Request for Proposal for

Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia

NIT No. EdCIL/SII Education Fair Ethiopia/01/2021

Date: 14/01/2021

(Open e-Tendering Mode)

EdCIL (India) Limited
(A Mini Ratna Category – I CPSE Company)
(A Government of India Enterprise)
(An ISO 9001-2015 & 14001-2015 Certified Company)

EdCIL House, 18-A, Sector 16-A, NOIDA – 201301 (U.P.) Tel: 0120 - 2512001 – 006, Fax: 0120 – 2515372

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EdCIL (India) Limited
(A Mini Ratna Category – I CPSE Company) (A Government of India Enterprise)
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Name of the work: Request for proposal for Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia

Tender Ref. No. EdCIL/ SII Education Fair Ethiopia /01/2021 **Dated: 14th Jan 2021**

Place for opening of the bid	EdCIL House, 18-A, Sector-16-A EdCIL (India) Limited [A Government of India Enterprise] NOIDA - 201301 (Uttar Pradesh), India
Date of Availability of Tender Document	14-01-2021
Last date for receiving pre bid queries (through e-mail only)	19-01-2021 till 1400 Hrs.
Last Date & Time of Submission of Bid	24-01-2021 till 2359 Hrs.
Date & Time of Opening of Technical Bid	25-01-2021 at 1100 Hrs.
Earnest Money Deposit (EMD)	INR 1,18,000

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CHAPTER – 1

ABBREVIATIONS AND DEFINITIONS

Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding service provider
Bid	"Bid" means the response to this document presented in Two documents, Technical Bid and Financial Bid, which are supplied with necessary documents and forms as given in Annexures, complete in all respect adhering to the instructions and spirit of this document
Bidder	"Bidder" means any partnership firm / agency/ company responding to Request for Proposal and who makes a Bid.
Contract	"The Contract" means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned.
Day	"Day" means a working day as per Government of India (GOI).
MoE	Ministry of Education
EMD	Earnest Money Deposit
EdCIL	EdCIL (India) Limited
TC	Tender Committee
PBG	Performance Bank Guarantee (also called as SD/Bank Guarantee)
Tendering Authority	EdCIL in this Bid Document.
Services	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract. A service is the intangible equivalent of an economic good
SoW	Scope of Work
Consultant	"**Consultant**" means a legally-established professional consulting service provider or an entity that may provide or provides the Services to EdCIL under the Contract.
Proposal	"**Proposal**" means the Technical Proposal and the Financial Proposal of the bidder
RFP	"**RFP**" means the Request for Proposals to be prepared by the Client for empanelment of agencies for entering into rate contract for consulting services.
SII	Study in India

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CHAPTER – 2
NOTICE INVITING TENDER

No.: NIT No. EdCIL/ **SII Education Fair Ethiopia** /01/2021 Date: 14th Jan 2021

Name of the work: Request for proposal for Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia

Study in India is a mega project by the Govt. of India under the aegis of the Ministry of Education (MOE) in collaboration with Ministry of External Affairs and was launched by the Govt. of India on 18th of April, 2018 at the India Habitat Centre by former Hon. EAM, Mrs. Sushma Swaraj and in the presence of MoS, HE, MOE, Dr. Satyapal Singh. Under the umbrella of Study in India, select educational institutes covering public, private and deemed universities backed by admission website with extensive branding campaign offer an array of courses ranging from engineering, management, photonics to sciences, commerce & humanities.

The compelling factors for launching the Study in India program are as under:

a. Value for Money – India provides higher education at a much competitive cost as compared to other countries in the world.
b. The country has strong advantage of higher education delivered in English.
c. 200 out of 500 fortune companies hire from Indian campuses.
d. The Higher Education sector has grown significantly and India has grown to become the 3rd largest network of higher education in the world.
e. India wants to be a soft power and enhance the level of diversity in higher education campuses.

EdCIL (India) Limited calls RFP from highly reputed and experienced firms for providing Services for the above work.

Interested agencies are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of this tender document with full understanding of its implications.

Website http://www.edcilindia.co.in/Etenders may be referred for detailed terms and conditions of the bidding documents, which is available online. Amendments/Corrigendum/Addendum, if any would be hosted on the website only.

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Schedule for invitation to open e-Tender (OT)

EdCIL (India) Limited on behalf of Ministry of Education intends to invite short term open tender for Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia from 9th to 11th February 2021

S. No.	Item	Details
1	Name of the issuing official	Shri. Sandeep Goel CGM (Fin & OES) EdCIL (India) Limited
2	**Name of Work:** Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia	**Venue**: • Addis Ababa, Ethiopia **Date**: • 9th to 11th Feb 2021
3	Date of availability of Tender Document	14-01-2021
4	Mode of Selection	Open Tender
5	Last date and time for submission of bids	24-01-2021 till 2359 Hrs.
6	Bid validity	90 days from the date of opening of the bid
7	Date and time of opening of Technical Bid	25-01-2021 at 1100 hours
8	Presentation	27-01-2021 (Timing will be informed later on)
9	Opening of Financial Bid	To be informed later on
10	Earnest Money Deposit (EMD)	DD of INR 1,18,000
11	Last date for receiving pre bid queries (through e-mail only)	19-01-2021 till 1400 Hrs.
12	Place of opening of Bid Document	EDCIL (India) Ltd. Plot No. 18A, Sector-16 A Noida- 201301, U.P. (INDIA)

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Earnest Money (EMD)

The bidder shall furnish along with the bid an Earnest Money deposit amounting to INR 1,18,000/- (Rs. One lakh only) in the form of Demand Draft in favor of EdCIL India Limited payable at Noida.

Bids received without EMD shall be summarily rejected.

However, Bidders registered as MSMEs are exempted for payment of EMD. Such Bidders have to submit the MSME certificate to avail the exemption.

The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of contract whichever is earlier.

The Earnest Money Deposit of the successful bidder shall be refunded without interest only after the submission of performance security.

COVID-19 Disclaimer

Covid–19, often referred to as coronavirus, is an infectious disease that can result in serious and potentially fatal illness. There is a risk of the transmission of Covid–19 in any environment where people come together. This risk increases in enclosed spaces and with increased numbers of people.

In view of this, the event has to be conducted keeping in view the covid-19 protocols at the venue as per the country's govt. guidelines/protocols. In case the prevailing situation does not permit to organize the event, EdCIL reserves the right to cancel the event at any time and the letter of award (if issued) may be withdrawn/cancelled.

Sandeep Goel
Chief General Manager
(OES & Fin)
EdCIL (India) Limited
18A, Sector 16A, Noida – 201301
Tel: 91-120-2512001 to 2512006

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CHAPTER - 3

INTRODUCTION

About EdCIL

EdCIL (India) Limited, **a Mini Ratna Category – I CPSE** (Central Public Sector Enterprise) Company, registered at Vijaya Building, 5th floor,17-Barakhamba Road, New Delhi - 110001(India), was incorporated in 1981, under the Ministry of Education. It is an ISO 9001:2015 & 14001:2015 Certified Company. It is a continuously dividend paying and profit-making company and the only PSU (Public Sector Undertaking) under Ministry of Education to serve the education sector.

