



(A Government of India Undertaking)

REQUEST FOR PROPOSAL (RFP)

**For Selection of PR & Event Management Agency for  
Organising the two events viz. Tech fest and Cultural fest**

**AT**

**ITI BANGALORE PLANT**

ITI Limited,

Bengaluru Plant

Dooravani Nagar, Bengaluru-560016

Website: [itiltld-india.com](http://itiltld-india.com)

Ph No: 080-28503662

e- mail: [avmurdeswar\\_bgp@itiltld.co.in](mailto:avmurdeswar_bgp@itiltld.co.in)

**Last Date and Time for submission: 13.12.2021**

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## **REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF PR & EVENT MANAGEMENT AGENCY FOR ORGANISING THE TWO EVENTS VIZ TECH FEST AND CULTURAL FEST AT ITI LTD. BANGALORE**

ITI Limited, Bangalore is inviting offers from reputed PR/ Event Management Companies having requisite expertise and experience in conducting such technological event in large scale for state level / national level events from branded organisers and also shall have experience in conducting cultural events at large scale.

### **IMPORTANT INFORMATION:**

S.No.	Details	Information
1	Date of Issue/Publishing of the Tender	29/11/2021
2	Date of pre bid meeting	3/12/2021, 11 am
3	Last Date and Time for Submission of Bids	13/12/2021, 4:00 pm
4	Date and Time of Opening of Technical Bids	14/12/2021, 10 am
5	Date and Time of Opening of Financial Bids	Will be intimated later
6	Bid Validity	90 Days
7	EMD ( exempted for MSME)	3 Lakhs

### **1.1. INTRODUCTION & BACKGROUND**

ITI Limited Bengaluru, the first PSU of India is celebrating its 73 glorious years of Establishment by Organising two parallel events namely ITI Tech fest and Cultural fest at ITI Cricket ground, Doorvaninagar, Bengaluru-16. ITI Tech Fest is a two days event scheduled on 22<sup>nd</sup> & 23<sup>rd</sup> of January-2022 and ITI Cultural Fest is a three days event from 21<sup>st</sup> to 23<sup>rd</sup> January -2022.

The Event is proposed to be Inaugurated by Hon'ble Minister of Railways, Communications and Electronics & IT, Hon'ble Minister of state for Communication, Secretary Telecom and graced by various dignitaries from other Govt. organisations, DOT, PSU's, Industries and Institutes. There would be almost 200+ stalls and Programmes over 2-3 days. The event will start daily from 10 am to 6 pm followed by cultural programs in the evening. Expected footfall is around 30,000 visitors over three days.

### **1.2. SCOPE OF WORK**

The Bidder is required to visit the site (ITI Cricket Ground Stadium) and familiarize himself of the requirements before submitting his bid. In case of any doubt, he is advised to contact **Mr. A.V. Murdeshwar**, Ph-9845815940 & **Mr. R.M. Prabhu**, Ph-9449404789 for any clarification.

The Event Management Agency shall be responsible for overall management of both the event i.e. Tech fest & Cultural fest as total event management as per the scope of RFP.

