



INTERNATIONAL BUDDHIST CONFEDERATION
Collective Wisdom United Voice

REQUEST FOR PROPOSAL

FOR

Engagement of Event Management Agency (Empanelled with Ministry of Culture, Government of India) for Organizing Global Buddhist Summit (GBS) - 2023 on 20-21 April, 2023 at Ashok Hotel, Delhi

Issued by:

INTERNATIONAL BUDDHIST CONFEDERATION (IBC) IGNCA building, 5th floor, A1 wing, Janpath, New Delhi - 110001

Phone: 91-11-2344-6520 Email: secretariat@ibcworld.org

Date of inviting	:	13th March 2023
Pre-bid queries (via mail)	:	15th March 2023 (up to 03:00 pm)
Last Date of Submission	:	17th March 2023 (up to 11:00 am)
Date of opening of bids	:	17th March 2023 (12:00 noon)
Presentation before committee	:	17th March 2023 (03:00 pm)
Date of financial opening	:	20th March 2023 (11:00 am)

Above-mentioned dates are tentative and are subject to change.

Final submission of RFP must be in a physical two-bid system in a sealed envelope.

PROCESS OF SELECTION:

IBC would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.

- A. The designated Committee would evaluate the quality of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfilment of eligibility criteria (Technical Bid). The technically eligible agencies have to make a presentation and present before the designated Committee at IBC, New Delhi on scheduled date & time.
- B. Financial Bids of only the short-listed Bidders (who score at least 70 out of 100 in the Technical Bid and Presentations Criteria) would be considered.
- C. IBC does not bind itself to accept the lowest or any tender and has the right to refuse any or all of the bids without assigning any reason or to select any bidder that is on the final evaluation list. IBC also reserves the right to reissue the tender without the tenderer having the right to object to such a reissue. IBC also reserves the right to extend the validity period.
- D. The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the Tender document. Any tender that stipulates conditions contrary to the conditions given in the tender document stands disqualified/rejected.
- E. **Pre-bid queries:** - All queries regarding the RFP can be mailed to the Deputy Director (Admin.) secretariat@ibcworld.org latest by 16.03.2023 at 3:00 PM.
- F. Any bid received by IBC after the deadline for submission of bid prescribed by IBC will be rejected and returned unopened to the Bidder. IBC shall not be responsible for any delay or non-receipt / non-delivery of the documents.
- G. During opening of the technical and financial bids, all bidders are requested to be present at International Buddhist Confederation (IBC) IGNC A building, 5th floor, A1-Wing, Janpath, New Delhi - 110001
- H. IBC also reserves the sole right for carrying out amendments/modification/ changes including any addendum to this RFP. Such amendments/ modification/ changes including any addendum to this RFP shall be notified on the Email.
- I. IBC reserves the right to extend the deadline without assigning any reasons thereof OR cancel the entire RFP process. Intimation of the same shall be notified via E-mail.
- J. The bidder shall bear all costs associated the preparation and submission of the bid and IBC will in no case be held responsible OR liable for these costs, regardless of the conduct OR outcome of the tendering process.
- K. All entries in the Financial and Technical bid format should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed and stamped with company's seal by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. The rate mentioned in Price bid Performa if written by hand to be covered by cello tape or should be typed.
- L. The bidders should ensure the correct calculation in the financial bid. If any arithmetic calculation as per the format given in the Financial Bid is found incorrect, the IBC will have the discretionary power to cancel/reject the bid.
- M. The payment will be made on actual execution /qty. executed work, the quantity may be increase of decrease as per site requirement
- N. As the Event pertains to the Institute's Image and prestige, therefore Agency shall ensure services within the quoted amount. Each and every point should be managed effectively with sufficient manpower(s). In case of failure/unable to perform OR any lacuna in quality deliverables at any level/stage, the Institute will forfeit their Security Deposit, penalty will be imposed as per the agreement and also Blacklist the agency.
- O. **All necessary permissions from Local Govt. Bodies for organizing the event in smooth manner shall be obtained by the agency and with NO additional cost shall be payable for the same.**

SCOPE OF WORK FOR EVENT MANAGEMENT COMPANY

A. DELEGATES MANAGEMENT SERVICE

1. Delegate Registration Management Team with registration software as per international standards
2. Local Travel & Stay Management (As per itinerary)
3. All required government and other regulatory permissions and clearance need for any international event/conference from respective ministry, Department and local authority.