1. The company over the three decades of existence has executed many projects and consultancies across the entire value chain of Education and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies and Centers of Excellence (IITs, IIMs, IIITs, IISERs etc.).

2. The company offers the following technology led solutions in the Education & Training space.
   a. **Digital Education Systems** offer services which are technology led in nature. Currently, EdCIL is offering IT based solutions like enterprise resource planning (ERP) solutions, digital library, smart classrooms, e-learning packages, e-content development, setting up of virtual universities, networking and Wi-Fi facilities implementation.
   b. **Online Testing and Assessment Services** are offered to various Government Departments / Public Sector Undertakings and Educational Intuitions in order to select and appoint executives / teachers for various organizations. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.
   c. **Skill Development & Human Resource Training including Teachers Training;**
   d. **Marketing of Indian Education product overseas;**
   e. **Placement of Indian Teachers overseas**;

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f. **Educational Procurement and Infrastructure Division** offers Turnkey (i.e. from concept to commissioning) as well as individual project implementation services in the education domain like preparation of Detailed Project Report (DPR), Detailed Feasibility Report (DFR), Project Management Consultancy (PMC), Impact Studies and Project Evaluation. It has handled several successful assignments like setting up Institutions like Indian Institute of Technology (IIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Information Technology (IIIT), Indian Institute of Science Education & Research (IISER), Indian National Defense University, Indian National Railway University, Central Universities and many other institutes of national importance;

g. **Advisory Services**

Following key services are offered by the Advisory vertical in the Education (School Chains and Higher education) and HR advisory space:

- Preparation of Concept notes & Detailed Project Reports (DPRs) (Greenfield and Brown field), for all domestic institutions across states and central ministries and for expansion of global institutions in select countries in South East Asia and the Middle East
- Organization Restructuring (sectorial /institutional)
- Improving Operational Efficiency
- Digitization Planning
- Training Designing
- Impact assessment of two to three key schemes across different states
- Designing of new education schemes
- Policy recommendations to states
- Education content Design

h. The company has expertise and large network of alliance partners and has tied up with quality monitoring bodies to undertake skill building including Information and Communication Technology (ICT) training and Teachers training projects. The successful clients include:

National

Various Ministries; State Government; Statutory/Autonomous Bodies/Public Sector Undertakings; Private Sector;

Overseas

Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atilim University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education

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International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand, etc.

3. EdCIL has executed several projects in above mentioned areas funded by World Bank, African Development Bank and other International Organizations.

4. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Education like "*Sarv Siksha Abhiyan* (SSA)", "*Mid-Day Meal Scheme* (MDM)", " *National Mission on Education through Information & Communication Technology* (NMEICT)", "*Rashtriya Madhyamik Shiksha Abhiyan* (RMSA)", " *National Literacy Mission Authority* (NLMA)", " *Higher Education Statistics and Public Information System* (HESPIS)", "*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching* (PMMMNMTT)"etc.

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ABOUT STUDY IN INDIA

1.1 Background

Over 4.3 Mn students pursue higher education outside their home country (UNESCO Institute of Statistics 2014). India and China are the largest source countries in the world, and traditional destinations such as the US, the UK and Australia continue to attract the highest number of internationally mobile students.

The total number of students pursuing studies abroad at a global scale has grown from 2.7 Mn in 2004 to 4.3 Mn in 2014, representing~1.8 percent of all tertiary enrolments globally. Since 2004, the education export sector has been growing at 5 percent per annum. However, India is yet to harness the full potential of its wide education network. India is ranked 3rd in terms of Higher Educational network with ~38000 Colleges and ~800 universities.

Currently (as per the UNESCO Institute of Statistics), ~45,000 (*11,250 per year) international students (accounting for ~1% of global international student mobility) are studying in Indian higher educational institutions making India the 26th ranked country among the top destinations for International student mobility globally.

1.2 Introduction to this project

India aspires to grow 3.5 to 5.5 times so as to attract 1.5 to 2.5 lakhs international students by 2022, thus beating the rate of growth of popular education destinations across the globe and rise to ~15th position in the world in attracting international students. This will double India's market share of global education exports from less than 1 percent to 5 percent in five years.

EDCIL has been mandated by MoE to manage Study in India program which includes:

- To Design and implement mobile application for "Study in India" Project.
- Identification of top institutions/universities basis ability to provide quality education and attractiveness for foreign students
- Identification of target markets
- Understanding their education system and stakeholders involved in decision making
- Support to international students in form of real time admission assistance in application filling, student on boarding as well as assistance during their stay in India.

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- Generating leads of potential candidates and driving effective branding and marketing campaigns.

1.3 Offerings

- Robust centralized admission and information portal for International students planning to Study in India.
- Access to India's top 100 premium institutes offering attractive fee waivers.
- International Call Centre (Inbound & Outbound) that helps and guides students regarding the entire admission and on boarding process.
- Social Media campaigns across Study in India's 42 target countries. The list of target countries is as below:

Target Country List								
#	Region	Country	#	Region	Country	#	Region	Country
1	SAARC	Afghanistan	18	Middle East	UAE	35	Africa	Mali
2		Bangladesh	19		Saudi Arabia	36		Namibia
3		Bhutan	20		Oman	37		Zambia
4		Nepal	21	Central Asia	Kazakhstan	38		Cameroon
5		Sri Lanka	22		Tajikistan	39		Senegal
6	South East Asia	Indonesia	23		Turkmenistan	40		Algeria
7		Thailand	24	Africa	Kenya	41		Mauritius
8		Malaysia	25		Nigeria	42		Zimbabwe
9		Myanmar	26		Rwanda			
10		Vietnam	27		Sudan			
11		Philippines	28		Syria			
12	East Asia	China	29		Tanzania			
13	Middle Eas	Iran	30		Egypt			
14		Iraq	31		Uganda			
15		Jordan	32		Ethiopia			
16		Kuwait	33		Morocco			
17		Yemen	34		Tunisia			

- Brand promotion
- Facilitation Centre
- Event Management including seminar, workshops, roadshows across all target markets
- De bottlenecking Visa rules and Mutual recognition
- International Infrastructure and process standardization
- Channel Strategy

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CHAPTER – 4

Table -1: Pre-Qualification Criteria

S. No	Description	Documentary Evidence to be submitted by the bidder
1	The Bidder (or Lead partner in case of consortium) should be a company registered in India under the Indian Companies Act or a registered partnership firm and existing for the past 5 years as on 31st December 2020	1. In case the Bidder(s) is/are a registered company in India, they should produce the copy of the certificate of incorporation issued by the Registrar of Companies or MCA and Memorandum & Articles of Association In case the Bidder(s) is/are a registered partnership firm, they should submit a copy of the partnership agreement 2. Self-Attested copy of PAN card and GST registration certificate should be submitted along with the bid
2	The Bidder should have an average turnover of at least INR 2 crores during the 3 financial years (i.e., 2019-20, 2018-19, 2017-18) In case of consortium, lead partner should have an average turnover of at least INR 150 lakhs and the consortium partner should have an average turnover of at least INR 50 lakhs during the 3 financial years (i.e., 2019-20, 2018-19, 2017-18)	Statutory auditor's/ CA's certificate mentioning the turnover & copy of audited balance sheets and profit and loss accounts
3	The Bidder (or the lead partner in case of consortium) should have a net profit (after tax) for all the 3 financial years (i.e., 2019-20, 2018-19, 2017-18)	Statutory auditor's/ CA's certificate mentioning net profit along with copy of audited balance sheets and profit and loss accounts.