### 1.2.1 Scope of work for Techfest

- 1.2.1.1 **Invitation:** Design, Theme, e-Invitation, Hard copy / Mails, sending invitations to invitees.
- 1.2.1.2 Advertising in News Paper, FM Radio, social media, hoardings on bus / Bus stop, digital Marketing and Theme Video ( Teaser Video)
- 1.2.1.3 **Rainproof Structures for entire area:**  
Arch at the entrance, Inauguration hall, Conference Hall, Stage, Stalls Construction, Tableau stalls as per given models / themes, Entrance arches, Registration counters, Flower Decorations, Media Kits, food, water bottles, VIP dinner, Stage Management MC's, Back Drops, Air Cooler, DG Set, Mobile Toilet, Waste disposal, cleaning, Lightings, Sound System, Video Wall, Video / Photography, Badge printing with Lenard, Standees, Signage's, Banners and other Logistics.
- 1.2.1.4 **VIPs and Guests Management:** Including Receiving at Airport, Accommodation, Providing Transportation and other Logistics at Hotel, etc. VIP Accommodation at 5 star hotel, transportation, pickup / drop from airport to hotel, Hotel to ITI and back, allotting escort persons/protocol officers. Accommodation in deluxe hotels and transportation for other guests and ITI employees coming from out station.
- 1.2.1.5 **Security / Safety arrangements:** Including Distribution of Badges, Managing Movement of Visitors & parking lot arrangement. Ensuring crowd management both at Tech fest as well as cultural fest  
Medical Facilities (to take care of COVID protocol) / First Aid / Fire and Safety arrangements etc.
- 1.2.1.6 **Delegates Kit Preparation,** T-Shirts Procurement with ITI logo / theme .and other Stationary requirements like Mementos, Bag pack, Note pad, pen, etc. for delegates, exhibitors, attendees and VIPs
- 1.2.1.7 **Press / Media Management** includes finalizing contract, Film on ITI, Media Kits, Press Conference arrangements, requisition of various media personnel, from Print and News Channels
- 1.2.1.8 All furniture for stage, stalls , dining hall, conference room, VIP room and other places
- 1.2.1.9 All sound, Videography/photography and light arrangements, Video wall setup, all related designs, etc.
- 1.2.1.10 Host/ Hostess and Anchor MC ( Lady)
- 1.2.1.11 Magazine / Souvenir design of the cover page / back page, theme, layout, compilation and printing

### 1.2.2 Scope of Work for Cultural Fest.

- 1.2.2.1 75 outdoor stalls of suitable sizes (viz. 10ft x 10ft, 10ftx 15ft and 20ft x 10ft) and pavilions of required size, Outdoor closed (80ft x 30ft) Stage for Daily Cultural Shows with video wall of 40ft and 500 sitting capacity including provision for 50 VIP sittings
- 1.2.2.2 Decoration in the whole campus includes lightings other decoration, Entrance arch & Flower Decorations, Coupon sale counter
- 1.2.2.3 Stage Management, MC's, Back Drops, Lightings, Sound System, Video / Photography.

- 1.2.2.4 Food court from various states of India
- 1.2.2.5 DG Power, Mobile Toilet, covering the ground with tin sheet barricading, Entry points, Waste disposal, cleaning , Banners, standees , etc

### **1.2.3 Cultural Show Management :**

Organizing daily cultural shows in the evening to showcase State wise / Culture wise Talent of Different States including all formalities required to host the shows. The cultural shows and folk dance to be quoted for all available dance styles. One star performance by celebrity for one day like concert to be arranged on any particular day including liasoning with celebrity and all arrangements required for the complete show right from the sale of tickets, Conduct, Security / Crowd management, etc. Modality of the cultural show / celebrity performance shall be indicated in the bid including the proposal for the ways / means of getting returns.

### **1.2.4 Stall Occupancy :**

Bringing in 25-30 Stalls from all parts of the country to showcase their unique products including Handloom, Handicraft, Other Products, and Cuisine. 10 stalls for Fun Games & Children Amusements. 15-25 stalls shall be for sponsored companies. The business modality for bringing in the above mentioned stalls shall be indicated in the BOM.

- 1.2.5 Bringing Sponsors for cultural fest ( min. value shall be mentioned)

## **1.3. ELIGIBILITY CRITERIA**

The applicants have to fulfil the following eligibility criteria:

- 1.3.1. Must have successfully organised similar events and Road Shows on large scale for any PSU/ Govt. Departments / Private Organizations at least two in the past 5 years having work order value not below Rs. 60.00 lakh per event.
- 1.3.2. The average annual turnover shall be atleast 1 Crore per year for the last 5 financial years
- 1.3.3. Manpower Strength: - A dedicated team having event management and advertisement experience which can be used for the event
- 1.3.4. Project Team: - A dedicated team reporting directly to the MD/Chief of the prospective Event Partner/Team Leader shall be assisted with experts and the back office/international offices for every task as defined in the "Scope of Work" and shall be available at all times.
- 1.3.5. Must have valid GST registration/ PAN / TAN etc.
- 1.3.6. Proof of satisfactory performance, etc. shall be provided from the customer
- 1.3.7. All the relevant documents pertaining to conducted event shall be provided covering scope of work of this event.

