of earlier Conference under the title : AMCDRR-Conference and the sub title: Photo Gallery to have a fair idea of the signages, hall arrangements etc. The Event Manager should also take adequate measures to protect the signage items from rain.

19. The Event Manager would be responsible to obtain necessary permissions from NDMC/MCD/Police Authority and/or other authorities to put up signage on the roads, near the venue of the Conference. In case letters in this regard are required from the NIDM/MHA, the Event Manager should inform and obtain the same from NIDM/MHA well in time.

20. The successful bidder would be required to deposit a Performance Security @ 5% of the Contract Value drawn in favour of "NIDM", New Delhi". The Performance Security should remain valid for a minimum period of sixty days beyond the date of completion of all contractual obligations on the part of the Event Manager.

21. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.

22. Executive Director would be the competent authority of NIDM, to certify that the Event Manager has completed all the works and contractual obligations in full, to the entire satisfaction of this Office.

23. Any such clause(s) and / or terms and conditions, that the bidder desires to include for providing service/supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there should be a clear indication in the bid that it has been given in separate sheets.

24. Bids received after the date and time specified above for receipt of bids would not be entertained.

25. The bidder in his bid shall provide to this office various relevant details including;

- This tender form duly signed on each page of this form as a token of accepting the bid.
- Details of similar events organized for Central Governments or its Autonomous Bodies like Undertakings / Companies / Commissions etc. in the last 03 years.
- Letter of references from the resource persons of the organization for whom the above work was carried out.
- Any other material that the bidder considers necessary for the Institute to take note of while deciding the bid.

26. If requested, the bidder at his own expense will come, explain, make presentation and provide clarification about his proposal before the Executive Director or any authorized official of the NIDM/MHA.

27. NIDM need not select the lowest bid, but reserves the right to select a bid that fulfils the requirement/scope of work and provides the best value for the money.

28. In case the selected bidder fails to take up or complete the task satisfactorily, the Institute will be free to terminate the contract after giving an opportunity to explain. Notwithstanding the above, if the circumstances prevail, in the interest of conducting the Conference, the Executive Director of the Institute shall be free to choose any other party and award the task.

Any extra price that the Institute has to bear will be deducted/ adjusted from the bidder (Event Manager). The decision of the Executive Director of the NIDM in this regard shall be final.

29. The bidder shall provide indemnity to the Institute against any Liability, Criminal / Civil, arising on account of the services hired by the Institute.

30. The bidders shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.

31. The Institute reserves the right to change any condition listed above to suit its convenience.

32. In the event of dispute, the Executive Director of the NIDM or his nominee shall be the sole arbitrator. All disputes arising shall be resolved before the competent court having jurisdiction/area where the Institute is located.

Submission of Proposal:

33. The bid in the prescribed format, along with Bid Security and samples should be submitted in a sealed cover, duly superscribed as “**Bid for Event Manager – AMCDRR – 2016**”. The Financial Bid may be placed in a separate sealed cover superscribed as “Financial Bid for Event Manager – AMCDRR – 2016” and this should also be placed along with the Bid.

34. Bid should be submitted along with a Bid Security of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of account payee demand draft, drawn in favour of “NIDM” payable at New Delhi.

35. The bid should be delivered either by registered post/courier or hand delivered at the address mentioned below before the closing date and time;

Executive Director
National Institute of Disaster Management
Ministry of Home Affairs
5-B, I.P. Estate, IIPA Camous
Mahatma Gandhi Marg,
New Delhi – 110002

36. The closing time and date for submission of bids would be 1430 hours of **7 July, 2015**. Bids will be opened on 1100 hours on **10 July, 2015**, where the bidders may remain present. However, Financial Bid will be opened on a different date under intimation to the successful bidders who qualify the tender terms and conditions.

Financial Proposal:

37. The financial proposal should be given on the percentage rate basis of the total expenditure of the event.

Opening and Evaluation of proposals:

38. All proposals received by the due date will be opened by a duly constituted committee in the presence of bidders who choose to attend. Technical evaluation will be made by the evaluation committee as per the said criterion as deemed appropriate. Once technical evaluation is completed, NIDM will inform the bidders who have submitted the proposals and qualified for technical aspects.

39. Selection of the agency is based on combined quality cum cost based selection (CQCBS) system. The weightage for the technical and financial proposal should be 70 and 30 % respectively. Technical weightage can be evaluated on the following basis:

- (i) Experience to organise VVIPs function during the last three years with documentary evidence-70 points
 - Experience of conducting international conference wherein large scale Sr. Government Officers from different countries participated-20 points
 - Experience of receive guest at the status of Head of the States/Cabinet Ministers/Minister of the State etc.-20 points
 - Experience in handling international organisation CEOS/President of leading multi-sectoral bilateral institution.-20 points
 - Handling Parliamentarian and Sr. Government Officers.-10 points
- (ii) Company profile (location, manpower, equipments/resources)-15 points
- (iii) Turnover of the company i.e., financial capability of the agency-15 points

DECLARATION

I/We have read the above terms and conditions carefully, understood them thoroughly and agree to abide by them.

Place:

Date:

Signature(s) of the proprietor/partners
or authorized signatory
(with firm/company seal)