



REQUEST FOR EMPANELMENT (RFE)

OF

EVENT MANAGEMENT AGENCIES

FOR VARIOUS EVENTS IN

UTTAR PRADESH SKILLS DEVELOPMENT MISSION (UPSDM)

UNDER

SANKALP PROGRAM

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The issue of this RFE does not imply that the Authority/Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of

the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

1. Fact Sheet

On behalf of the Government of Uttar Pradesh, Uttar Pradesh Skill Development Mission (may be referred as UPSDM or the client), here in invites applications from accredited agencies involved in Event Management activities to carry out activities under the SANKALP program as per scope of Work.

Particulars	Details
Tender ID:	
RFE issued by:	Uttar Pradesh Skill Development Mission
Availability of Bid and Mode of Bid Submission	<p>The RFE document may be downloaded from the UPSDM portal www.upsdm.gov.in at no cost. Reference Number must be mentioned in proposal.</p> <p>The proposal has to be submitted physically at UPSDM Office.</p>
EMD	<p>EMD of following <i>amount</i> in the form of Demand Draft/NEFT in favour of Uttar Pradesh Skill Development Mission, Lucknow and payable at Lucknow from any of the nationalized Scheduled commercial Bank to be submitted in original physical form at UPSDM Office at Aliganj on or before last date and time of submission of proposal. Copy of EMD to be uploaded on portal as well.</p> <ul style="list-style-type: none"> • Per zone of application for Category A: Rs. 4 Lakh • Per zone of application for Category B: Rs. 2 Lakh • Per zone of application for Category C: Rs. 1 Lakh <p>Exemption is allowed under GFR Rule 170(1). However, Bidder needs to be upload the relevant documentary evidence. Exemption is for EMD only.</p> <p>If an agency applies to more than one category, agency shall have to submit additional EMD applicable for that category. For ex- if an agency applies for 2 zone in category A, 1 zone in category B and 3 zone in category C, Total EMD will be sum of 2*(Per zone of application for Category A: Rs. 4 Lakh) +1*(Per zone of application for Category B: Rs. 2 Lakh) + 3*(Per zone of application for Category C: Rs. 1 Lakh)</p>

Bid Calling date	07-10-2020
Pre-Bid conference Date, time and venue	<p>12-10-2020, 3PM and 13-11-2020</p> <p>Bidder may join the meeting online through link:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3a3c5f0622330a4afeb58d1e55a073a6aa%40thread.tacv2/1601974989584?context=%7b%22Tid%22%3a%229485bfd8-17cc-40af-bba8-8d29e12276bd%22%2c%22Oid%22%3a%22e0a4f32e-c4d0-471d-bb4d-65cfb7e3cbbb%22%7d</p> <p>Those bidder wants to attend the meeting physically, can join on the below address: Uttar Pradesh Skill Development Mission, ITI Campus, Aliganj, Lucknow, Uttar Pradesh 226024</p>
Last date and time for submission of queries for prebid meeting	<p>12-10-2020, 2PM</p> <p>All prebid queries to send on deputydirector.upsdm@gmail.com on or before last date and time of bid submission</p>
Response to clarifications for the queries received	16-10-2020
Last Date & Time of Submission of Online Bid & Opening of Prequalification/ Bid Technical	A Continuous Empanelment Process unless withdrawn
EMD validity Period	90 days beyond bid validity period
Empanelment of Agency	Empanelment period is for 2 year from the date of signing of agreement and may be extended for a further period of 1 year on same terms and conditions as specified in the section.

Period for furnishing Performance Security	Within 10 days from the date of empanelment
Performance Security Value	<p>Category A: Rs. 20 Lakh/- Category B: Rs. 10 Lakh /- Category C: Rs. 5 Lakh/-</p> <p>If an agency applies to more than one category, agency shall have to submit additional PBG applicable for that category. For ex- if an agency applies for 2 zone in category A, 1 zone in category B and 3 zone in category C, Total PBG will be sum of 2*(Per zone of application for Category A: Rs. 20 Lakh) +1*(Per zone of application for Category B: Rs. 10 Lakh) + 3*(Per zone of application for Category C: Rs. 5 Lakh)</p> <p>The EMD of successful bidder will be returned on Submission of PBG.</p>
Performance security validity period	90 days beyond empanelment period
Contact Person	Shri Ram Ashray Singh, DD, UPSDM duptydirector.upsdm@gmail.com

2. Uttar Pradesh Skill Development Mission (UPSDM)

2.1. Brief background of UPSDM:

A National Skill Development Policy was launched in 2009 with the aim of skilling 500 million persons by 2022. Under the National Plan, the State of Uttar Pradesh aims to skill over 4 million youth by the end of the 12th Five Year Plan.

To achieve this target and provide employable skills to the youth of the State, the Uttar Pradesh Skill Development Mission (UPSDM) was instituted in 2013. Based on the learnings and experiences of other states, the Government of Uttar Pradesh has developed a unique structure for UPSDM. UPSDM acts as an integrated mission which combines the efforts of various State Departments in achieving the skill development targets for the State. UPSDM is the implementing agency for skill development targeted at enhancing employability in Uttar Pradesh, subsuming the targets of various State Departments such as Rural Development, Urban Development, Labour, Minority Welfare, Social Welfare, etc.

Objectives of the Mission:

- To facilitate generation of adequate employment opportunities through a policy framework.
- To encourage and facilitate skill training for youth of Uttar Pradesh.
- To monitor generation of employment in different sectors.
- To facilitate launching of training programs for both uneducated and educated unemployed persons for up-gradation of their skills.
- To formulate area and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector.
- To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the most needy sections of the population.
- Management of skill development agenda of the State of Uttar Pradesh.

This initiative will be implemented under “Skill Acquisition and Knowledge Awareness for Livelihood promotion (SANKALP) Program which has been launched by Ministry of Skill Development and Entrepreneurship Development, Government of India through Uttar Pradesh Skill Development Mission (UPSDM).

2.2. Objectives of the Assignment

UPSDM through this RFE intends to select and empanel qualified Event Management agencies that would be responsible for conducting event management activities in all 75 Districts of Uttar Pradesh. UPSDM integrates the efforts of various departments and a public, private stakeholder engaged in skilling the youth of the state through skill development schemes and brings necessary scale, synergy, oversight and effective coordination in their implementation.

To take forward various event management activities under SANKALP program such as job fairs, MSME outreach programmes etc, the UPSDM would like to utilize the services of an agency by empanelling them for event management activities. Detailed scope of work is provided in next section.