**1.4. SELECTION METHODOLOGY ( 2 PART BIDDING)**

- A. Technical Bid
- B. Financial Bid

The Agency will be selected through **Quality Cum Cost Basis Selection (QCBS)** as per clause 1.15. The bid shall contain proof of documents in support of eligibility criteria, brief profile of the agency, experience in organizing similar tourism events & Road shows, copy of GST Registration, copy of PAN/TAN, copy of the audited Balance Sheet & P/L Account certificate of the Chartered Accountant confirming the Turnover and also detail plan for the event. The final selection will be made from the agency scoring highest QCBC scoring as per clause 2.1

**1.5. Authentication of Bid:** A bid should be signed by authorised signatory of company

**1.6. Submission of the Bid:** Bids in prescribed Electronic forms shall be submitted in the E-Tender portal (Technical and Financial bids separately)

**1.7. Clarifications:** Agencies desirous of seeking clarifications on the Tender, may send their queries before pre bid meeting through email to:  
**avmurdeswar\_bgp@itilttd.co.in** at the following address:

DGM (IMM), Bangalore Plant, ITI Limited, F-100, 2nd Floor  
Bangalore Plant, Dooravani Nagar, Bengaluru-560016,  
Ph: 080-28503662, 9845815940; E-mail: : avmurdeswar\_bgp@itilttd.co.in

- 1.8. On the Bid opening day, only technical bids will be opened. The agencies who are desirous of attending bid opening may do so as per the e -Tendering process (TOE).
- 1.9. Bids without authenticated compliances as required / incomplete documents as prescribed in this Tender, will be rejected.
- 1.10. The date for opening the financial bids will be communicated to all technically qualified and eligible agencies separately, through registered email.
- 1.11. The offers prepared by the agencies and all the correspondences and documents relating to the offers submitted / exchanged by the agency, shall be written in English language.
- 1.12. The agencies shall bear all costs associated with the preparation and submission of its Tender, including cost of presentation for the purpose of clarification of the offer, if so desired by ITI Limited.
- 1.13. If the last day for the bid submission is declared as a holiday, the bid will be opened at the same time on the next working day.
- 1.14. Any change/clarifications in the Tender Terms or Schedule shall be notified at ITI Ltd website: [www.itilttd.in](http://www.itilttd.in) (Tender Section), CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and Tender wizard. The intended agencies need to take notice of the same.

## EVALUATION CRITERIA (QCBS)

### 2.1. EVALUATION OF TECHNICAL PROPOSALS

- 2.1.1. The Bidders shall make a detailed presentation to the Techno-Commercial Evaluation Committee in a Power Point Format (PPT) (duration of presentation is 15 minutes) for evaluation purposes. This presentation shall be made by the Bidders after opening of the technical bid at ITI Limited, Conference Room, 1<sup>st</sup> Floor, ITI Limited Bangalore Plant.
- 2.1.2. The Technical Proposals of the Bidders shall be analysed and evaluated and the Technical Proposal Marks (TPM) shall be given to the proposal of each Bidder. Details of evaluation parameters are as shown below:

Bid Component	Technical proposal Marks
2.1.2.1 Prior experience of the Bidder	
The Bidder should have successfully executed at least 2 similar events in the last 5 completed financial years for any Government or PSU or Private organization, out of which one event should be atleast of a minimum value of Rs.60 Lakhs Copies of relevant experience certificate in the name of the bidding agency for such projects handled in the last 5 completed financial years should be submitted along with the technical bid.	<b>Maximum 20</b> (3 and above events - 20 2 events - 15)
2.1.2.2 Average Annual turnover of minimum Rs. 1 Crore per Annum for during last 5 financial years from similar works	<b>Maximum 20</b> (1 to 1.5Cr – 10 1.5 to 3 Cr - 15 3 Cr above - 20)
2.1.2.3 The bidder should have been in the event management business providing to state & central govt. / corporate bodies / national & international organization for atleast last 5 years	<b>Maximum 20</b> (5-10 Yrs – 10 Above 10 yrs -20)
2.1.2.4 Event Proposals & Company profile presentation The Presentation will cover all aspects related to and mentioned in the scope of work for Tech fest & Cultural fest. Presentation to be made on past one event and proposed event concept and flow of maximum duration of 15 minutes to evaluation committee of ITI Ltd.  The bidder shall submit a copy of such presentation in PPT [containing the concepts on proposed video/audio profile, visual designs, layout details, creative, etc.] which will be kept as record.	<b>Techfest – 20</b> <b>Cultural fest – 20</b> Covering scope as per 1.2.1 & 1.2.2
<b>TOTAL</b>	<b>100</b>