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4	The Bidder (or the lead bidder in case of consortium) should have successfully executed at least one international event management project with Central Government / State Government/ Public Sector Undertaking/ Autonomous bodies of Govt. of India with project value of at least INR 50 lakhs in the past 3 years as on 31st December 2020.	Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder and completion certificate to be submitted along with the bid *{Annexure– 5: Bidders Experience}*
5	In case of consortium the relevant consortium agreement should be submitted along with the bid documents.	Self-Attested Agreement copy to be submitted along with the bid
6	The Bidder should not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies / ministries or PSU's and should not have been black listed at the time of submission of bid	An undertaking to this effect, as per format at Annexure– 3 to be submitted by the bidder

Note:

All self-attested certificates would have to be issued by the lead partner or any authorized signatory of the consortium.

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CHAPTER- 5

5.1 SII Education Fair, Ethiopia: Introduction

The main focus of the fair would be to interact with the influencers, parents, students and college/school representatives from Ethiopia to aware them about Study in India program and the dedicated website portal www.studyinindia.gov.in

Information

Event: Education Fair

Date & Venue:

- Date: 9th to 11th February 2021
- Venue: Addis Ababa, Ethiopia

The selected Bidder will have to provide requisite structures, competent manpower and services in consultation with the EdCIL or any of its designated agency as detailed out further in this section.

The selected bidder is advised to follow all essential protocol and security norms for the effective functioning of the event. All necessary permissions and clearances shall be obtained by the successful bidder. However, required assistance will be provided by EdCIL in coordination with MoE.

5.2 Scope of work

5.2.1 Venue

The venue shall be inside the premises of the Indian Embassy, Addis Ababa in the form of open area/ hall which can accommodate around 1000 people. The bidder should ensure the availability of Wi-Fi or internet facility.
to get the details about the event venue.

The bidder should familiarize with the venue and requirements before submitting the bid. In case of any doubt, the bidder is advised to contact at studyinindia@edcil.co.in & amitkumar@edcil.co.in

5.2.2 Identification and sanitization of the Venue

The aim of this section is to help bidder to formulate a comprehensive map or plan of the site.

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Some considerations should be taken to get audience on the right track include:

- The venue should be sanitized everyday before the start of the event
- Define 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, as applicable.

5.2.3 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 and prefabricated building. Event organizers should consult with their local government authority when temporary structures are required.

Lighting and Power

- Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system.
- 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.

Signage/Facia

- Clear appropriate signage is essential.
- When and where signage can be placed. Since 20 to 25 institutes shall be participating with us, facia for each of them shall be arranged.
- Additional facia as per the design and concept suggested by the event manager shall be arranged by the event manager.

A/V Capabilities

- Projectors
- Media Sources; CD - DVD - Visual Presenter
- Screens (LED)
- Speakers to supplement the sound of the video to shown on LED
- Supplemental lighting, Specialty lighting – trusses – rigging – spots
- Electrical supply OK or additional needed Staging built-in or rental of risers if needed

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5.2.4 Use of Innovative activities using technology during the "SII Education Fair - Ethiopia" ***to engage with the audience.***

5.2.5 Working Lunch

The bidder should make arrangements of working lunch for around **60 officials**, at Addis Ababa, Ethiopia along with arrangements of tea/coffee twice a day for 60 officials.

5.2.6 Printing Required

Printing of promotional merchandise like Hoardings, Pamphlets, Brochures, Memento, etc. Quantities shall be defined by EdCIL as per the financial bid.

5.2.7 Minimum Infrastructure required

Suitable LED installation (6*5 sq. ft) for projection system. Professional sound system of reputed brand of required capacity as per event.

5.2.8 Alumni Dinner

The selected agency has to organize Alumni Dinner for around 150 people on 9th Feb 2021 scheduled from 1600 to 1800 Hrs.

This would include dinner arrangements for 150 people and arrangement for presentation. The seating arrangement should be in a way that the audience are comfortable for presentation.

5.2.9 Covid-19 Protocol

In view of the prevailing covid-19 situation, the event has to be conducted keeping in view the covid-19 protocols at the venue as per the country's govt. guidelines/protocols.

In case the prevailing situation does not permit to organize the event, EdCIL reserves the right to cancel the event at any time and the letter of award (if issued) may be withdrawn.

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.

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INSTRUCTIONS FOR E-TENDERING

1. Instructions for Online Bid Submission:

1) E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has made e-tendering mandatory.

2) For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information on e-tendering process at EdCIL website. This portal built using Electronic tender's software is referred to as http://www.tenderwizard.com/EDCIL (Provided by M/S KEONICS Ltd).

3) The bidders are required to submit soft copies of their bids electronically on http://www.tenderwizard.com/EDCIL e-tendering website, using Class-III valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the M/S KEONICS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the M/S KEONICS Portal.

4). The scope of work to be tendered is available in the complete bid documents which can be viewed/downloaded from e-tender portal of http://www.tenderwizard.com/EDCIL. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website http://www.tenderwizard.com/EDCIL. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.

5). All Corrigendum/Amendment/Corrections, if any, will be published on the website http://www.tenderwizard.com/EDCIL.

6). It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying.

7). To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of http://www.tenderwizard.com/EDCIL to have user ID & Password from M/s KEONICS Ltd.

8). **Register your organization on M/s KEONICS E-tender Site well in advance of your first tender submission deadline on M/s KEONICS E-tender Site for obtaining credentials by paying Annual registration charges Rs.2000 + GST using the e-payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1 year.**

9). Get your organization's concerned executives trained on M/s KEONICS Ltd. E-tender Site well in advance of your first tender submission deadline on M/s KEONICS E-tender Site

10). Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on M/s KEONICS E-tender Site as there could be last minute problems due to internet timeout, breakdown, etc. While the first three instructions

mentioned above are especially relevant to first-time users of M/s KEONICS E-tender Site, the fourth instruction is relevant at all times

11). Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

12). Vendors Training Program: Vendors are requested to contact at Tender wizard Helpdesk KEONICS Office for any information regarding E-tendering / training.

a) For online registration, intended bidders may write us at harishkumar.kb@etenderwizard.com or contact no. 080-49352000/9686115318/9650520101/8800445981.

b) For any further query related to Training Session, Tender Uploading/downloading or any other query related to tender please contact Tender wizard Helpdesk of M/s. KEONICS

- Telephone: 080-49352000/9686115318 or write us mail on Email Id:- harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com, twhelpdesk759@gmail.com, twhelpdesk963@gmail.com

2. Digital Signature Certificates

For integrity of data and authenticity/non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature Certificate (DSC). Also referred to as Digital Signature Certificate (DSC), of Class 2or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA)[refer http://www.cca.gov.in].