B. DIGITAL MEDIA OUTREACH

- Social media campaign on all popular platforms (Facebook, Twitter, YouTube Instagram, etc.)
- Design, Creation & Posting of IBC promotional material (Banners, Templates, advt. videos etc) on social media daily basis.

C. VENUE / STAGE SET-UP

- Stage Set-up/Decoration/ fresh flowers with 3D look as per international conference standard – 2 nos.
- Table top fresh flowers for other dignitaries – centre tables, round tables, podium, lounges, etc.)
- Main Stage (as per SPG/PM security requirements)
- View Cutter as per requirements of the venue
- Reception/Registration counters with manpower – for 500 plus delegates
- Hall entrance
- Inside hotel
- Group Discussion Themes (as per subject)
- Dias arrangements for the VIPs – 3 nos.
- Parallel Dias arrangements for other dignitaries
- Sofas and tables for front 2 rows for 3 halls
- Section for interpreters for all parallel sessions
- Networking lounge
- Secretariat setup at organizers office till conference
- Thematic gates at entry and exit point
- Any other requirement by SPG
- Flags of participating countries – standing & table top
- Aluminium German Hanger/tentage for hard court area for lunch with banquet table, chair, round table, mist fans, industrial coolers, AC's of suitable capacity& one enclosure for VIPs - 20000 sq. ft.
- Selfie points – 2-3 nos.

D. TECHNICAL

- Dedicated internet lines, Wi-Fi facility
- Virtual setup for live webcast with multi setup video camera setup for main hall, parallel sessions, VIP movement etc.
- Photography for main hall, parallel sessions, VIP movement etc.
- Lighting/Sound/Projector/Podium etc for main stage & 2 parallel hall for sessions (conference & dinner and cultural programme) as per hall
- Lighting/sound/projectors/podium for another hall
- Console setup
- Preview rooms
- Cordless Hand / Collar Microphone
- Mixer& Speakers
- Podium with Microphone
- LED screens
- Stage screens

- Interpreters (10 Foreign languages)
- Head Sets
- Interpreter Booth with required equipment's and machines
- Walkie-talkies - 30
- Gensets 125 KVA for main event & backup

E. RECEPTION /REGISTRATION DESKS

- Setup canopy / desk with chairs for reception and registration 24 hours
- Staff at the reception and registration
- Hall managers
- Liaison officers for each delegate
- Ushers at airport for welcome the delegate
- Ushers for conference

F. ACCOMMODATION & FOOD

- Booking and assigning rooms to every single delegate in consultation with the organizer
- Arrangements of food as per the instructions and direction of the organizer
- Clear instructions display regarding rooms no and floor
- Dedicated management team for the management

Guest Stay Arrangements and Details of Hotel Room Bookings

1. The selected bidder shall provide suitable accommodation for all the Speakers, Mentors, Jury members and VIPs and other invited Guests
2. Indicating no. of rooms is indicating below, however variation of 10% is possible billing is made on actual consumption basis.

Indicative estimation of no. of rooms required are as follows: -

Sl. No.	Types of Room	No. of rooms	Occupancy Type	Date
1	Twin Sharing	6	Double	18.04.2023 to 22.04.2023
2	Single room	3	Single	18.04.2023 to 22.04.2023
3	VVIP Suites	15	Single	19.04.2023 to 22.04.2023
4	Single Rooms	100	Single	19.04.2023 to 22.04.2023
5	Twin Sharing Rooms	60	Double	19.04.2023 to 22.04.2023

G. SAFETY & SECURITY

All required safety, hygiene and Security arrangement at the venue

H. MEDICAL AID

- Medical team during the conference 24 hours in 3 shifts
- Ambulance 24 hours in 3 shifts

I. MEDIA / PUBLICITY

- Designated area for media
- Press kit for Media (100 approx.)
- Press conference arrangements

J. PRINTING AND BRANDING

- Banner, Backdrop, standees, cut-outs – 6000 sq. ft.
- Invitations cards/E-Card – 600 – 700 nos.
- Branding on Airports terminals & Railway Station
- Conference Leaflets / Brochure on table/desks
- Conference IDs/Batches for Delegates /Staff & Volunteers – 1000 -1200 nos.
- Name plates on the desk (VIPs, Guest and speakers as per the sessions)
- Conference Kit (bag, stationary items etc)
- Hoarding in city, way to hotel from airport, round about near venue, round about near embassies – 6000 sq. ft.