- 2.1.3. The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score as Technical Proposal Marks (TPM). The Proposal shall be rejected if it does not achieve the minimum technical marks of 65 out of maximum of 100 marks.

## **2.2. EVALUATION OF FINANCIAL PROPOSALS**

- 2.2.1. Financial Proposals of the technically qualified Bidders as evaluated according to the above mentioned evaluation matrix (i.e. the Bidders scoring more than 65 marks) shall be opened by the Techno-Commercial Evaluation Committee in the presence of the representative of the Bidders, who chose to attend the opening of bids. The quoted fee shall be read out and recorded.
- 2.2.2. Financial Proposal Marks (FPM) =  $100 \times \text{Lowest Financial Bid} / \text{Financial Bid under consideration}$
- 2.2.3. The lowest evaluated Financial Proposal will receive a maximum of 100 marks.

## **2.3. FINAL EVALUATION**

The final evaluation will be made on the basis of the following:

- 2.3.1. Weightage for the Technical Proposal: 0.6
- 2.3.2. Weightage for the Financial Proposal: 0.4
- 2.3.3. Combined Technical and Financial score,  
**(HPM) = TPM x 0.6 + FPM x 0.4**
- 2.3.4. L1,L2, etc vendors will be derived from above scores i.e. from highest to lowest.

- 2.4. **AWARD OF WORK:** The Bidder with the highest aggregate score (HPM) on the merit of evaluation shall be awarded the work.



### INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

3	<b><u>Submission of Bids shall be only through online process which is mandatory for this Tender.</u></b>
3.1	<b>Tender Bidding Methodology:</b> <b>E- Bid System</b> Tender Type: Two bids i.e. Technical and Financial Bids shall be submitted by the agency at the same time on the portal.
3.2	<b>Broad outlines of the activities from agencies perspective:</b>
3.2.1	Procure a Digital Signing Certificate (DSC)
3.2.2	Register on Electronic Tendering System® (ETS)
3.2.3	Create Users and assign roles on ETS
3.2.4	View Request for Proposal (Tender) on ETS
3.2.5	Download Official Copy of Tender Documents from ETS
3.2.6	Clarification to Tender Documents on ETS
3.2.7	Query to ITI LTD (Optional)
3.2.8	View response to queries posted by ITI LTD, as an addendum/corrigendum.
3.9	Bid Submission on ETS
3.2.10	Attend Public Online Tender Opening Event on ETS Opening of Technical/Financial Part
3.2.11	View Post-TOE Clarification posted by ITI LTD on ETS (Optional) Respond to ITI LTD's Post-TOE queries.
3.3	<p>For participating in this tender online, the following instructions need to be read carefully.</p> <p>These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.</p> <p><b>Note 1:</b> It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ(Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.</p> <p><b>Note 2:</b> While uploading the documents, it should be ensured that the file names should be the name of the document itself.</p>
3.4	<b>Digital Certificates:</b> For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC) of Class 3 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <a href="http://www.cca.gov.in">http://www.cca.gov.in</a> ].
3.5	<b>Registration in e-procurement portal:</b> Agency has to Register first in <a href="https://www.tenderwizard.com/ITILIMITED">https://www.tenderwizard.com/ITILIMITED</a> and then Tender document can be downloaded from the web site: <a href="https://www.tenderwizard.com/ITILIMITED">https://www.tenderwizard.com/ITILIMITED</a> and bid has to be submitted in the e-format.
3.6	<b>ITI LIMITED has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.</b>