3. Registration

a) To use the Electronic Tender® portal, vendors need to register on the portal by going on the link provided at EdCIL tender webpage (Instructions available at EdCIL website www.edcilindia.co.in). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In M/S KEONICS terminology, this person will be referred to as the Super User (SU)of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under' Registration' (on the Home Page),and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

b) After successful submission of Registration details and Annual Registration Fee, please contact M/S KEONICS Helpdesk (as given below), to get your registration accepted/activated.

C) Important Note:

I. To minimize the problems during the use of e-tendering portal of M/S KEONICS (including the Registration process), it is recommended that the user should use as per the instructions given under 'M/S KEONICS User-Guidance Centre' located on M/S KEONICS Home Page, including instructions for timely registration on M/S KEONICS. The instructions relating to 'Essential Computer Security Settings for Use of M/S

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KEONICS' and 'Important Functionality Checks' should be especially taken into cognizance.

II. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

4. SEARCHING FOR TENDER DOCUMENTS

I. There are various search options built in the M/S KEONICS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID/ Tender Search Code (TSC), organization name, location, date, value, etc. There is also an option of advanced search for tenders, where in the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other key words etc. to search for a tender published on the M/S KEONICS Portal.

II. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the M/S KEONICS Portal to intimate the bidders through e-mail alert in case there is any corrigendum issued to the tender document.

III. The bidder should make a note of the unique Tender ID/ Tender Search Code (TSC) assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

5. PREPARATION OF BIDS

I. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

II. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF format. Bid documents may be scanned with 100dpi with black and white option.

6. SUBMISSION OF BIDS

I. Bidder should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date)so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

II. The bidder has to digitally sign and upload the required bid documents one by one

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as indicated in the tender document.

III. Bidder has to pay the tender fee/EMD as applicable through demand draft in favour of EdCIL (India) Ltd. Payable at Noida and enter details of the instruments. Original copies of demand draft for EMD/ Tender fees are required to be submitted along with signed downloaded copy of tender document.

IV. A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided. If the financial bid file is found to be modified by the bidder, the bid will be rejected.

V. The server time (which his displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

VI. All bidders must fill Electronic Forms (if applicable) for each bid-part sincerely and carefully and avoid any discrepancy between information given in the Electronic Forms and the corresponding Main Bid. If variation is noted between the information contained in the Electronic Forms and Main Bid, the content of Electronic Forms shall prevail.

VIII. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

IX. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7. ASSISTANCE TO BIDDERS

I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender other relevant contact person indicated in the tender.

EdCIL / M/S KEONICS Helpdesk	
Telephone/ Mobile	Customer Support:080-49352000 (Multiple Telephone lines) EmergencyMobileNumbers:9686115318/9650520101/8800445981 (Please contact in case of emergency during non-working) hours.

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E-mailID	M/S KEONICS **Ltd.** harishkumar.kb@etenderwizard.com ambasa@etenderwizard.com twhelpdesk759@gmail.com twhelpdesk963@gmail.com & cc to: studyinindia@edcil.co.in and amitkumar@edcil.co.in

8. Offline Submissions: (AS PER TENDER REQUIREMENT)

a) The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope at the address.

b) The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

I. **Original Demand Draft for EMD or MSME certificate as applicable.**

II. Original copy of the Power-of-attorney.

Note: The Bidder should also upload the scanned copies of all the above-mentioned original documents as Bid-Annexure during Online Bid-Submission.

9. Public Online Tender Opening Event (TOE)

a. M/S KEONICS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidder scan simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to Buyer Organization Name office for the Public Online TOE.

b. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on M/S KEONICS.

c. M/S KEONICS 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 Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed

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Technical and / or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

d. M/S KEONICS 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 bidders for 'Viewing/Downloading'.

10. SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS

Specifically, for Supplier organizations, the following 'SEVEN **KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

I. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on M/S KEONICS.

II. Register our organization on M/S KEONICS well in advance of the important deadlines for your first tender on M/S KEONICS viz. 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of- Marketing Authority (MA) [i.e. a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability with in the Supplier/ Bidder Organization.

III. Get your organization's concerned executives trained on M/S KEONICS well in advance of your first tender submission deadline on M/S KEONICS Ltd.

IV. For responding to any particular tender, the tender (i.e. its Tender Search Code or Tender No.) has to be assigned to an MA. Further, an 'Official Copy of Tender Documents' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents.

Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.

V. Submit your bids well in advance of tender submission deadline on M/S KEONICS (There could be last minute problems due to internet timeout, breakdown, etc.)

VI. M/S KEONICS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLYIF' your 'Status pertaining Overall Bid-Submission' is '**Complete**'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

VII. ETS will make your bid available for opening during the Online Public Tender Opening

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Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

NOTE:
While the first three instructions mentioned above are especially relevant to first-time users of M/S KEONICS, the fourth, fifth and sixth instructions are always relevant.

11. MINIMUM REQUIREMENTS AT BIDDER'S END

- Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- Microsoft Internet Explorer 7.0 or above
- Digital Certificate(s)

Note:

I. The Bid shall be typed in English and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The person(s) signing the Bids shall initial all pages of the Bids.
II. All envelopes should be securely sealed and stamped.
III. It is mandatory for the Bidder to quote for all the items mentioned in the TENDER.

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CHAPTER - 7

INSTRUCTIONS TO BIDDERS

1. Procedure for preparation and submission of bids

1.1. The Request for Proposal (RFP) will incorporate QCBS method of selection which will comprise the following steps:

a) Technical Bid consisting of all Technical details along with commercial terms and conditions
b) Financial Bid indicating item wise price for the items mentioned in the bid

1.2. Technical bid should not include any financial information. Technical bid containing financial information shall be declared non-responsive and shall be disqualified.

1.3. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received "Late" or due to any other reason.

1.4. The RFP received late and declared late by the Bid Evaluation Committee after the last date and time for receipt of RFP prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the Bidder.

1.5. Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.

1.7 Technical bid, Financial Bid, and earnest money must be prepared as per the instructions provided in this section.

1.8 Bidder should take into account any corrigendum published on the website for tender document before submitting their bid.

1.9 Bidders are advised to go through the tender document carefully to understand the document required to be submitted as part of the bid.

1.10 The Bidder must furnish Earnest Money Deposit (EMD) for INR 1,80,000 in favor of **EdCIL (India) Ltd.** payable at **Noida (U.P.)** in the form of Demand Draft, failing which the bid will be rejected.

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2. Assistance to Bidders

Any queries relating to tender document and the terms and conditions contained therein should be addressed to the tender issuing office or the relevant contact person indicated in Schedule for invitation to tender.

3. Cost of the tender

The bidder shall bear all costs associated with the preparation and submission of its bid, attending pre-bid meeting including cost of presentation, if so desired. EdCIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. Content of the tender

The tender document includes:

1. Invitation for bids
2. Instructions to bidders
3. Scope of work
4. Proposed Contract Terms
5. Technical proposal formats
6. Financial proposal formats

The bidder is expected to examine all sections of the tender document carefully. Failure to furnish all required information or submission of a bid not substantially responsive to the tender in every respect will be at the bidder's risk and may result in rejection of the bid.