For effectively management of the activities, the state has been divided in to 4 zones. Each Zone consists of following no of Districts. The Bidders are required to submit the proposal as per their presence in the Zone and Eligibility criteria for empanelment under categories A, B and C.

Additionally, there are three categories for empanelment of agencies based on their financial and technical capability. If a company is empaneled in “X” category, he will not be eligible for participation in higher categories but can participate in lower categories.

The details of the Zones are as below:

S No.	Zones	Districts
1	<p style="text-align: center;">Zone 1 - Western UP (17 Districts)</p>	Saharanpur
2		Muzzafarnagar
3		Bijnore
4		Amroha
5		Moradabad
6		Bagpat
7		Meerut
8		Ghaziabad
9		Gautam Buddha Nagar
10		Bulandsheher
11		Aligarh
12		Mathura
13		Agra
14		Hapur
15		Shamli
16		Sambhal
17		Hatras
18	<p style="text-align: center;">Zone 2 - Eastern UP (26 Districts)</p>	Behraich
19		Shravasti
20		Balrampur
21		Gonda
22		Faizabad
23		Sultanpur
24		Ambedkar Nagar
25		Basti
26		Sidharth Nagar
27		Maharajganj
28		Gorakhpur
29		Kushinagar
30		Deoria

31		Azamgarh
32		Mau
33		Ballia
34		Ghasipur
35		Varanasi
36		Jaunpur
37		Chandauli
38		Mirzapur
39		Sonebhadra
40		Allahabad
41		Sant Kabir nagar
42		Bhadoi
43		Pratapgarh
44	<p style="text-align: center;">Zone 3 - Bundelkhand (11 Districts)</p>	Jalaun
45		Jhansi
46		Banda
47		Mahoba
48		Lalitpur
49		Hamirpur
50		Chitrakoot
51		Kaushambhi
52		Kanpur Dehat
53		Fatehpur
54		Auriya
55	<p style="text-align: center;">Zone 4 - Central UP (21 Districts)</p>	Badayun
56		Bareilly
57		Rampur
58		Pilibhit
59		Shahjehanpur
60		Kheri
61		Sitapur
62		Barabanki
63		Rae Bareilly
64		Unnao
65		Lucknow
66		Hardoi
67	Kanpur city	

68		Kannauj
69		Farukhabad
70		Etawah
71		Mainpuri
72		Ferozabad
73		Etah
74		Kasganj
75		Amethi

3. Instruction to Bidders

3.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFE may wish to consult their own legal advisers in relation to this RFE.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Purchaser on the basis of this RFE.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Purchaser. Any notification of preferred Bidder status by the Purchaser shall not give rise to any enforceable rights by the Bidder. The Purchaser may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Purchaser.
- d) This RFE supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

3.2. Compliant Proposals / Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFE documents carefully. Submission of the bid shall be deemed to have been done after careful study

and examination of the RFE document with full understanding of its implications.

- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
- i. Include all documentation specified in this RFE;
 - ii. Follow the format of this RFE and respond to each element in the order as set out in this RFE
 - iii. Comply with all requirements as set out within this RFE.

3.3. Code of integrity

No official of a procuring entity or a bidder shall act in contravention of the codes which includes

- a. prohibition of
- i. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - ii. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - iii. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - iv. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - v. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - vi. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - vii. obstruction of any investigation or auditing of a procurement process.
 - viii. making false declaration or providing false information for participation in a tender process or to secure a contract;

- b. disclosure of conflict of interest.
- c. Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

3.4. Instructions to the bidders

3.4.1. Right to Terminate the Process

- a. Purchaser may terminate the RFE process at any time and without assigning any reason. Purchaser makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFE does not constitute an offer by the Purchaser. The Bidder's participation in this process may result Purchaser selecting the Bidder to engage towards execution of the subsequent contract.

3.4.2. Submission of Proposals

- Bidders should submit their responses, as per the format provided, physically at UPSDM Office Location in single envelope. Generally, the items to be submitted would include all the related documents mentioned in this RFE, such as:
 - Pre-qualification response
 - Additional certifications/documents Eg. Power of Attorney, CA certificates on turnover, etc.
- All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.
- The proposal shall be prepared in indelible ink. It shall contain no interlineations or

overwriting, except as necessary to correct errors made by the Bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.

- All pages of the bid including the duplicate copies, shall be initialed and stamped by the person or persons who sign the bid.
- In case of any discrepancy observed by Purchaser in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.

3.4.3. Bidder's authorised signatory

A Proposal should be accompanied by an appropriate board resolution or power of attorney in the name of an authorised signatory of the Bidder stating that he is authorised to execute documents and to undertake any activity associated with the Bidder's Proposal. A copy of the same should be submitted under the relevant section/folder on the e-Procurement portal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

3.5. Preparation and submission of Proposals

3.5.1. Proposal preparation costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFE process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/presentations, preparation of proposal, in providing any additional information required by Purchaser to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

Purchaser will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.5.2. Language

The Proposal should be filled by the Bidder in English language only. If any supporting document

submitted is in any language other than English, translation of the same in English language duly attested by the Bidders should necessarily be appended. For purposes of Proposal evaluation, the English translation shall govern.

3.5.3. Deviations

The Bidder may provide deviation to the contents of the RFE document in the format prescribed. The Committee would evaluate and classify them as “material deviation” or “non material deviation”.

The Bidders would be informed in writing on the committee’s decision on the deviation, prior to the announcement of technical scores. The Bidders would not be allowed to withdraw the deviations submitted without the prior consent of the Purchaser.

In case of non-material deviations, the deviations would form a part of the proposal & subsequent agreement.

3.6. Evaluation process

- a. The Purchaser will constitute a committee to evaluate the proposals of the agencies.
- b. The Committee constituted by the UPSDM shall evaluate the responses to the RFE and all supporting documents / documentary evidence. Inability of a Bidder to submit requisite supporting documents / documentary evidence within a reasonable time provided to it, may lead to the Bidder’s Proposal being declared not acceptable.
- c. The Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- d. The Committee reserves the right to reject any or all Proposals on the basis of any deviations if it is considered to be in contravention of the spirit of the RFE.
- e. Each of the proposal shall be evaluated as per the criteria specified in this RFE.

3.6.1. Proposal evaluation

- a. Scrutiny of the Proposal will be done to ensure that the latter complies with all requisite terms

and provisions. Proposals will be treated as non-responsive, if it is found to have been:

- submitted in manner not conforming with the manner specified in the RFE document
 - submitted by the person without appropriate or power of attorney
 - contains subjective/incomplete information
 - submitted without the documents mentioned in the checklist
 - non-compliant with any of the clauses of the RFE
- b. All responsive Bids will be considered for further processing e.g. issuing letter of acceptance and signing of MoU etc.