3.7	<p><b>Special Note on Security of Bids:</b></p> <p>Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software.</p> <p>Specifically, for Bid Submission, some security related aspects are outlined below:</p> <ul style="list-style-type: none"> <li>- As part of the Electronic Encrypt functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-phrase created by the server itself. The Pass phrase is more difficult to break. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a User organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender opening officers of the User organization and the personnel of e-tendering service provider.</li> </ul>
3.8	<p><b>Public Online Tender Opening Event (TOE):</b></p> <p>ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of agencies can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of agencies (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet.</p> <p>Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on ETS.</p> <p>As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the agency himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating agencies. The work of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.</p> <p>ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the User for each Tender. The information in the Comparison Chart is based on the data submitted by the agencies in electronic forms.</p> <p>ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating agencies for 'Viewing/Downloading'.</p>
3.9	<p><b>Other Instructions:</b></p>
	<p>For further instructions, the vendor should visit the home page of the portal i.e. <a href="https://www.tenderwizard.com/ITILIMITED">https://www.tenderwizard.com/ITILIMITED</a>.</p> <p><b>Important Note:</b></p> <p>It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.</p>

	<p><b>If require any clarification on vendor registration, Digital Signature and submission of quote, etc.. please contact our</b></p> <ul style="list-style-type: none"> <li>• <b>Help Line : 080-40482000; e-mail ID: <a href="mailto:itilimitedhelpdesk@gmail.com">itilimitedhelpdesk@gmail.com</a></b></li> <li>• <b>e-tendering partner Mr. Dhanraj (Antares); Mob: 9686115308; e-mail ID: <a href="mailto:ghanraj.p@antaressystems.com">ghanraj.p@antaressystems.com</a></b></li> </ul>
3.10	<b>The following ‘FOUR KEY INSTRUCTIONS for agencies must be assiduously adhered to:</b>
3.10.1	Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your tender submission deadline on ETS.
3.10.2	RegistryourorganizationonETSwellinadvanceofyourtendersubmission deadline on ETS.
3.10.3	Get your organization’s concerned executives trained on ETS well in advance of your tender submission deadline on ETS.
3.10.4	SubmityourbidswellinadvanceoftendersubmissiondeadlineonETStoavoidany unforeseenlast-minuteproblemsduetointernettimeout,breakdown,etc.Whilethe first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at alltimes.
3.5	<p><b>Minimum Requirements at agencies end:</b></p> <p>Computer System with good configuration and OS preferably supporting Windows, Word, Excel &amp; PDF, High Speed Broadband connectivity, Internet Browser and Digital Certificate(s).</p>

### PRICE BID

The agencies are to quote the prices after fully understanding the scope of complete as per clause 1.2.

Sl.No	Item Description	Qty	Units	Unit Rate* in Rs.	Price in Rs.	GST%	GST AmtRs.	Total (All Incl.)
	1	3	4	5	6	7	8	9
	Refer Scope of Work				3*5		6*7	6+8
4.1	ADVERTISING FOR STALLS & INVITATION ( Clause 1.2.1.2 & 1.2.1.1)							
4.1.1	In News Paper	1	Lot					
	FM Radio							
	social media							
	hoardings on bus / Bus stop							
	digital Marketing							
	Teaser Video)							
4.1.2	Invitation : Design, Theme, e-Invitation, Hard copy (A5 size )	5000	Nos					
	sending invitations to invitees							
	Quote shall be given for each of above items							
4.2	EXHIBITOR STALLS ( Clause 1.2.1.3)							
4.2.1	3m X 3m cubical Stall with carpeting	200	Nos					
4.2.2	Table	200	Nos					
4.2.3	Chairs	500	Nos					
4.2.4	Lighting ( 3 each)	600	Nos					
4.2.5	Facia	200	Nos					
4.2.6	6mX 3m Bigger cubical for ITI products	6	Nos					
4.2.7	Tea, Coffee & snacks KIOSK	2	Nos					
4.2.8	Help Desk	1	Nos					
4.3	INAUGURATION HALL ( Clause 1.2.1.3)							
4.3.1	Stage 40 feet x 10 feet	1	Nos					
4.3.2	Dias with 12 seating capacity with MC	1	Nos					