5. Reply to the Pre- Bid Queries

Prospective bidders requiring any clarification on tender document may submit queries through e-mail only to the issuing officer **[**amitkumar@edcil.co.in] and **[studyinindia@edcil.co.in]** in the following format so as to receive before the [date mentioned in the data sheet]:

Sr. No.	Chapter no	Clause No	Reference/Subject	Clarification sought

EdCIL will respond to any request for clarification or queries on the tender document received not later than the dates prescribed in the schedule for invitation to tender on EdCIL website and is not obliged to send individual replies to the bidders. Bidders are advised to see EdCIL's website (www.edcilindia.co.in) from time to time regarding the clarifications/amendments given by EdCIL during the bid process.

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6. Amendment in Tender Document

6.1. At any time up to the last date for receipt of RFP, EdCIL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
6.2. The amendment will be notified on EdCIL website and will be binding on the bidders.
6.3. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, EdCIL may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the tender.

7. Language of RFP

The RFP prepared by the Bidder and all correspondence and documents relating to the RFP exchanged by the Bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

8. Consortium

Consortium between two firms consisting of reputed event management/ Advertising agency would be permitted.

9. Documents comprising the bid

The bid prepared by bidder shall comprise the following components:
A. Technical Bid must comprise the following:

i) Bid Form (Annexure-1)
ii) Technical Proposal Submission Form (Annexure-2)
iii) Declaration – Non-Blacklisting (Annexure-3)
iv) Certificate of Annual Turnover duly verified by CA
v) Power of Attorney (Annexure -4)
vi) Bidder's Experience (Annexure-5)
vii) Description of Approach, Methodology and Work Plan for Performing the Assignment (Annexure-6)
viii) Team Composition and Task Assigned (Annexure-7)
ix) CVs of the Staff/Employee (Annexure-8)
x) PAN No. and GST Registration Certificate
xi) Performance bank guarantee (Annexure – 11) [to be submitted by successful bidder]
xii) Earnest Money Deposit (EMD)
xiii) All the supporting documents as per requirement of the bid submission

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B. Financial Bid will comprise of the following:
   i) Fin-1: Letter of Proposal submission (Annexure-9)
   ii) Fin-2: Financial Bid Format (Annexure-10)

10. Bid Prices

10.1 The bidder shall quote the prices in INR and as per the proforma prescribed for services it proposes to provide under the contract. In absence of price information, a bid may be considered incomplete and summarily rejected.

10.2 The bidder shall prepare the bid based on the details provided in this tender document. The bidder shall carry out all the tasks in accordance, with the requirement of the tender document and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.

10.3 Price quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The bidder shall therefore indicate the price in prescribed pro forma enclosed with the bid.

10.4 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, levies and other charges as may be applicable in relation to the activities proposed to be carried out.

10.5 The price should include all expenses of the bidder including wages, local, domestic and/or international travel, incidental and any other expense relating to conduct of the project.

11. Authorized Signatory

11.1 The bid document should be signed by the authorized representative of the bidder.

11.2 The certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid.

12. Period of Validity of Bid

Bids shall remain valid for the period of 90 days after the date of opening of technical bid. A bid valid for a shorter period than the period specified may be rejected by EdCIL as non-responsive. In exceptional circumstances, EdCIL may solicit the bidder's consent to an extension of the period of bid validity.

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13. Last date and receipt of Bid

The bid should be submitted not later than the time and date specified in schedule for invitation to tender. However, EdCIL may, at its discretion, extend the last date for the receipt of bids by amending the tender.

14. Late Bid

Any bid received by EdCIL after the specified time and last date for receipt of bid prescribed by EdCIL shall be rejected.

15. Address for Correspondence

The bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by EdCIL.

16. Preliminary examination

EdCIL will undertake preliminary examination of bids to determine whether they are complete, whether any error has been made, whether EMD have been received, whether the document has been properly signed and whether the bid is generally in order.

A bid determined as not substantially responsive will be rejected by EdCIL.

17. Earnest Money (EMD)

17.1 The bidder shall furnish along with bid an earnest money deposit (EMD) amounting to INR 1,18,000 in the form of Demand Draft in favor of EdCIL India Limited payable at Noida.

17.2 However, Bidders registered as MSMEs are exempted for payment of EMD. Such Bidders have to submit the MSME certificate to avail the exemption.

17.3 Bids received without EMD shall be summarily rejected.

17.4 The earnest money of unsuccessful bidders shall be refunded without interest after issuance of LOA to the successful bidder.

17.5 EMD of successful bidder shall be returned after the submission of the performance security.

17.6 The EMD will be forfeited on account of one or more of the following reasons:

a) The bidder withdraws its proposal during the bid validity period.
b) The bidder does not respond to the requests for clarification of its proposal.
c) The bidder fails to provide required information during the evaluation process.

d) In case of successful bidder, the said bidder fails to sign the agreement in time.

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18 Overall Bid Evaluation Process:

a) Final Selection of the Bidder shall be based on Quality and Cost Based Selection (QCBS) with 70% weightage for technical evaluation and 30% weightage for financial evaluation

b) The evaluation shall consist of following stages:

i) **Stage I** – Evaluation of Technical bid based on QCBS method
ii) **Stage II** - Evaluation of Financial bid

19 Stage-I Evaluation of Technical Bid for QCBS assessment

19.1 Technical bids for QCBS assessment will also be reviewed for compliance with the necessary Instructions, terms and conditions, scope of work, formats etc. as outlined in this tender.

19.2 Technical bids shall be evaluated as per **"Table 2 - Technical Evaluation Criteria"**

19.3 The Technical bid for QCBS purpose will be evaluated by evaluation committee set-up by EDCIL. The bid will be eligible for financial evaluation only if the bidder scores **minimum 65** in the QCBS technical evaluation.

Table 2 – Technical Evaluation Criteria

Bid Components	Maximum Marks	Supporting documents
1. Prior experience of the Bidder	**60**	
1a) The Bidder (or the lead bidder in case of consortium) should have successfully executed at least 1 international Event Management Project overseas with a minimum value of INR 50 lakhs in the last 3 years as on 31st Dec 2020. (5 Marks for each project)	15	Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder and completion certificate/e-mail mentioning satisfactory work completion to be submitted along with the bid. {Format: Annexure – 5}
1b) The Bidder (or the lead bidder in case of consortium) should have successfully executed at least 1 international event management project with	10	Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder and completion certificate/e-mail

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Central Government / State Government/ Public Sector Undertaking/ Autonomous bodies of Government of India with project value of at least INR 50 lakhs in the past 3 years as on 31st December 2020. 1 Event Executed: 4 Marks 2 Events Executed: 8 Marks More than 2 events executed: 10 Marks		mentioning satisfactory work completion to be submitted along with the bid. {Format: Annexure – 5}
1c) The Bidder should have conducted at least 1 event in Ethiopia with project value of at least INR 30 lakhs in the past 3 years as on 31st December 2020. In case of consortium, credentials of consortium shall be valid. For each project = 5 marks	20	Self-Attested relevant LOA/ Work order/ Agreement issued to the bidder and completion certificate/e-mail mentioning satisfactory work completion to be submitted along with the bid. {Format: Annexure – 5}
1d) The Bidder should have an average turnover of at least INR 2 crore during the 3 financial years (i.e., 2019-20, 2018-19, 2017-18) In case of consortium, lead partner should have an average turnover of at least INR 150 lakhs and the consortium partner should have an average turnover of at least INR 50 lakhs during the 3 financial years (i.e., 2019-20, 2018-19, 2017-18) For turnover greater than INR 2 crores but less than INR 5 crores = 5 Marks For turnover greater than INR 5 crores but less than INR 8 crores = 10 Marks For turnover greater than INR 8 crores = 15 Marks	15	Statutory auditor's/ CA's certificate & copy of audited balance sheets and profit and loss accounts