3.6.2. Selection Method:

- a. All the Bids/ Application forms shall be scrutinized on the basis of information and supporting documents submitted by the applicant under this RFE.
- b. The applicants meeting all the eligibility criteria and other conditions as stated in the RFE shall be considered for empanelment.

4. Scope of Work:

An indicative scope of work is mentioned below, and it should be deliverable by the empanelled agency in its entirety, however the list is not exhaustive and additional task may be given as per the direction of UPSDM and is on case to case basis.

A. Creative Innovative Ideas:

- Creative and innovative design work for branding of the event
- Elaborated presentation on the nature of subject work
- The Presentation should be innovative and interesting to excite the imagination and interest of the student audience
- Digital attractions and technology to be used to showcase the event

B. Identification and sanitisation of the Venue:

The aim of this section is to help bidder to formulate a comprehensive map or plan of the site. Bidder will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter. Some considerations to get audience on the right track include:

- Where are the designated evacuation points?
- Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested, and all the fire extinguishers should be working condition.
- A site plan is a map of the event and is essential for event planning and management.
- Schedule rain plan, if applicable

C. Event Management:

The bidder should provide essential Temporary Structures wherever required which includes - a stage or platform a tent, marquee, or booth a seating stand a prefabricated building. Event organizers should consult with their local government authority when temporary structures are required.

i. Lighting and Power:

- Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them.
- Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system.
- As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency.
- The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies. The name and contact number of the controllers of light and DG set to be made available before the start of the event to the control room.
- Bidder should have emergency light and power arrangement for the venue of event. The bidder should clearly describe about the arrangements of emergency power and lighting systems proposed for the event at the designated place. It is recommended that an electrician with his team of support staffs to be available during the entire event.

ii. Signage:

- Clear appropriate signage is essential.
- When and where signage can be placed. Examples of signage required include: Entrances and exits Parking Toilets, First Aid post, Security information/Communication/Incident Control Centre.

iii. A/V Capabilities

- Microphones – wired or wireless, Microphones – hand held or lavalier, Microphones– table or floor stands, Video cameras
- Portable sound systems, Mixer boards
- Desktop – laptop computers
- Projectors
- Media Sources; CD - DVD - Visual Presenter
- Screens
- Lecterns-With / without microphone

- Supplemental lighting, Specialty lighting – trusses – rigging – spots, Lighting arrangement for presenters & speakers
- Electrical supply OK or additional needed Staging built-in or rental of risers if needed
- Handrails and steps to order Background music – Sound effects
- Speaker-ready rooms (Green room)
- Speaker's live screen review monitor

D. Programme and Event Flow

- Drafting a sequence of event -activities to be listed in the order that they occurred.

E. Innovative activities using technology during the Talk at or a Stadium event

F. Guest arrangements including Guest Lounge, protocol, and other formalities

G. Invitees management

- List of Invitees
- Manage Invitations
- Manage Email Invitations
- Tracking Links
- Follow-up Mechanism

H. Minimum Infrastructure required

- Stage size with combination of elevated and ground level design
- Necessary equipment/ instruments for suitable lighting effects. Stage Lighting should be of suitable rating & of reputed brand as per the requirement of the event and stage Necessary lighting arrangements for live telecast of the event.
- Suitable LED installation with Suitable number of rated projectors for projection system. Professional sound system of reputed brand of required capacity as per event including Public Address Services. Silent diesel power generator sets of desired capacity

Please Note: The Event Manager shall also have the option to place before the Client any new technology/ new concept/ new idea w.r.t the arrangements, infrastructure requirements etc. as part of the Concept Presentation. The Client reserves the right to approve / disapprove the same and no change in the above stated infrastructure requirements or event capacity shall be allowed without prior written approval of the Client.

5. Eligibility Criteria:

The Screening Committee shall evaluate the capabilities of the Event Management Agencies based on their profile and keeping in view the following criteria:

- Bids submitted by all the bidders would be evaluated for eligibility as mentioned in the ‘Eligibility Criteria’ section. Bids not complying with any of the eligibility criteria are liable to be rejected and will not be considered for further evaluation.
- Successful bids out of this stage would be considered for technical evaluation.

Bidders must submit the proof of all the credentials as required for evaluation of eligibility criteria. Claims of the bidders without verifiable facts won’t be considered as credentials towards satisfying eligibility criteria.

It is proposed to empanel 3 types of agencies under category A, B & C. The event/work order may be allocated as per the under mentioned category:

S. No	Category	Work Order Size
1	A	> Rs. 20 Lakh
2	B	Up to Rs. 20 Lakh
3	C	Up to Rs. 10 Lakh

Disclaimer: In case the desired numbers of quotations are not received for any event; UPSDM reserves the right to call for presentations/quotations from agencies under any categories mentioned above.

Sr. No	Financial and other Requirement to be met by the Bidder	Category A	Category B	Category C	Document required for verification (Any Proof)
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1	<p>Legal Entity: Should be Company registered under Companies Act, 2013 or a partnership firm registered under LLP Act, 2008</p> <p>Registered with the Service Tax Authorities Should have been operating for the last five years</p>				<ul style="list-style-type: none"> ▪ Copy of valid Registration Certificates ▪ Copy of Certificates of incorporation
2	<p>Financial: Turnover from Event Management Average Annual Turnover of the bidder from Event Management in last three financial years, i.e., from (i.e. FY2017-2018, FY2018-2019, FY2019-2020) (as per the last published audited balance sheets).</p>	<p>should be at least 2 Cr</p>	<p>should be at least 1 Cr</p>	<p>should be at least 0.5 CR</p>	<ul style="list-style-type: none"> ▪ CA Certificate with CA's Registration Number/ Seal
3	<p>The Agency must have at least one office in zone where agency is seeking empanelment</p>				<ul style="list-style-type: none"> ▪ Self-Declaration on letter head
4	<p>Financial: Net Worth The net worth of the agency under category (A, B, & C) should be positive</p>				<ul style="list-style-type: none"> ▪ Copies of audited financial statements OR ▪ CA Certificate