4.3.3	Sofa and tipoy	12	Nos					
4.3.4	Chairs ( Covered with white cover and bow )	500	Nos					
4.3.5	VIPs Chairs	100	Nos					
4.3.6	Video Wall 40 X 12 ft	1	Nos					
4.3.7	43" Monitor for people seating on dias	2	Nos					
4.3.8	Flower decoration for stage	1	Lot					
4.3.9	Lighting of Lamp	1	Nos					
4.3.10	Backdrop for both side of video wall (8 X 12 ft.)	2	Nos					
4.3.11	55 inch TV with cables ( Monitors ) for hall both side	6	Nos					
4.3.12	Sound System for Inauguration 8 speakers	1	Nos					
4.3.13	Podium with Mike ( wireless)	2	Nos					
4.3.14	Cordless Hand Mike ( 4 on dias + 1 for Anchor)	5	Nos					
4.3.15	Bouquet for VIP and other dignitaries on dias	12	Nos					
4.3.16	MC ( lady anchor)	1	Nos					
4.3.17	Hostess	4	Nos					
4.3.18	Mementos	12	Nos					
4.3.19	Water bottles (small) at 6 places	800	Nos					
4.4	<b>CONFERENCE HALL ( Clause 1.2.1.3) Inauguration hall to be converted into 02 conference hall with partition)</b>							
4.4.1	Back drop 8 X 6 ft star flexi print only Conference I & II halls ( both sides)	4	Nos					
4.4.2	small dias for 6 people	2	Nos					
4.4.3	Sofa and tipoy	12	Nos					
4.4.4	Video wall 15 ft X 9 ft	1						
4.4.5	Sound System with 2 speakers	1	Nos					
4.4.6	Cordless Hand Mike	4	Set					
4.4.7	Collar mike	12	Nos					
4.4.8	Mementos for 8 conference panellist	48	Nos					
4.4.9	Bouquet	48	Nos					
4.4.10	Water bottles (small) for 8 seminars	1200	Nos					
4.4.11	Tea / Coffee	500	Nos					
4.4.12	Hostess	4	Nos					
4.4.13	Conference standee	4	Nos					

<b>4.5</b>	<b>DINING HALL &amp; FOOD /HIGH TEA ( Clause 1.2.1.3)</b>							
4.5.1	Separate dining place for VIPs ( First day + Second day) with sitting capacity of 100	<b>1</b>	Nos					
4.5.2	Round table & VIP chairs ( for 100 persons)	<b>1</b>	Lot					
4.5.3	Special Lunch for VIP	<b>100</b>	Nos					
4.5.4	Delegate Dining hall to accommodate 600 people for ( First day + Second day)	<b>1</b>	Nos					
4.5.5	Lunch (2days x 600 lunch) Veg only	<b>1200</b>	Nos					
4.5.6	Table arrangement	<b>25</b>	Nos					
4.5.7	3-4 serving counter for foods	<b>1</b>	Lot					
4.5.8	Water bottles (500 ml)	<b>1500</b>	Nos					
4.5.9	Plates, spoons, napkins, etc	<b>1200</b>	Nos					
4.5.10	Hand wash and Mobile Toilets	<b>10</b>	Nos					
4.5.11	High Tea for Media briefing	<b>50</b>	Nos					
<b>4.6</b>	<b>VIP / GUEST ACCOMODATION AND LOGISTIC ( Clause 1.2.1.4)</b>							
4.6.1	Accommodation for VIPs at 5/7 star hotel suite room	<b>3</b>	Nos					
4.6.2	Accommodation for other dignitaries deluxe rooms	<b>15</b>	Nos					
4.6.3	VIP Vehicle to disposal	<b>3</b>	Nos					
4.6.4	Other Vehicles to disposal	<b>17</b>	Nos					
4.6.5	Escort persons from event Manager ( Hosts)	<b>20</b>	Nos					
4.6.6	Bouquet for VIP and other dignitaries on arrival	<b>20</b>	Nos					
4.6.7	all food arrangements at Hotel	<b>20</b>	Nos					
4.6.8	Accommodation for ITI employee / others in 2/3 star hotel	<b>100</b>	Nos					
4.6.9	Pick up drop Vehicles	<b>50</b>	Nos					
<b>4.7</b>	<b>MEDIA BRIEFING ROOM ( Clause 1.2.1.7)</b>							
4.7.1	Media Invitation and all arrangements for press brief	<b>1</b>	Lot					
4.7.2	small dias for 6 people seating capacity	<b>1</b>	Nos					
4.7.3	Seating capacity Round table / Chair	<b>50</b>	Nos					
4.7.4	High tea with snacks	<b>50</b>	Nos					