K. MEMENTOS

- Arrangement of mementos as per the instruction of the organizer

L. CULTURAL EVENING

- Welcome dinner with cultural evening showcasing Indian/Buddhism traditional and rich culture
- Suggestion of two cultural troupes for a 30-minute performance each

M. SECRETARIAT SUPPORT

- Secretariat support to the organizers
- Mailing, massaging etc.
- Coordination with delegates
- Sponsorship generation for conference

N. LOCAL TRANSPORTATION (AIRPORT/RAILWAY STATION PROTOCOLS)

- Welcome desk at the airports (all terminals)
- Welcome desk at Railway station
- Dedicated liaison officer with each VIP guest
- Pick-up & Dropping of Delegates at Delhi Airport / station to hotel
- To take charge of the Transportation Desk at the hotel lobby
- Responsible for the arrangement of transportation for all the delegates from airport to hotel and back
- Assigning numbers to each cars/vehicle for easy identification
- To keep contact numbers of all the vehicle drivers
- Dedicated management team for the management

Details of Taxi/Cab Arrangements /Conveyance Arrangements:

1. Taxi/ Cab arrangements for Pickup and Drop facility for all the Speakers and other Guests arriving at Airport, Railway Station to their respective Hotels/ Govt. offices and from Hotels/Govt. offices to the Hotel Ashok (Venue) and vice-versa as per the given schedule.
2. The EMA may have to setup help-desk at Airport and/or Railway Station with one support staff and standee.
3. The Taxis/ Cabs along with their Drivers may be required from one day before and up to next day of an event.
4. The Vehicles should be of good condition with clean seat covers and be provided on Min. 8 hrs. (80 km) on daily basis. Additional Hours/ Kms, if any, shall be paid on approved rates from the transport department as per the actual quoted cost for the respective vehicle type.

5. All the Drivers must be in well-dressed uniform.

6. The tentative number and type of Taxis'/ Cabs' required as under, 10% variation may be possible:

Date	Vehicle Type	Indicative Qty (Nos.)	Route
18.04.2023	DeZire/Ciaz/Innova	10	Local
19.04.2023	DeZire/Ciaz/Innova	60	Airport to Hotel/ Venue etc.
20.04.2023 & 21.04.2023	DeZire/Ciaz/Innova	10	Local
22.04.2023	DeZire/Ciaz/Innova	60	Airport to Hotel/Venue Hotel to Venue etc.
19.04.2023	Tempo traveller 15-seater	03	Airport/Venue Hotel.
22.04.2023	Tempo traveller	03	Hotel/Airport

QUALIFYING CRITERIA AND TECHNICAL PROPOSAL

IBC shall evaluate the capabilities of the Event Management Agencies based on their profile and keeping in view of the following criteria. Agencies not fulfilling the below criteria need not apply.

MINIMUM ELIGIBILITY CRITERIA

1. The participating agency has to provide/ enclose the letter of empanelment issued by the Ministry of Culture, Government of India,
2. A Bidder can be a company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India.
3. The agency must be in operation in India from past 10 years in the same line of business. As proof the agency may submit proof (Registration, Invoices/work orders/ agreement copies/ Purchase Order/Completion certificate) of any assignment executed 10 years before the tender due date. (*Same line of business here stands for the business of events, exhibitions, virtual event, Annual Day Celebration, creative designing, Advertising, branding, marketing, Media & communications).
4. The agency must have executed/ongoing at least 05 (five) events/exhibition/cultural event / projects for any Government Organization/ PSUs etc. in last (05) five years out of which at least one (2) assignment within 1 years must be with Prime Minister/ President of India. (Documentary proof work order & completion/appreciation/award certificate along with photographs in this regard must be submitted)
5. The agency must have experience of minimum 1 event working in Ashoka hotel, documentary proof of the same must be submitted
6. The agency must have attained minimum average annual turnover of Rs. 10 Crore in 3 years in last 5 financial years from the same line of business. CA certificate in this regard must be submitted as proof.
7. The net worth of the bidder, as on 31.03.2022 should be positive.