	in last financial year 2019-20				with CA's Registration Number/ Seal
5	<p>Tax registration</p> <p>The bidder should have a registered number of</p> <p>i. GSTIN</p> <p>ii. Pan Number.</p>				<ul style="list-style-type: none"> ▪ Copies of relevant Certificates of registration
6	<p>Technical Capability</p> <p>Previous experience of handling at-least 3 large scale projects of event management where activities performed by agency includes creative conceptualization of the events and end-to-end execution, venue management, opening ceremony, closing ceremony, exhibition, skills competition, seminar & conferences for Central/State Govt. Organizations/PSUs during last 3 years.</p>	<ul style="list-style-type: none"> ▪ One project of 25 Lakh Or ▪ Two projects of 15 Lakh Or ▪ Three projects of 10 Lakh 	<ul style="list-style-type: none"> ▪ One project of 20 Lakh Or ▪ Two projects of 12 Lakh Or ▪ Three projects of 8 Lakh 	<ul style="list-style-type: none"> ▪ One project of 10 Lakh Or ▪ Two projects of 6 Lakh Or ▪ Three projects of 4 Lakh 	<ul style="list-style-type: none"> ○ Completion certificates from the client; OR ○ Work order + Self certificate of completion (Certified by the statutory auditor); OR ○ Work order + phase completion certificate from the client

7	<p>Mandatory Undertaking Certificate</p> <p>The bidder shall submit a self-declaration for being not under legal action for corrupt or fraudulent practices (blacklisted) by any Ministry/State/Central Govt/ UT of Administration/ Semi-Government Organization/ PSU.</p>				Self-Attested Declaration by Authorized Signatory
8	<p>Manpower Strength</p> <p>The Agency should have minimum staff strength of Category</p>	40 employees	20 employees	10 employees	Self-certification by the Bidder including list and details of such staff
9	<p>Other Mandatory Certificates</p> <p>i. Labor Certificate ii. ISO 18091:2019</p>				Copies of relevant Certificates (valid as on Bid Submission date)

6. Evaluation of Proposals

The proposals will be evaluated for determining the eligibility of the firm/agency/organization for Project and compliance of the bids with the necessary eligibility requirements and scope of work of this tender.

UPSDM may seek specific clarifications from any or all the firm/agency/organization(s) at this stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case satisfactory clarifications are not received from the firm/agency/organization within the stipulated time, the respective eligibility parameters would be treated as non-compliant and decision to qualify the bidder shall be accordingly taken by UPSDM.

6.1. Technical Bids Evaluation Criteria for Categories A, B & C:

S. No.	Technical Parameters	Category A	Category B	Category C	Maximum Marks
1	Average annual turnover of Category A, B and C from event management activities for the previous three financial years (2017-18, 2018-19 and 2019-20)	<ul style="list-style-type: none"> ▪ Rs. 2 Cr to 3 Cr – 9 Marks ▪ Above Rs. 3 Cr to 5 Cr – 12 Marks ▪ Above Rs.5 Cr – 15 Marks 	<ul style="list-style-type: none"> ▪ Rs. 1 Cr to 1.25 Cr – 9 Marks ▪ Above Rs. 1.25 Cr to 1.5 Cr – 12 Marks ▪ Above Rs. 1.5 Cr – 15 Marks 	<ul style="list-style-type: none"> ▪ Rs. 0.5 Cr to 0.75 Cr – 9 Marks ▪ Above Rs. 0.75 Cr to 1 Cr – 12 Marks ▪ Above Rs. 1 Cr – 15 Marks 	15 Marks
	The Agency should have minimum staff strength of Category –	<ul style="list-style-type: none"> ▪ 40 employees - 9 Marks 	<ul style="list-style-type: none"> ▪ 20 employees - 9 Marks 	<ul style="list-style-type: none"> ▪ 10 employees - 9 Marks 	15 Marks

2		<ul style="list-style-type: none"> ▪ Above 50 to 70 employees -12 Marks ▪ Above 70 employees - 15 Marks 	<ul style="list-style-type: none"> ▪ Above 30 to 50 employees -12 Marks ▪ Above 50 employees - 15 Marks 	<ul style="list-style-type: none"> ▪ Above 20 to 40 employees -12 Marks ▪ Above 40 employees - 15 Marks 	
3	<p>Previous experience of handling at-least 3 large scale projects of event management where activities performed by agency includes creative conceptualization of the events and end-to-end execution, venue management, opening ceremony, closing ceremony, exhibition, skills competition, seminar & conferences for Central/State Govt. Organizations/PSUs during last 3 years.</p> <p>Additional marks for work executed for at least one CM/PM event- 5 Marks</p>	<p>a) 3 Projects of min. value 10 lakhs/ 2 Projects of min. value 15 lakhs/ 1 Project of min. value 25 lakhs - 30 Marks</p> <p>b) For each additional project of value greater than 10 lakhs: 10 Marks, subject to the maximum of total 50 Marks</p>	<p>a) 3 Projects of min. value 8 lakhs/ 2 Projects of min. value 12 lakhs/ 1 Project of min. value 20 lakhs - 30 Marks</p> <p>b) For each additional project of value greater than 8 lakhs: 10 Marks, subject to the maximum of total 50 Marks</p>	<p>(a) 3 Projects of min. value 4 lakhs/ 2 Projects of min. value 6 lakhs/ 1 Project of min. value 10 lakhs - 30 Marks</p> <p>(b) For each additional project of value greater than 4 lakhs: 10 Marks, 30 Marks</p>	<p>55 Marks (subject to the maximum of total)</p>

4	Other Mandatory Certificates i. Labor Certificate ii. ISO 18091:2019 Copies of relevant Certificates (valid as on Bid Submission date)				15 Marks
	Total				100

6.2. Final Empanelment of the Eligible Bidder

The bidders with the 70% Scores will be eligible for empanelment under each category.

7. Empanelment Process

The proposal evaluated acceptable would be put up for approval before the Tender Committee of Uttar Pradesh Skill Development Mission. After approval of the aforesaid committee, the concerned proposal would be considered worth for empanelment under each category A, B and C.

- The empanelment shall be valid till 2 years from the date of empanelment agreement. UPSDM reserves the right to extend the same for another one year based on periodic reviews to assess the performance during the specified duration of empanelment on the same terms & conditions.
- Only empanelled agencies will be eligible to participate in Request for Quotation (RFQ) process for specific award of work for the events in their respective zone. Selection shall be done on Least cost basis only.
- It may kindly be noted that this RFE i.e. empanelment of agency (ies) does not offer/guarantee any award of work. For specific award of work for a project, a competitive bidding/RFQ will be sought where

agency will select based on L1/ transparent selection process. The details in this regard will be provided at the later stage.