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2. Project team and experience key personnel	**10**	
2 a) The Bidder (or lead bidder in case of consortium) should have at least 7 regulars professional man power having relevant experience in organizing indoor/outdoor events involving Government of India or any Central Ministry or any CPSE. For 7 CVs submitted: 5 Marks (For each additional CV submitted: 1 Mark)	10	CVs of all such professionals duly signed and stamped by authorized signatory to be submitted with technical bid. {Annexure – 8}
3. Presentation	**30**	
(Presentation to be made on event concept and flow of maximum duration of 15 minutes to the evaluation committee of EdCIL)		The bidder shall submit a copy of the presentation [*containing the concepts on proposed video/audio profile, visual designs, layout details, creative, etc.]* which will be kept as record.
3a) Understanding the requirements of the event	5	
3b) Understanding the concept / theme of the project	5	
3c) Proposed concept & plan of the events		
- Technological Innovation	3	
- End-to-End Management	3	
- Lighting & Sound effects	2	
- Seating plan, access management	3	
- Hired venue fabrication design	7	
- Organogram of proposed project team	2	
TOTAL	**100**	

The Evaluation Committee shall evaluate each Technical Proposal and award the marks (TPM) on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above.

The Proposal shall be rejected if it does not achieve the minimum technical marks of 65 (sixty-five) out of maximum 100 (one hundred) marks.

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20. Stage II - Evaluation of financial bids:

a. Financial bid will be inspected to ensure conformance to the format provided in the tender document.
b. If there is any discrepancy between words and figures in any part of the financial bid, the amount indicated in words will prevail.
c. The agency will be finalized based on the total combined scores (technical + financial)
d. Financial Proposals of the technically qualified Bidders as evaluated according to the above-mentioned evaluation criteria (i.e., the Bidders scoring minimum 65 marks) shall be opened by the Evaluation Committee in the presence of the representative of the Bidders, who chose to attend the opening of financial bids. The quoted fee shall be read out and recorded.

Financial Proposal Marks (FPM) = 100 x Lowest Financial Bid / Financial Bid under consideration.

The lowest quoted Financial Proposal will receive a maximum of 100 marks

21. Final Evaluation

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

Weightage for the Technical Proposal: 0.7

Weightage for the Financial Proposal: 0.3

Combined Technical and Financial score, (HPM) = TPM x 0.7 + FPM x0.3

22. Award of the work

The Bidder with the highest aggregate score (HPM) on the merit of evaluation shall be awarded the work.

23. Key Personnel

The Bidder shall provide adequate number of personnel each responsible for a specific role within the system. Bidder must provide clear definition of the role and responsibility of each individual personnel. The Bidder shall have a defined hierarchy and reporting structure for various teams that shall be part of the project.

In Table-2, point 2 (Project team and experience key personnel) above provides an indicative list of resource categories and the minimum resource requirements estimated for the different personnel required to organize the event. However, bidder shall independently estimate the team size required to meet the requirements of Service Levels as specified as part of this tender.

Note: Team should have overseas event management experience in organizing large scale events

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CHAPTER - 8
Proposed Contract Terms

1) Income Tax, GST Registration Certificate

PAN and GST registration number should be quoted.

2) Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

3) Language

a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the bidder and EdCIL, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Contract, this translation shall govern.

b) The Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

4) Notices

a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term “in writing” means communicated in written form with proof of dispatch.

b) A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.

5) Applicable Law

a) The contract shall be interpreted in accordance with the laws of the Union of India.

b) Governing Law and Choice of Forum:
The laws of India shall govern this project. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at Delhi (India).

6) Deliverables

The bidder whose tender is accepted shall arrange to start the services as mentioned in the Bid document.

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7) Payment Terms and Timelines

The agreed fee / lump sum amount (Contract Price) shall be paid after the completion of the event. No advance amount shall be paid to the agency.

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional and consulting standards recognized by international professional bodies while observing sound management, technical practices. It shall always act in respect of any matter relating to this agreement, as faithful advisors to EdCIL. The Bidder shall always support and safeguard the legitimate interests of EdCIL, in any dealings with the third-party.

After selection of the agency, the agency will be issued a work order. On acceptance of the work order, the agency will immediately start the process of roll out of activities.

NOTE: The scope of work is not restricted and the suggestions from the agencies are welcome.

8) Licenses and Right for use of Name and Song

EdCIL does hereby grant to the successful bidder a limited non-exclusive license to use the Event name and EdCIL name solely in connection with the preparations, programs and management of the events, provided the successful bidder complies with the terms and conditions contained in the tender document.

The successful bidder shall not use the name of their own company in any official communication or promotional material pertaining to the event either before, during or after the event without prior approval of EdCIL.

The successful bidder shall not use the names and the song for any event or purpose other than the said event.

The authority of the successful bidder to use the names and the song commences upon the effective date of this Agreement and terminates upon the expiration of the term of this Agreement or upon termination of this Agreement, whichever shall occur first.

The successful bidder shall not sublicense, transfer or assign the use of the names and song to any person or entity without the prior consent of the EdCIL.

9) Performance Security

In case of successful bidder, the PBG will require to be submitted @ 10% of the work value, when a work is assigned within 7 days of issuance of letter of award. The successful bidder shall furnish performance Guarantee in favor of EdCIL (India) Ltd

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issued by a Nationalized Bank only located in India, as per format given in **Annexure 11** valid up to 90 days after the date of completion of the contract, failing which EMD will be forfeited & the contract will be cancelled.

This Performance Bank Guarantee shall be retained throughout the tenure of the contract and extended by the successful bidder from time to time as required by EdCIL.

The proceeds of the performance security shall be payable to EdCIL as compensation for any loss(es) resulting from the failure of the successful Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by EdCIL for failure.

In the event of any contract amendment, the Bidder shall, within 7 days of receipt of such an amendment furnish the amendment to Bank Guarantee, rendering the same valid for duration of the contract as amended and for further period of 90 days thereafter.

10) Terms of Contract

The contract shall be effective on the date of its signing and shall continue until the date of the successful completion of both the events unless terminated sooner by either of the parties.