4.7.5	Mementos for media persons	50	Nos					
4.7.6	Water bottles	50	Nos					
4.7.7	All Audio / Video arrangements with live telecast	1	Lot					
4.8	<b>COMMON FACILITIES</b>							
4.8.1	Road show banner with frame big (8 x 6)	10	Nos					
4.8.2	Road show banner with frame Small (6 x 4)	10	Nos					
4.8.3	Conference Standees at various places	6	Nos					
4.8.4	Registration counter ( 6 Booths) & Help desk with all arrangement and Host + Hostess	10	Nos					
4.8.5	Signage Route indicator ( 2 x 1 ) sun board with stand	20	Nos					
4.8.6	Rain proof structure	1	Lot					
4.8.7	Air cooler /Circulators for all enclosed tent & structure	1	Lot					
4.8.8	DG Set (adequate to Techfest)	1	Lot					
4.8.9	Total Lighting	1	Lot					
4.8.10	Mobile Toilets at different places	10	Nos					
4.8.11	Website creation	1	Nos					
4.8.12	VIP Tent with Rest Room for 25 VIPs	1	Nos					
4.8.13	Parking ( 200 vehicles) / VIP Parking lot	1	Lot					
4.8.14	Security & Safety arrangements all places as per clause 1.2.1.5							
4.9	<b>PRINTING AND MISC</b>							
4.9.1	Photographer	1	Nos					
4.9.2	Videographer with editing	1	Nos					
4.9.3	Badge printing with Tag (4 colour tag with Leonard ) for VIPs, Exhibitors, Organiser & Visitors	5000	Nos					
4.10	<b>DELEGATES KITS PREPARATION ( Clause 1.2.1.6)</b>							
4.10.1	Exhibitors kit / Bag pack with ITI logo	400	Nos					
4.10.2	Delegate kit / Bag with ITI logo	100	Nos					
4.10.3	Visitors kit with ITI logo	5000	Nos					

4.10.4	Media Kit with ITI logo	50	Nos					
4.10.5	T Shirt for ITI Volunteers with ITI logo/theme	200	Nos					
4.10.6	Video wall content design	1	Lot					
4.11.1	<b>MAGAZINE / SOUVENIR PRINTING ( Clause 1.2.1.13)</b>							
4.11.1	Souvenir design of the cover page / back page, theme, layout, compilation and printing	1000	Nos					
4.12	<b>STALLS FOR CULTURAL FEST</b>							
4.12.1	75 outdoor stalls of two sizes viz. 10ft x 10ft, 10ft x15ft, 20ft x 10ft and pavilions of required size, Outdoor closed (80ft x 30ft) Stage for Daily Cultural Shows with video wall of 40ft 2500 sitting capacity including provision for 100 VIP sittings ( for one day of star performance)	75	Nos					
4.12.2	Chairs for stalls	150	Nos					
4.12.3	Lighting ( 3 each)	225	Nos					
4.12.4	Facia for stalls	75	Nos					
4.13	<b>Decorations in the whole campus, Entrance Arch with flower decorations ( Clause 1.2.2.2)</b>							
4.13.1	Decorations	1	Lot					
4.13.2	Coupon counter	4	Nos					
4.14	<b>Stage Management ( Clause 1.2.2.3)</b>							
4.14.1	Back drop	2	Nos.					
4.14.2	MC	1	No					
4.14.3	Lighting & Sound system	1	Lot					
4.14.4	Video & Photography	1	Lot					
4.15	<b>DG POWER OTHERS ( Clause 1.2.2.5)</b>							
4.15.1	DG Set	1	Nos.					
4.15.2	Banners & Standees	10	Nos					
4.15.3	Mobile Toilet	10	Nos					
4.15.4	Tin sheet barricading entire area	1	Lot					
4.16	Bringing in 25-30 Stalls from all parts of the country to showcase their Unique products including Handloom, Handicraft, Other	1	Lot					