8. Terms and Conditions of Agreement with Empanelled Agency

- The agency is required to work for various event management activity under SANKALP program with districts of the zone for which agency is empaneled.
- A separate work order will be given to the selected agency for each event management project based on the requirement of UPSDM. The selected agency shall not assign the any of the project work to any other agency, in whole or in part, to perform its obligation under the project agreement.
- If the existing vendor is in breach of this obligation, they shall be liable for paying penalty of.

Sr No.	Applicable Penalty
1	<p>10-15% of Contract Value on demand to the Bank, which may be settled from the payment of invoice for the contracted period.</p> <p style="margin-left: 40px;">(a) If 1-2 categories of services impacted mentioned in the Scope of Work amongst B, C D, F and G – the deduction would be 5%</p> <p style="margin-left: 40px;">(b) If 3-4 categories of services impacted mentioned in the Scope of Work amongst B, C D, F and G – the deduction would be 10%</p> <p style="margin-left: 40px;">(c) If >4 categories of services impacted mentioned in the Scope of Work amongst B, C D, F and G – the deduction would be 15%</p>
	In case of penalty of 10% or more in two events within 6 months, the agency will be debarred for participation in next 3 consecutive bids.
3	In case of penalty of 15% in three events within 6 months, the agency will be deempanelled and cannot be re-empaneled for next 3 year or till tenure of empanelment whichever is lower

- No interest will be payable to the agency on the amount of EMD. The EMD will be returned to unsuccessful applicants after completion of empanelment process.

The EMD may be forfeited:

- If an applicant withdraws his proposal or cancels agreement of empanelment
- In case successful applicant fails to sign the agreement for any reason not attributable to UPSDM.
- During the process, if an applicant indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of evaluation/finalization
- If any information is found to be wrong/manipulated/hidden in the proposal information
- The decision of UPSDM regarding forfeiture of the EMD amount and rejection of proposal shall be final and binding to the applicant.
- The empaneled agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to UPSDM's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- UPSDM will de-empanel the empanelment, if the agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:
 - "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of UPSDM or any personnel in contract executions.
 - "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to UPSDM, and includes collusive practice among applicants designed to establish proposal prices at artificially high or non-competitive levels and to deprive UPSDM of the benefits of free and open competition.
 - "Unfair trade practices" means supply of services different from what is ordered on or change in the Scope of Work which was agreed to.
 - "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
 - "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the UPSDM, designed to establish prices at artificial, non-competitive levels; UPSDM will reject an application for award, if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for the contract in question.

- Applicable Law would mean the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Lucknow only.
- The assessment material used by the agencies shall be in accordance with the guidelines laid down by UPSDM from time to time.
- The applicants will indemnify UPSDM against any misuse of Brand Name and Logo. For any misuse of Brand name and logo, the applicant themselves will be held responsible. UPSDM will take necessary legal actions for such cases.
- UPSDM will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the applicant.
- Without prejudice to any other right or remedy it may have, either party may terminate the empanelment at any time by giving one-month advance notice in writing to the other party.
- UPSDM reserves the right to withdraw/ terminate empanelment in any of following circumstances:
 - Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization
 - Information provided to UPSDM is found to be incorrect.
 - Empanelment conditions are not met within the specified time.
 - Misleading claims about the empanelment status are made.
 - Clear evidence is received that there is breach of copyright.
- If the agency does not execute the contract/agreement to the satisfaction of the UPSDM then the UPSDM may invoke any or all the following clauses.
 - Forfeit the EMD and Performance Bank Guarantee Amount
 - Terminate the contract/agreement.
- All decisions taken by the UPSDM regarding empanelment shall be final and binding on all concerned parties.
- The Agency is responsible for and obliged to conduct all activities as defined in the scope of work in accordance with the Agreement.
- The Agency is obliged to work closely with the UPSDM's staff, act within its own authority and abide by directives issued by the UPSDM.

- The Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.
- The Agency will treat as confidential all data and information about the UPSDM and assigned projects, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the UPSDM.
- UPSDM will have right to drop any agency from the empaneled list without assigning any reason whatsoever. UPSDM also reserves the right to modify the term and conditions of empanelment.
- The agency should be able to execute order at short notices and even on holidays.
- UPSDM reserves the right to make necessary modification to the assessment documents etc.
- Agency will be responsible for transportation of across the zone, if required by UPSDM/District.

9. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or UPSDM as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the empanelment, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos

The bidder or UPSDM shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of empanelment by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the empanelment.

10. Arbitration

In case any dispute between the Parties, both the parties will try to resolve the issue mutually within 20 days of dispute raised. Affected party will give notice in writing to other party indicating concern, proposed remedy to settle the issue. If the issue does not settle by negotiation in the manner as prescribed, the same may be resolved exclusively

by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Lucknow and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Principle Secretary, Vocational Education and Skill Development, Govt. UP shall be the sole arbitrator

11. Limitation of Liability

The Agency liability under this Agreement and /or its modifications shall be determined as per the Law in force for the time being. The Agency shall be liable to UPSDM for loss or damage occurred or caused or likely to occur on account of any act of omission on the part of the agency and its employees, including loss caused to UPSDM on account of defect in goods or deficiency in services on the part of agency or his agents or any person / persons claiming through or under said agency. However, such liability of agency shall not exceed value of submitted PBG except in cases where limitations on liability clause are arising because of reason of death or personal injury, fraud or gross negligence.

12. Conflict of Interest

A bidder shall not have a conflict of interest that may affect the Selection Process or the Solution delivery (the “Conflict of Interest”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, UPSDM shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to UPSDM for, inter alia, the time, cost and effort of UPSDM including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to UPSDM hereunder or otherwise.

13. Termination of Empanelment

UPSDM may, terminate this empanelment in whole or in part by giving the agency at least three months prior written notice indicating its intention to terminate the empanelment under the following circumstances:

a) Termination for Default

UPSDM may, without prejudice to any other remedy under this empanelment and applicable law, reserves the right to terminate for breach of empanelment by providing a written notice of three month stating the reason for default to the System Integrator and as it deems fit, terminate the empanelment either in whole or in part:

- i. If the agency fails to deliver any or all of the project requirements / operationalization / go-live of project within the time frame specified in the empanelment; or
- ii. If the agency fails to perform any other obligation(s) under the empanelment; or
- iii. If there is a breach of SLAs beyond a limit; or
- iv. If there is a breach of representations & obligations

Prior to providing a notice of termination to the agency, UPSDM shall provide the agency with a written notice of 30 days instructing the agency to cure any breach/ default of the empanelment, if UPSDM is of the view that the breach may be rectified.