11) Termination

The contract shall stand terminated for following reasons:

a) Successful completion of the event by the bidder
b) In case of non-performance of work due
   - Due to Force Majeure
   - Due to non-performance of contract by either of the parties

12.1 In case of Termination by Client

Time is the essence of this event and in case of delay of any activity of this event Client reserves to terminate the contract and forfeit PBG submitted by the selected agency and recover other reputational losses from the agency and in such case no payment shall be made to the agency

12.2 In case of Termination by bidder

If the bidder terminates this agreement, then the Client shall forfeit the Performance Security paid by the Event Manager and the client can also forfeit the bank guarantee submitted against the mobilization advance paid to the Event Manager. The Client shall also claim compensation

12.3 In case of Termination due to Force Majeure

Force Majeure shall mean occurrence of any act of God, such as rain, fire, flood,

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earthquake or other natural calamity causing the cancellation of the event. In such a case, the Event Manager shall be paid only for the time actually spent planning the event. In case of any material and equipment cost, the same shall be paid on actual basis.

12) Legal Liability

EdCIL reserve the right to recover liability up to the value of the contract arising out of an act directly attributable to the service provider

13) Settlement of Disputes

a) **General:** If any dispute arises between the Service Provider and EdCIL during the execution of contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the Service Provider on the points of dispute. The representation so received shall be examined by Competent Authority in EdCIL. The Service Provider will also be given an opportunity of being heard and the decision on the representation will be conveyed in writing.

b) **Legal Jurisdiction**: All legal proceedings arising out of any dispute between both the parties regarding contract shall be settled by a competent court situated in Delhi (India) only, after decision of the Purchase committee for settlement of disputes.

14) Arbitration:

a) If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to a sole arbitrator as per Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof.

b) All legal proceedings shall have to be lodged in courts situated in Delhi (India) and not elsewhere and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

15) Intellectual Property Rights

The selected Bidder shall not use any material with intellectual property right without prior permission. The Bidder shall have to take any and all permissions and clearance related to intellectual property used during the event. EdCIL shall not be held liable for any default.

16) Reservation of Rights:

EdCIL reserve the right to:

a. Extend the Closing Date for submission of the Proposals
b. Amend the proposal requirements at any time prior to the Closing Date, provided that the amendment is displayed on the EdCIL's website: http://www.edcilindia.co.in.

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c. Seek information from the Bidders on any issue anytime.
d. To accept or reject any bid without assigning any reason
e. Terminate or abandon this procedure or the entire project whether before or after the receipt of proposals or midway during currency of the agreement.
f. Make enquiries from any person, company or organization to ascertain information regarding the Bidders and its proposal.
g. Reproduce for the purposes of this procedure the whole or any portion of the proposal despite any copyright or other intellectual property right that may subsist in the Proposal.

18) Liquidated Damage and Penalty

It may kindly be noted that in the event the service provider fails to comply with any one or more terms and conditions mentioned in the RFP document and corrigendum thereto subsequently, EdCIL would reserve it's right to recover liquidated damage & Penalty up to 10% of the value of contract in addition to other rights and remedies available to the company shall be at absolute liberty and freedom to treat the proposal as rejected. Similarly, for any delay, EdCIL would have right to levy liquidated damage @ 3% per day of delay up to 10% of the contract value

19) Representation and Warranties

The Event Manager represents and warrants that all services performed under this Agreement shall be of professional quality conforming to generally accepted industry practices. Services performed by the Event Manager which are determined by the EdCIL to be of less than professional quality shall, at the EdCIL's option, be corrected by Event Manager, at the Event Manager's expense

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Annexure 1

Bid Form

I. Addressed to

a.	Name of the tendering Authority	CGM (Fin & OES) EdCIL (India) Limited
b.	Address	CGM (Fin & OES) EdCIL House 18-A, Sector 16-A NOIDA – 201301 (U.P.), India
c.	Telephone	0091-120-2512004 to 006
d.	Tele-Fax	0091-120-2512372
e.	Email Id	amitkumar@edcil.co.in, ashutoshkumar@edcil.co.in & studyinindia@edcil.co.in

1	Name of Bidder				
2	Name & Designation of Authorized Signatory				
3	Registered/Head Office Address				
4	Delhi Office/NCR	Address:			
		Phone:			
		Fax:			
		Contact Person:			
		Phone:			
		Email ID:			
5	Year of Establishment				
6	Type of Firm *(Put Tick mark)*	Public Limited	Private Limited	Partnership	Proprietary
7	Telephone Number(s)/ Mobile				
8	Website URL				
9	Fax No.				
10	Email Address				
11	any clarification / information etc. that the bidder may like to make				

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II. We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).

III. The prices for the services as prescribed in financial document are given separately in the financial bid.

IV. Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the tender. However, the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.

V. The rates quoted are applicable up to period of contract from the date of opening of bid. The validity can be extended with mutual agreement.

VI. No Advance payment shall be made. Payments shall be made as per payments terms.

VII. Bid duly filled and signed is enclosed with this tender form with Terms & Conditions in token of acceptance along with duly filled letter of undertaking/declaration.

Signature:

Name:

Designation:

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date: Place:

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Annexure 2

Tech-1: Technical Proposal Submission Form

(ON THE LETTER HEAD OF THE BIDDER)

To

CGM (Fin & OES)
EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A,
NOIDA – 201301 (U.P.), India

Sir,

Subject: Request for proposal Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia

This bears reference to NIT No. **EdCIL/SII Education Fair Ethiopia/01/2021 dated** _____ **2021**. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent EDCIL from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on _____ 2021 at (place) and we accept that if anything out of the information provided by us is found wrong, our tender/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -
Date:
Place:

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Annexure 3: Non-Blacklisting Declaration

(On non-judicial stamp paper of INR 100)

To
Chief General Manager
(Fin & OES)

EdCIL (India) Limited
18A, Sector 16A, Noida – 201301

Subject: Declaration of non-blacklisting for selection of an agency for conceptualizing & planning offline media planning for international marketing campaigns & creative planning for offline & digital media for Study in India program

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for RFP No: _____ dated _____ for providing consultancy services for conceptualizing & planning offline media planning for international marketing campaigns & creative planning for offline & digital media for Study in India. In accordance with the above we declare that:

a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment
b) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,
[BIDDERS NAME]
Name
Title
Signature
Date
Location

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Annexure- 4

Power of Attorney

Know all men by these presents, we…… (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms……. son/daughter/wife of and presently residing at……., who is presently employed with /retained by us and holding position of…….as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>……project, proposed to be developed byte …….. (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE……THE A B O V E -NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ……. DAY OF …….2021.

For …… (Name and registered address of client)

(Signature, name, designation, and address)
Witness:

1. (Signature, name and address)
2. (Signature, name and address)

Notarized

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Accepted

……

(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.

2. Wherever required, the applicant should submit for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.

3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it is carries a conforming Apostille certificate.

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Annexure-5

Tech-2: Bidder's Experience

1	Assignment Name and Project Cost:	
2	Country:	
3	Location within Country:	
4	Name of client:	
5	Address:	
6	Start Date (Month/Year):	
7	Completion Date (Month/Year):	
8	Name of Lead Partner {if consortium}:	
9	Approx. Value of the Contract (in INR)	
10	Narrative Description of Project:	

(Authorized Signatory)

Date: Name:

Place: Designation:

Business Address: Seal:

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Annexure-6

Description of Approach, Methodology and Work Plan for Performing the Assignment

Approach

Understanding of requirements of the assignment

Scope, Methodology

Articulation of scope and Methodology that will be adopted

Work Plan with Organization and Staffing

Overall work plan

{The presentation can be attached here}

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Annexure-7

Team Composition and Task Assigned

Name of the bidder:

Core Team and Other personnel					
Sl. No.	Name of Staff	Area of Expertise	Position/ Designation	Total years of experience in the relevant field	Task Assigned
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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Annexure-8

Curriculum Vitae (CV) of Staff/ Employee

1	Name of Firm			
2	Name of staff/employee			
3	Date of Birth			
4	Emp. ID	Any official ID or identification provided by the Organization		
4	Nationality			
5	Education	College/University	Degree obtained	Date / Year of obtainment
7	Countries where Events have been handled	[List countries where staff has managed Events in the last ten years]		
8	Work experience {Total}	Organization	Role	Duration
9	Details of tasks assigned			
10	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.		

Date:

[Signature of staff/employee member]

Day/Month/Year

Full name of staff/ employee

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Annexure-9

Fin-1: Letter of Proposal - Submission of Financial Bid:

To

CGM (Fin & OES)
EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A,
NOIDA – 201301 (U.P.), India

Dear Sir,

We, the undersigned, offer to provide our services against 'Request for proposal for Selection of an Event Management Agency for Study in India Education Fair at Addis Ababa, Ethiopia, with your Request for Proposal NIT No. **EdCIL/SII Education Fair-Ethiopia/01/2021 dated _____ 2021**. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained it may lead to our disqualification.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposal staff. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

(Authorized Signatory)

Date: Name:

Place: Designation:

Business Address: Seal:

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Annexure-10

Fin-2: Format for financial bid (SII Education Fair, Ethiopia):

Sl. No.	Description	Minimum requirements	Quantity	Unit Price (INR)	Total Amount (INR)
1	Fabrication and designing of space for participants/Institutes. *[Branding of the space having institute and Study in India facia]*	Fabrication to accommodate 20 participants/Institutes	20		
	Should have 20 tables for participating institutes	20 tables	20		
	Should have 80 chairs [4 chairs with each table]	80 chairs	80		
2	Design and fabrication of Study in India Stall	Around 3*3 sq m	1		
	Should have 1 table	1 table	1		
	10 Chairs [4 chairs on the Study in India table and rest for attendants]	10 chairs	10		
3	Arrangement for Inauguration ceremony [1 day only]	3 bouquets and necessary items for inauguration	1		
4	Registration desk with hostess	Hostess with tablet for online registration of students	5		
5	Audio /video arrangements	LED as per the concept (6*5 sq. ft)	1		
6	Permissions and Invitation Costs		1		
7	Invitation distribution to Schools and colleges in Addis Ababa *[minimum of 5 institutions]*		5		
8	Arrangement of bus/traveler van for students to commute to the venue (Multiple rounds for entire day)	50-seater bus	2		
9	Arrangement of a Sedan for 4-5 people (From 9 AM to 7 PM)	For 3 days from 9th Feb to 11th Feb 2021	1		
10	Printing of 2000 brochures for the event *[transporting them to the venue]* Size: A5 Paper: 200gsm Artboard gloss Printing: Color Lamination: Matt on cover Finishing: Saddle stitch No. of pages: 12 (including cover pages)	The design and creatives will be given by EdCIL	2000		

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11	Memento for Students *[transporting them to the venue]*	Bags (sample photo attached in Annexure 12)	1000		
		Caps with SII branding	1000		
12	Agency fees [%]		%		
13	Total				
14	Taxes {GST}				
15	Grand total including taxes (A)				
Amount in words(A):					

Sl. No.	**Description**	**Minimum requirements**	**Quantity**	**Unit Price**	**Amount**
16	Working lunch on 2 days of the fair and Morning and evening Tea with snacks	Includes: Working lunch for 60 officials, 2 times tea/coffee and snacks	60		
17	Cost of fabrication of venue including arch gates and providing Wi-Fi or Internet facility in the venue for the duration of Education Fair		1		
18	Total				
19	Taxes {GST}				
20	Grand total including taxes (B)				
Amount in words(B):					

Sl. No	**Description**	**Minimum requirements**	**Quantity**	**Unit Price**	**Amount**
21	Arrangement of Alumni dinner (9th Feb 2021, 1800 to 2000 Hrs.)	For 150 participants	150		
22	Arrangement for presentation during Alumni meet	Minimum 2 mic, LED 6*5 sq. ft.	1		
23	Total				
24	Taxes {GST}				
25	Grand total including taxes (C)				
Amount in words(C):					

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Note: The bidder shall be required to submit the original invoice issued by the venue authority for the arrangement of Alumni Dinner and the amount shall be paid as per the actuals

Total Amount in Figures [Grand Total (A) + Grand Total (B)+ Grand Total (C)] =

Total Amount in words [Grand Total (A) + Grand Total (B)+ Grand Total (C)] =

Note:	
1	The service provider should visit the venue and quote based on the actual requirement befitting an occasion of the kind being planned. The agency would be responsible for end-to-end success of the event.
2	GST shall be paid as applicable
3	The agency is requested to present a suitable design and proposed fabrication for the space.
4	The above-mentioned elements are mandatory to be there though the list is not exhaustive and additions as per the design and concept shall be entertained.

(Authorized Signatory)

Date:

Place:

Business Address:

Name:

Designation:

Seal:

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Annexure – 11

Name of the Bank: ----------

To
EdCIL (India) Limited

EdCIL House, Plot 18 A Sector
16A, Noida
UP – 201301
INDIA

PERFORMANCE BANK GUARANTEE FORMAT

In consideration of the Chairman and Managing Director EdCIL acting through (designation & address of Contract Signing Authority), (hereinafter called "The EdCIL (India) Ltd") having agreed under the terms and conditions of agreement/Contract Acceptance letter No.---------- dt……. made between……. (Designation & address of contract signing Authority) and ……. (here in after called "the said Service Provider" for the work……...
(here in after called "the said agreement") having agreed for submission of an irrevocable Bank Guarantee Bond for INR ……..only) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We…….(indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not exceeding (……only) on demand by the EdCIL (India) Ltd.

2. We……. (indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager, EdCIL (India) Ltd, Noida or ---------- (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding (₹…….Only).

3. (a) We …… (indicate the name of Bank) further undertake to pay to the EdCIL

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(India) Ltd any money so demanded not withstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

4. We, ……., (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by……(Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

5 (a) Not-withstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.

(b) Provided always that we……. (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we ……. (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.

6. We, …….. (indicate the name of Bank) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any aberrance act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law

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relating to sureties for the said reservation would relive us from the liability.

7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.

8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd in writing.

9. This guarantee shall be valid up to (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs……..……..only) unless a demand under this guarantee is made on us in writing on or before…….. We shall be discharged from our liabilities under this guarantee thereafter.

Dated:

For (indicate the name of bank)

Signature of Banks Authorized official Designation

with Code No. ---------

Witness:

1. Name_____& Full Address_____

2. Name_____& Full Address_____

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Annexure – 12

Sample design for Bag

Note: The quality of the material should be very good and the bidder shall be required to show one sample during the presentation