	Products, and Cuisine. 10 stalls for Fun Games & Children Amusements. 15-25 stalls shall be for sponsored companies. As per clause 1.2.2.7  The business modality for bringing in the above mentioned stalls shall be quoted							
<b>4.16.1</b>	Food Court  (Cuisines from Various states of India as per Clause 1.2.2.4 & 1.2.2.7)	<b>10</b>	Nos					
<b>4.17</b>	Organizing daily cultural shows in the evening to showcase State wise / Culture wise Talent of Different States including all formalities required to host the shows. The cultural shows and folk dance to be quoted for all available dance styles. One star performance by celebrity for one day like concert to be arranged on any particular day including liasoning with celebrity and all arrangements required for the complete show right from the sale of tickets, Conduct, Security / Crowd management, etc. Modality of the cultural show / celebrity performance shall be indicated in the bid including the proposal for the ways / means of getting returns.  ( Separate quote shall be provided for each item as per clause 1.2.2.6)							

- Any other things shall be quoted as required
- Wherever lot is mentioned in quantities detailed options with break up and cost shall be mentioned
- Taxes will be paid at actuals

**Note:** Quantity indicated is tentative it may increase or decrease, Unit cost will be taken for evaluation purpose.

**TERMS & CONDITIONS**

- 5.1. Submission of E- Bid:** The quotations shall be submitted in two bid System, ie, technical and commercial Bid/Price Bid in a separately sealed covers as per the tender document. Your quote should be valid for 90 days.
- 5.2. Payment terms :** Payment shall be made on milestones basis on completion of particular work and after submission of bill within 15 days
- 5.3.** Conditional bids will be rejected outright.
- 5.4.** Termination by default: ITI Limited reserves the right to reject, cancel and terminate any offer without assigning any reason thereof.
- 5.5.** ITI reserve the rights to alter the scope of work at any point of time
- 5.6. Risk- Purchase Clause:** If the Agency after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, The ITI Limited will have the right to:
  - 5.6.1.** Terminate the empanelment / contract of the agency with the ITI Limited and further blacklist the agency.
  - 5.6.2.** In case of completion through alternate sources and if price is higher, the agency will pay the balance payment to the ITI Limited.
  - 5.6.3.** For all purposes, the Work Order issued by the ITI Limited will be considered as formal contract.
- 5.7.** Governing Law: This Contract shall be governed in accordance with the laws of India.
- 5.8.** Jurisdiction of Courts: The courts of India at Bengaluru have exclusive jurisdiction to determine any proceeding in relation to this Contract.

**ANNEXURE-I****(FORMAT FOR THE BID SECURITY/ EMD)**

(To be typed on Rs.100/- non-judicial stamp paper)

Whereas..... (hereinafter called "the Bidder") has submitted its bid dated.....for the supply of ..... vide Tender No. .... Dated ..... KNOW ALL MEN by these presents that WE ..... OF ..... having our registered office at .....(hereinafter called "the Bank") are bound unto ITI Limited (hereinafter called "the Purchaser") in the sum of Rs..... for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

**THE CONDITIONS of the obligation are:**

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
  - a. fails or refuses to execute the Contract, if required; or
  - b. fails or refuses to furnish the Performance Security, in accordance With the instructions to Bidders.
3. We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser
4. Having to substantiate its demand, provided that in its demand, the purchaser 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.
5. This guarantee will remain in force as specified in clauses 11 of the RFP Document upto and including 60 days from the tender opening date and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank  
 Authority  
 Name  
 Signed in Capacity of

Name &amp; Signature of Witness

Full address of Branch

Address of witness  
 Fax No. of Branch

Tel No. of Branch