On failure of the agency to rectify such breach within 30 days, UPSDM may terminate the empanelment by providing a written notice of three months to the agency, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to UPSDM. In such event, the agency shall be liable for penalty/liquidated damages imposed by the UPSDM. The performance Guarantee shall be forfeited by the UPSDM

b) Termination for Convenience

UPSDM may in its own discretion, by provision of a written notice sent to the agency, terminate the empanelment, either in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for UPSDM convenience, the extent to which performance of work under the empanelment is terminated, and the date upon which such termination becomes effective. Subsequently, the pending dues and the payments up to the date of termination will be settled accordingly after deduction of applicable taxes and liquidated damages if any.

c) Consequences of Termination

In the event of termination of this empanelment for any reason whatsoever, UPSDM is entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective continuity of the services which the agency shall be obliged to comply with and take all available steps to minimize the loss resulting from that termination/ breach, and further allow and provide all such assistance to UPSDM and/ or succeeding vendor, as may be required, to take over the obligations of the agency in relation to the execution/ continued execution of the requirements of this empanelment.

d) Post termination rights and obligations of vendor

All plans, drawings, specifications, designs, reports and other documents prepared by the Vendor in the execution of the empanelment shall become and remain the property of UPSDM and before termination or expiration of this empanelment the agency shall deliver all such documents, prepared under this contract along with a detailed inventory thereof, to UPSDM. Agency shall also deliver proper knowledge transfer as mentioned in clause “Exit Management” of this agreement.

14. Bidders are required to submit the following documents:

- Pre-Qualification Forms:
 - Form P#1: Eligibility Bid - Covering Letter
 - Form P#2: Application for Empanelment of Event Management Agencies
 - Form P#3: Declaration Regarding Clean Track Record
 - Form P#4: Bidders Authorization/ Power of Attorney Letter
 - Form P#5: Financial Capability
 - Form P#6: Experience of the Bidder
 - Form P#7: Declaration regarding manpower Strength
- Technical Qualification:
 - Form T#1: Experience in Executing Similar Services
 - Form T#2: Technical Capability Self Certificate
 - Form T#3: Compliance Sheet Format for Evaluation
- Commercial Forms:
 - Form C#1: Request for Quotation (RFQ)
 - Form C#2: Bid Security (EMD) Form
 - Form C#3: Bank Guarantee Format

15. Pre-Qualification Forms:

15.1. Form P#1: Eligibility Bid - Covering Letter

(To be submitted on Prime Bidder's letter head)

To
The Managing Director
Uttar Pradesh Skill Development Mission
ITI Aliganj Campus
Lucknow, Uttar Pradesh 226 024

Dear Sir,

Empanelment of Event Management agencies

RFE No: dated yy xx, 2020

We, the undersigned bidders, having read and examined the aforesaid RFE document in detail, do hereby propose to extend the services as specified in the above-mentioned Tender document and submit the following as per requirement:

1. Bid is Submitting of Zone: _____ Category (A/B/C): _____
2. Minimum Eligibility bid, Technical bid inside separate envelopes, in prescribed formats.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We also undertake to have read, understood, and accepted the terms and conditions specially those related to evaluation and empanelment processes mentioned in the RFE. Having submitted our response to the afore said RFE, we also understand not to have any option to raise any objection against any of the said processes defined in the RFE in any future date. We understand that our bid is binding on us and persons claiming through us and that you are not bound to accept a bid you receive.

Thanking you,

Yours sincerely,

Date:

Place:

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Designation:

Name of the Organisation:

Seal ...

15.2. Form P#2: Application for Empanelment of Event Management Agencies

(to be submitted on Agency letter head)

To:

The Managing Director
Uttar Pradesh Skill Development Mission
ITI Aliganj Campus
Lucknow, Uttar Pradesh 226 024

We hereby offer to submit our request for Empanelment of Event Management Agencies of UPSDM for two years for Zone.....under Category.....as per proposal reference Tender RFE No.:..... We have read and understood the content of RFE and further state that we unconditionally accept and abide by the terms & conditions specified therein.

I/We here by certify that all particulars given are correct and true to the best of my / our knowledge.

I/We certify that if appointed for assignment, I/We shall appoint separate teams for any competing clients who are in same business as UPSDM to avoid clash of interest and maintenance of confidentiality.

In case at any stage, it is found that the information given by me/us is false/incorrect, UPSDM shall have the absolute right to take any action as deemed fit, (including termination of contract and/or black list and debar), without any prior intimation to me/us.

Date:	Signature of Authorised Signatory:
Place:	Name of the Authorised Signatory:
	Designation:
	Name of the Organisation:
	Seal ...

15.3. Form P#3: Declaration Regarding Clean Track Record

RFE No:

Date:

To
The Managing Director
Uttar Pradesh Skill Development Mission
ITI Aliganj Campus
Lucknow, Uttar Pradesh 226 024

Dear Sir,

I /we have carefully gone through the Terms & Conditions contained in the RFE No..... regarding empanelment of Event Management agencies for a period of Two years. We further declare that we are eligible and competent as per the eligibility criteria given by UPSDM and the information submitted by us is true and correct and able to perform this contract as per RFE document.

I/We hereby declare that I/we have not been debarred/ blacklisted by any Government / Semi Government organizations in India during last 05 years from the date of RFE. I/we further certify that I am /we are competent officer in my company to make this declaration that our bid and its terms & conditions is binding on us and persons claiming through us and that you are not bound to accept a bid you receive.

We further declare that I am / we are eligible and competent as per the eligibility criteria given by UPSDM and the information submitted by the company is true and correct and also able to perform this contract as per RFE document.

Thanking you,

Yours sincerely,

Date:

Signature of Authorised Signatory:

Place:

Name of the Authorised Signatory:

Designation:

Name of the Organisation:

Seal ...

15.4. Form P#4: Bidders Authorization/ Power of Attorney Letter

(To be submitted along with Covering Letter.

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)

Date:

To
The Managing Director,
Uttar Pradesh Skill Development Mission,
GITI Campus, Aliganj, Lucknow -226021.

Dear Sir,

Ms./ Mr.is hereby authorized to sign relevant documents on behalf of the bidder for the RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM) and Job Fairs at Districts of Uttar Pradesh (U.P). She/he is also authorized to attend meetings & submit technical & financial information as may be required by you in the course of processing above said tender.