TECHNICAL BID

1. Demand Draft of Rs. 10,00,000/- (Rupees Ten Lakhs only) as Earnest Money Deposit (EMD) and tender fee of Rs. 25,000/- (Rupees Twenty-Five thousand only) which will be non-refundable, may be enclosed with the Technical Bid.

2. Earnest Money Deposit:

a. EMD amount will be accepted in the form of Demand Draft in favour of “International Buddhist Confederation”, New Delhi. The bid without EMD is liable to be summarily rejected.

b. Without prejudice to any other right of IBC the Earnest Money Deposit may be forfeited by the IBC:

c. If the Bidder withdraws his bid during the period of bid validity; OR

d. In case the successful Bidder refuses to sign the Agreement.

OR

e. If the bidder fails to furnish the Performance Security.

3. EMD will be refunded to the bidders with-in sixty days from the date of issue of award letter to the successful bidder and no interest would be paid there on.

4. The exemption of EMD & Tender Fee is applicable to valid MSME certificate.

PERFORMANCE SECURITY

The successful bidder shall be required to deposit an amount of 5% total quoted amount. Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand Draft in favour of “International Buddhist Confederation” payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank.

Performance will be discharged after completion of contractor’s performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contracting contractor or failure to provide any services under the contractor loss results from contractor’s failure and breach of obligation under the contract.

PAYMENT TERMS

- 10% of quoted amount advance with work order
- 40% of quoted amount against proof of ticketing, accommodation
- 25% of quoted amount 2 day before from the Inauguration
- 25% of quoted amount after submission of bills as final payment

QUALIFICATION CRITERIA

The agencies fulfilling the pre-qualification criteria will be asked to make a presentation before a committee constituted by the Administration for this purpose. The agencies will be evaluated on the following parameters and the presentation.

Sr. No	Evaluation criteria	Maximum Marks
1.	TECHNICAL CAPACITY OF THE BIDDER	60
1.1	Number of successfully conceptualized, managed and executed	

	largescale Events/Exhibitions/Cultural Event of value above INR 1 crore+ each, in the Five (5) years		
	Number of Projects (with the State Govt., Central Govt. / PSUs)	Marks	10
	Upto 5 projects	05	
	05 or more projects	10	
	Number of Projects (Where Hon'ble President of India or Hon'ble Prime Minister of India was Chief Guest)	Marks	15
	Upto 2 projects	10	
	03 or more projects	15	
1.2	Average turnover of 3 years out of last 5 financial years - marks	Marks	10
	>10 Crore < 12 Crore	5	
	> 15 Crore	10	
	Relevant Experience in Past years: The agency must be in operation in India from past 10 years in the same line of business to be eligible.		
1.3	Experience in Years	Marks	15
	> 10 Years < 12 Years	10	
	> 15 Years	15	
1.4	Quality Certification		
	Certification	Marks	10
	ISO 9001	5	
	ISO 27001/ ISO 14001	5	
2.	PRESENTATION		40
	Conceptual plan for an event 1. Layout of arrangements. 2. understanding of the current ecosystem and assignment 3. Execution plan and work plan. 4. Promotion on various media including social media 5. Gadgets for Photography & Videography. 6. Plan for Venue décor and branding 7. Health. Safety & security arrangements		
	Total Marks		100

1. The presentation should include-

- a. Bidder's understanding of the current ecosystem and assignment (Basis the current scope of work laid down in the RFP)
- b. Proposed modus operandi with workflow of team members.
- c. Two Case Studies (one each for the two parts) with the following-
 - i. Approach and methodology used in the Projects. Please list projects and role/experience separately for each Part.
 - ii. The aforementioned can be provided separately for the two parts/work packages of the Scope of Work.

2. Profile of Candidates proposed to be deployed-

- a. Experience of team members in similar projects in past.
- b. Innovation and adaptability to situation Knowledge of tools and database management system.
- c. Presentation, Body Language and Communication skills.

FINANCIAL BID EVALUATION

Bidder should submit the financial bid, which shall indicate the details of price, applicable taxes. The Financial bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis with 70% weight age on technical score and 30% weight age on financial score.

TECHNICAL SCORE=100 X TECHNICAL MARKS OF THE BIDDER/HIGHEST TECHNICAL MARKS

SCORED AMONG ALL BIDDERS {Adjust to two decimal places}

FINANCIAL SCORE = 100 X FINANCIAL PROPOSAL OF LOWEST BIDDER /FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION {Adjust to two decimal places}

THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = (TECHNICAL SCORE X 0.70) + (FINANCIAL SCORE X 0.30) {Adjust to two decimal places}

The bidder with the highest composite score will be declared as the successful bidder. In case of tie in the highest composite score of multiple bidders, the bidder with higher technical score will be declared as the successful bidder.

Note: Technical marks are the marks scored by the bidder in the technical bid.

FORM-I
Technical Bid

Date:

To,
Dy. Director (Admin.)
IBC
Delhi –110001

Sub: RFP Engagement of Event Management Agency for Organizing Global Buddhist Summit 2023 on 20-21 April, 2023 at Ashok Hotel, Delhi.

Dear Sir,

1. With reference to your RFP document dated 13 March 2023, we having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the IBC any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the IBC to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any State / Central Government or their agencies including Central / State Level Public Enterprises.
7. We declare that:
 - a) We have examined and have no reservations to the RFP Documents, including any Addendum issued by the IBC.
 - b) We do not have any conflict of interest in accordance the RFP document;
 - c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IBC or any other public sector enterprise or any government, Central or State; and
 - d) We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

9. We declare that we are not a member of any other firm submitting a Proposal for the assignment.

10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.

11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates

12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/employees.

13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the IBC of the same immediately

14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the IBC in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Assignment and the terms and implementation thereof.

15. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set for thin the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the IBC or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.

16. The amount has been quoted by us after taking into consideration all terms and conditions stated in the RFP.

17. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of what so ever nature if the assignment is not awarded to us or our Proposal is not opened.

18. We agree to keep this offer valid for 60 (sixty) days from the Proposal Due Date specified in the RFP.

19. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

FORM-2

Particulars of the Bidder

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
 - Constitution of Bidder Company:
 - GSTIN:
 - PAN:
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Worldwide presence:
10. Presence in India:
11. Total no. of employees:
12. No. of employees in Event Management services:
13. Details of contact persons:
14. Any other details:

Name:

Designation:

Contact tel. No.:

Mobile no.:

Fax no.:

Email id:

Postal address:

(Signature of Authorized signatory)

FORM-3

Format for Power of Attorney for signing of proposal

POWER OF ATTORNEY

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. (name and address of residence) connection with or incidental to our proposal for the Hiring of Event

Management Agency for organizing IBC at Delhi including signing and submission of all documents and providing information/ responses to IBC, representing us in all matters before IBC in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

(Signature)

(Name, Title and Address)

I Accept

(Signature)

(Name, Title and Address of the Attorney)

FORM-4

Financial Capacity of the Bidder

Particulars	Rupees in Crore		
	2019-20	2020-21	2021-22
Annual turnover			
Average Turnover for 3 years			

(Signature & Seal of Authorized signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

(Signature)

Address, Seal & Membership No. of Chartered Accountant

FORM-5

Undertaking of non-blacklisting of bidder by any Government or their agency

We undertake that our organization _____ (Name of the Bidder) has not been disqualified, black listed, terminated or debarred by any State/UT/Central Government or any agencies thereof in last five years.

(Signature of Authorized signatory)

FORM-6

Financial Proposal Submission Form

Submission of Proposal against the RFP no. _____ dated 13.03.2023. Our Details Financial proposal is as follows.

Sl. No	Particulars	Total Cost	GST as applicable	Total cost (Including Taxes)
1.	Total Cost of providing services as per the Scope of Work mentioned in the RFP.			
2.	Break-up cost of each Sub-head (Sl. Nos. A to N)			
	A.			
	B.			
	C.			
	D.			
	E.			
	F.			
	G.			
	H.			
	I.			
	J.			
	K.			
	L.			
	M.			
	N.			
3.	Agency percentage on ticketing			
Total Cost (In words)				

(Signature of the authorized Signatory with Seal)