Thanking you,

Signature of Authorized Signatory:

Name of Authorized Signatory:

Seal of the Organization:

Date:

15.5. Form P#5: Financial Capability

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)

“On the Letter Head of the Organization”

Ref. No.:

Date:

Certificate

With reference to the Financial Capability of the Present RFE this is to certify the below:

Financial Information			
Item/ Year	FY 2017-18	FY 2018-19	FY 2019-20
Total Annual Turnover (in INR Crore)			
Net Worth			
Mandatory Supporting Documents:			
(a) Auditor Certified financial statements for the last three financial years for Pre- Qualification Bids & Technical Qualification evaluation purpose.			
(b) Certificate from the statutory auditor stating the average annual turnover of the firm including net worth.			

Net worth as on 31.03.2020 (in INR Crore): and positive.

(Authorized Signatory)

Stamped and Signed

15.6. Form P#6: Experience of the Bidder

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM) and Job Fairs at Districts of Uttar Pradesh (U.P)

S.No	Project Name	Name of the Client	Client Contact Details (Email, Phone)	Project Value as per Work Order	Start Date	End Date	Completion Certificate
1.							
2.							
3.							

Signature of Authorized Signatory: Name of Authorized Signatory: Seal of the Organization:

Date:

15.7. Form P#7: Declaration regarding manpower Strength

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)

Date:

To Whom It May Concern

This is to certify that M/s....., having its registered office at, has..... numbers of dedicated full-time employees on its payroll. They are working in the area of Event Management for the last 5 Years.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the firm)

16. Technical Qualification

16.1. Form T#1: Experience in Executing Similar Services

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)

S. No	Project Name	Name of the Client	Client Contact Details (Email, Phone)	Project Value as per Work Order	Start Date	End Date	Client Certificate attached
1.							
2.							
3.							

Signature of Authorized

Signatory: Name of

Authorized Signatory:

Seal of the Organization:

Date:

16.2. Form T#2: Technical Capability Self Certificate

“On the Letter Head of the Organization”

Date:

Self-Certificate

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)

With reference to Technical Capability of the Present RFE, this is to certify that we have completed (no of projects) projects for Event Management for various events in India each value of the project was more than (in lakhs) over the last three years.

(Authorized Signatory)

Stamped and Signed

16.3. Form T#3: Compliance Sheet Format for Evaluation

Ref: UPSDM/RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)

S.No.	Evaluation criteria	Max. Marks	Compliance (Yes/No)	Evidence provided on Page Nos.

17. Commercial Forms

17.1. Form C#1: Request for Quotation (RFQ)

to be submitted by the bidder only in RFQ format (.XLS) as per the requirement of UPSDM					
Name of Work: RFP for “Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM) under SANKALP Program”					
Bidder Name					
PRICE SCHEDULE (ITEMS)					
(This RFQ template must not be modified/replaced by the bidder, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
German Hanger Items					
Sl. No.	Name of Item	Qty.	Unit	Rate	Total
1	(a) Hangar structure (b) Wooden platform (c) Carpet	1	Sq. ft	(a) (b) (c)	
2	(a) Tin Structure (b) False ceiling (c) Side wall	1	Sq. ft	(a) (b) (c)	
3	Waterproof tent	1	Sq. ft		
4	Stage of Cultural Programme	1	Sq. ft		
5	Crockery	1	Per person		
6	Setting of Pagoda Tent		Sq. ft		
7	VIP Toilet	1	Unit		
8	Green Room	1	Unit		
9	Swiss Cottage	1	Job		
10	Mozo Barricading	1	1 R.M		
11	Balli Barricading		1 R.M		
12	Providing and fixing of AC with, wiring, testing, maintenance and operation (a) Split (b) Window (c) Tower	1	2 Tonne	(a) (b) (c)	
Registration Area					
13	Entrance Arch	1	Unit		
14	Registration Backdrop	1	Sq. ft		
15	Registration Table	1	Unit		
16	Manpower	1	Person		
Main Event Area – Décor					

17	Centre Backdrop	1	Sq. ft		
18	Side Panel	1	Unit		
19	LED Riser	1	Unit		
20	Console	1	Unit		
21	Camera Platform	1	Unit		
22	Black Masking	1	Job		
23	Material Transportation	1	Job		
24	Lamp Stand (Deepdan)	1	Unit		
Exhibition					
25	Octanorm Exhibition Stalls	1	Unit		
26	Carpeting for Octanorm Stalls	1	Unit		
27	Furniture	1	Job		
28	Branding Inside Octanorm Walls	1	Job		
29	Fascia with Logo	1	Job		
Branding					
30	Generic Branding	1	Job		
31	Outdoor Branding	1	Job		
32	Standees	1	Unit		
33	Totems	1	Unit		
34	Generic Branding	1	Job		
Power Supply (silent diesel generator set)					
35	Genset - 125 KVA	1	Unit		
35	Genset – 62 KVA	1	Unit		
37	Genset – 7.5 KVA	1	Unit		
38	Genset - 15 KVA	1	Unit		
39	Junction Box	1	Job		
40	Cabling	1	Job		
Seating Arrangements					
41	Head Table	1	Unit		
42	Tin table without cover	1	Unit		
43	Tin table with cover and frill	1	Unit		
44	Round Table with frill and cover 4' diameter	1	Unit		
45	Wooden Table without cover	1	Unit		
46	Wooden table with cover and frill	1	Unit		
47	Centre Round Table	1	Unit		
48	Banquet Chairs	1	Unit		
49	Banquet Chairs with cover and frill	1	Unit		
50	VVIP Chairs	1	Unit		

51	Single Seated Executive Sofa No's	1	Unit		
52	Double Seated Executive Sofa No's	1	Unit		
53	Three Seated Executive Sofa	1	Unit		
54	Podium	1	Unit		
55	Fibre Chair	1	Unit		
56	Masking on road stretch 10' height	1	Job		
Technical - Video Equipment					
57	Side LED – Indoor/ Front LED - for Guest viewing/ LED Side Panels (a) 40 Inch (b) 50 Inch (c) 60 Inch (d) 70 Inch (e) 80 Inch (f) 85 Inch	1	Unit	(a) (b) (c) (d) (e) (f)	
58	Media Servers Switcher Distributors All necessary cabling Technicians	1	Job		
59	Laptops	1	Unit		
60	Technicians	1	Person		
61	Cabling	1	R.M		
Technical - Videography & Photography					
62	Event Coverage - Multiple camera Setup (camera/ online equ & lenses)	1	Job		
63	Videography (Drone Camera)	1	Job1		
64	Videography (HD Camera)	1	Job		
65	Photography	1	Job		
66	Live video editing & mixing including showing the video recording live for audience present in the event area/ground and should also include all the accessories required to relay video live.	1	Job		
67	All Necessary cabling & Equipment	1	Job		
Technical – Sound					
68	PA System: (a) 600 Pax with Base	1	Unit	(a)	

	(b) 700 Pax with Base (c) 800 Pax with Base (d) 900 Pax with Base			(b) (c) (d)	
69	LED wall (P2, P3) per square feet with sound system	1	Unit		
70	Big funnel loudspeaker	1	Unit		
71	Stage Monitors Delay Units Amplifier	1	Unit		
72	Unit of 16/32 channel Audio Mixer	1	Unit		
73	Podium Mics	1	Unit		
74	Cordless Microphones	1	Unit		
75	Unit of Professional Audio CD Player	1	Unit		
76	Sound Engineer	1	Person		
77	Technicians	1	Person		
78	Cabling	1	R.M		
Technical – Light					
79	Par Cans	1	Unit		
80	Profile Spots	1	Unit		
81	Roshini Light Decoration	1	Unit		
82	Dimmer Board & Programming Board	1	Unit		
83	Parking Light	1	Unit		
84	LED Wall 44 ft x 12 ft for stage backdrop	1	Unit		
85	Technicians	1	Person		
Trussing					
86	Trussing requirement as per lighting plan (Prolyte / Goal Post / T Stands)	1	Unit		
87	Rigging Team	1	Job		
88	Transportation	1	Job		
Content Cost					
89	Launch AV and speaker slides	1	Job		
90	Animations	1	Job		
91	LED Content as per requirement	1	Job		
92	Speaker Slides	1	Job		
AV					
93	Interactive wall 40 inch with event them software	1	Per day		

94	Software developing in Flash player (latest version)	1	Job		
95	Flip Book	1	Unit		
96	Selfie Booth	1	Unit		
97	CCTV System	1	Unit		
Digital Printing					
98	Flex Printing (Star Quality)	1	Sq. ft		
99	Flex Printing (Star Quality) with MS pipe installation	1	Sq. ft		
100	Back lit and Front lit flex printing	1	Sq. ft		
101	Vinyl printing and mounting (pasting on 4mm & 5mm sun board with mat lamination)	1	Sq. ft		
102	Glow Sign boards	1	Sq. ft		
103	Scroller (Backlit including electric fitting)	1	Unit		
104	Revolving Trans lite (4 feet's)	1	Unit		
Collaterals / Merchandise (with branding)					
105	Media Docket	1	Unit		
106	Invite	1	Unit		
107	Brochure	1	Unit		
108	Crew and Delegate Badges	1	Unit		
109	Notebook / Pen	1	Unit		
Catering Services					
110	Providing Packed Drinking Water bottles (Bisleri /Kinley) (a)500 ml (b)1000 ml	1	Unit	(a) (b)	
111	Providing Refreshment & snacks for VVIPs and sr. officers (Two sweets + One Paneer Pakoda + One Sandwich + One Continental Item + One cold drink/juice/Mocktails + Wafer's + Dry fruits + Tea/coffee etc.) with cutlery arrangements and well-dressed staff for the complete event period.		Per plate		
112	Providing Refreshment & snacks for guests, officers, and media persons for the		Per plate		

	complete event period (One sweet + Two Indian Snacks Items + One cold drink/juice/fruity juice + wafers + tea/coffee)				
Other Requirements					
113	Floral Decoration (Main Stage Area)	1	Feet		
114	Anchor Charges	1	Per Event		
115	Sand Art	1	Per Show		
116	Nukkad Natak	1	Per Show		
117	Awareness Vehicle *LED Video Van etc.	1	Per Event		
Total Price:					

17.2. Form C#2: Bid Security (EMD) Form

UPSDM Tender ID:

Project Name:

(To be issued by a bank scheduled in India as having at least one branch in Lucknow)

Whereas.....(Here in after called “the Bidder”) has submitted its bid dated..... (Date).For the execution of.....(Here in after called “the Bid”) KNOW ALL MEN by these presents that WEhaving our registered office at..... (herein after called the “Bank”) are bound unto the Uttar Pradesh Skill Development Mission. (hereinafter called “Uttar Pradesh Skill Development Mission”) in the sum of for which payment well and truly to be made to the said Uttar Pradesh Skill Development Mission itself, its successors and assignees by these presents.

The conditions of this obligation are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the Uttar Pradesh Skill Development Mission during the period of bid validity:
 1. Fails or refuses to execute the contract form if required; or

2. Fails or refuses to furnish the performance security, in accordance with the bid requirement.

We undertake to pay the UTTAR PRADESH SKILL DEVELOPMENT MISSION up to the above amount upon receipt of its first written demand, without the UTTAR PRADESH SKILL DEVELOPMENT MISSION having to substantiate its demand, provided that in its demand the UTTAR PRADESH SKILL DEVELOPMENT MISSION will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee of Rs..... will remain in force up to and including 90 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Bidder's Signature

Date:

and Seal.

17.3. Form C#3: Bank Guarantee Format

To

Director

Uttar Pradesh Skill Development Mission

ITI Aliganj Campus, Aliganj

Lucknow – 226001

WHEREAS _____ (hereinafter called "*RFE for Empanelment of Event Management Agencies for various events in Uttar Pradesh Skills Development Mission (UPSDM)*"), in pursuance of your Letter No. _____ (refer Letter of Invitation) dated _____ to provide the services as mentioned in the Scope of Work in the RFE No. -----/UPSDM to Uttar Pradesh Skill Development Mission, Department of Vocational Education, Government of U.P. on terms and conditions set forth in the said letter.

AND WHEREAS it has been stipulated by you in the said letter that the empaneled agency shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank - _____ (NAME OF THE BANK) for the sum specified therein as security for compliance with his obligations in accordance with the terms and conditions set forth in the said letter;

AND WHEREAS _____ (BANK NAME AND REGISTERED ADDRESS) have agreed to give the Empaneled Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Empaneled Agency up to a total of _____ (Rupees _____ amount in words), such sum being payable in Indian Rupees, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs. _____ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Empaneled Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Agreement or of the services to be performed there under or of any of the Agreement documents which may be made between you and the Empaneled Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Empaneled Agency or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rupees _____ amount in words) and the guarantee shall remain valid till _____ (date to be specified – at least 24 months from the date of agreement). Unless a claim or a demand or a request for extension in writing is made upon us on or before _____ (date to be specified) all our liability under this guarantee shall cease.

Signature and Seal of the Guarantor

In presence of

1.

Name and Designation:

(Name, Signature & Occupation)

Name of the Bank

2.

Address:

(Name, Signature & Occupation)

Date:

Address: