REVISED REQUEST FOR PROPOSAL (RFP)

for

Selection of an "Event Management Agency"

for the

[19th] PRAVASI BHARATIYA DIVAS CONVENTION 2027

Kolkata, West Bengal | 7 – 9 January 2027

RFP No.: **WBIDC /CC/PDB 2027/1 Date of Issue: 12.11.2026**

Issued by

West Bengal Industrial Development Corporation Ltd

Department of Industry, Commerce & Enterprises, Govt of West Bengal

on behalf of Ministry of External Affairs, Government of India

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Notice

RFP No.: WBIDC /CC/PDB 2027 Date of Issue: 14.10.2026

West Bengal Industrial Development Corporation Ltd (WBIDC) invites bids/proposal through open tender regarding Selection of an "Event Management Agency for the 19th PRAVASI BHARATIYA DIVAS CONVENTION 2027" to be held in Kolkata.

Detailed available in www.wbidc.com .

Tender Particular	Details
Mode of Tender	**Open Tender**
Selection Method	Quality and Cost Based Selection (QCBS)
Evaluation	• Technical Quality Evaluation • Presentation of Concept Presentation • All those who get 70 marks in the Technical including Concept Presentation, their Price Bids will be opened; lowest finance bid will be chosen.
Last Date & Time of Submission	22/11/2026, 3pm
Technical Bid Opening	23/11/2026 to 25/11/2026
Financial Bid Opening	To be intimated
Bid Validity	120 days
EMD	Rs 1200000
Price Bid	In Lumpsum excluding taxes

PART A

INTRODUCTION

1. DISCLAIMER

1. The information contained in this Request for Proposal ("RFP"), or subsequently provided to Bidders, whether verbally or in documentary form, by or on behalf of the Client, is provided on the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor an invitation by the Client to any party other than the Bidders who are qualified to submit a Bid. Its purpose is to provide interested parties with information that may be useful in the formulation of their Proposals.
3. This RFP includes statements that reflect various assumptions and assessments arrived at by the Client in relation to the Event. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. Each Bidder should conduct its own investigations and analysis, visit the Venues, and check the accuracy, adequacy, correctness, reliability and completeness of the information in this RFP, obtaining independent advice from appropriate sources where required.
4. The Client, its employees and advisers make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rule or regulation or the law of contract, tort, principles of restitution or unjust enrichment or otherwise, for any loss, damage, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein.
5. The Client may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the selected Bidder, and the Client reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
6. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid, including the cost of copying, postage, delivery fees, expenses associated with any demonstrations or presentations, and all costs associated with visits to the Venues, whether or not the Bid is accepted.

Submission Process

Agencies shall submit the sealed bids in two sealed envelopes as detailed below.

The name and address of the agency should be mentioned on each envelope.

The language of the Bids as well as the supporting documents shall be in English.

Sealed Envelope I: The cover of the envelope should clearly mention as "Envelope-I - Technical Bid for Selection of an Event Management Agency for PBD 2027". It will contain the Technical Bid as per specified format (Schedule A, B, C, D, E, F, G, H & I) and any other relevant documents, duly signed by authorized representative of agency with company seal. Bid Processing fee & EMD also to be placed inside this envelope. Concept Presentation,

Sealed envelope –II: The cover of the envelope should clearly mention as "Envelope-II – Financial Bid for Selection of an Event Management Agency for a Special Event". It should only contain Financial Bid duly signed by authorized representative of agency with company seal.

Sealed envelope – III: The cover of the envelope should clearly mention as "Proposal for Selection of an Event Management Agency for PBD 2027 ". **This is outer envelope will include the sealed envelope – I and Sealed envelope II.**

Tender complete in all respects may be submitted through courier/ speed post/hand-delivery only such that they are delivered to the address mentioned

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this RFP, unless the context otherwise requires, the following expressions shall have the meanings assigned to them below:

Term	Meaning
"Agency" or "EMA"	The Bidder selected under this RFP and appointed by the Client as the Event Management Agency for the Event, including its successors and permitted assigns.
"Bid" or "Proposal"	The Technical Bid and the Financial Bid submitted by a Bidder in response to this RFP, together with all documents submitted with it.
"Bidder"	Any entity that submits a Bid in response to this RFP.
"Bill of Quantities" or "BoQ" (Indicative)	The schedule of items, specifications, indicative quantities and durations issued by the Client with this RFP in MS Excel format. This is indicative only The Bill of Quantities issued along with the RFP is indicative in nature. Bidders are advised to carefully examine the scope of work and visit the site before submitting their bids. The Financial Bid shall be submitted on a lump-sum basis. A detailed break-up of the quoted amount shall be furnished by the bidder if requested by the competent authority.
"Client"	West Bengal Industrial Development Corporation Ltd (WBIDC)
"Contract" or "Agreement"	The agreement to be executed between the Client and the Agency, incorporating this RFP, its corrigenda, the Bid of the Agency and the Letter of Award.
"Contract Price"	Lumpsum excluding taxes
"Event" or "PBD"	The [19th] Pravasi Bharatiya Divas Convention to be held in Kolkata, West Bengal, from 7 to 9 January 2027, including all its sessions, receptions, exhibitions, media operations and allied programmes across the Venues.
"Event Days"	7, 8 and 9 January 2027, or such other dates as may be notified by the Client.

Term	Meaning
“Venues” (Tentative)	Milan Mela Prangan, Science City, ITC Royal Bengal and Biswa Bangla Convention Centre, Kolkata, and any other location notified by the Client for the Event.
“VVIP” and “VIP”	The dignitaries so categorised by the Client and the competent protocol and security agencies, including the Hon’ble President of India, the Hon’ble Prime Minister, the Hon’ble External Affairs Minister, Union Ministers, the Hon’ble Chief Minister of West Bengal and invited dignitaries.
“Protocol Zone”	The controlled area adjoining the inaugural hall comprising the VVIP lounges, the PMO and SPG offices and the holding rooms
“Competent Agencies”	The Special Protection Group (SPG), the Prime Minister’s Office (PMO), the President’s Secretariat, the Ministry of External Affairs, the Government of West Bengal, Kolkata Police, the West Bengal Fire and Emergency Services and any other authority having jurisdiction over the Event.
“Letter of Award” or “LoA”, Work Order	The letter issued by the Client to the successful Bidder communicating the acceptance of its Bid.
“Performance Security”	The unconditional bank guarantee to be furnished by the Agency
“Scope of Work”	The services, supplies and works described in Part E and the BoQ, together with all incidental activities necessary for the successful delivery of the Event.
“T0”	The date of issue of the Letter of Award or of signing of the Agreement, whichever is earlier.
“T”	The first Event Day, i.e. 7 January 2027.

2.2 Interpretation

7. Words importing the singular include the plural and vice versa. Headings are for convenience only and do not affect interpretation.
8. References to Clauses, Parts and Annexures are to the Clauses, Parts and Annexures of this RFP.
9. In the event of any conflict, the documents shall take precedence in the following order: the Agreement; the Letter of Award; corrigenda to this RFP in reverse chronological order; this RFP; and the Bid of the Agency.
10. All capacities, areas and quantities stated in this RFP are targets and indicative estimates. They shall be confirmed through the approved layouts and the Detailed Event Execution Plan.

3. PROJECT BACKGROUND AND OBJECTIVE

3.1 About Pravasi Bharatiya Divas

Pravasi Bharatiya Divas (PBD) is the flagship event of the Ministry of External Affairs, Government of India, held to recognize and honour the contribution of the overseas Indian community to the development of India. 9 January commemorates the return of Mahatma

Gandhi from South Africa to India in 1915. The Convention provides a platform for the Indian diaspora to engage with the Government of India and with one another, and to connect with India's development and investment opportunities.

The Convention has been held biennially since 2015. The 18th edition was held in Bhubaneswar, Odisha, from 8 to 10 January 2025, in partnership with the Government of Odisha. The [19th] edition is proposed to be held in Kolkata, West Bengal, in January 2027.

3.2 The Event at a Glance

Item	Details
Event	[19th] Pravasi Bharatiya Divas Convention 2027
Dates	7 – 9 January 2027
Venues-tentative	Milan Mela Prangan, Science City, ITC Royal Bengal and New Town Convention Centre, Kolkata
Key attendees	The Hon'ble Prime Minister, the Hon'ble President, the Hon'ble External Affairs Minister, Union Ministers, the Hon'ble Chief Minister of West Bengal, invited dignitaries, delegates, media, exhibitors and performers
Layout note	All capacities are targets. Layouts shall show egress, circulation, accessible routes, service access and security zoning.

Venue	Space	Capacity / scale	Purpose
Milan Mela Prangan	Hall B – Inauguration	Approx. 6,500 pax	Inauguration of the Convention by the Hon'ble PM, with the Hon'ble President, EAM, Union Ministers, CM and invited dignitaries. Main stage and dais with dignitary seating as per protocol, approx. 500 front-row sofa seats and premium chairs; diya-lighting ceremony; performance of the PBD theme song by ICCR artists (16 – 18 performers) on a side stage of min. 48 ft × 30 ft; LED, sound, lighting, interpretation, broadcast and live streaming.
	Hall B – Protocol Zone	As per protocol	PM Lounge, President / VIP Lounge, EAM Lounge, Union Minister Lounge, PMO and SPG offices, and holding rooms for the Hon'ble PM, a Union Minister and the Union Minister's guest; office space for the President's Secretariat and PMO as required; controlled access and discreet VVIP movement to the stage.

Venue	Space	Capacity / scale	Purpose
	Hall A – Plenaries	Two sessions, approx. 900 pax each	Two plenary sessions and breakout sessions, with stage, LED, sound, lighting, technical control, speaker and green rooms, and interpretation as needed; delegate lounge, networking lounge, Union Minister and EAM lounges, and office areas.
	F&B – Lunch	4,000 – 5,000 covers; 600 – 700 at a time	Delegate lunch, including an additional food hangar, with queueing, buffet counters, seating and replenishment planned for a 15 – 20-minute turnaround; VIP dining enclosure; hand-wash, plate-return and waste stations. Food to be supplied by the caterer appointed by the Client.
	Outdoor cultural stage	Continuous performances	Continuous cultural performances on a covered stage with audience area, green rooms, and sound within approved limits, kept clear of VVIP and media routes.
	ICCR exhibition	Min. 3,000 sq ft (approx. 2,000 sq ft if only the Mathematics exhibition)	Exhibition of the Indian Council for Cultural Relations (ICCR) – “From Shunya to Ananta” (Mathematics) and “Niramayata” (Ayurveda): 2D / 3D design for ICCR’s approval; fabricated and exterior walls; wooden flooring; 12 – 18 lockable glass display cases for original manuscripts; 8 digital display kiosks; 4 LED walls of 24 ft × 12 ft; branding and publicity; catalogue (1,000) and flyers (10,000)

Venue	Space	Capacity / scale	Purpose
	Customized State exhibition	Approx. 3,000 sq ft	Design, fabricate, and maintain a state-of-the-art, technology-integrated exhibition for the Government of West Bengal, showcasing the state's rich heritage, industrial potential, and cultural legacy by blending traditional aesthetics with immersive digital media such as multi-channel projection mapping, holographic displays, augmented reality heritage zones, and gesture-controlled interactive interfaces. The agency must ensure absolute historical, cultural, and factual accuracy, with all digital content, scripts, and software submissions subject to formal approval by the designated state department at least thirty days prior to launch. Furthermore, the agency is required to deploy enterprise-grade hardware with on-site technical support for zero-downtime operation, while transferring all custom-developed software, source codes, and media assets as the exclusive intellectual property of the Government of West Bengal upon project completion.

Venue	Space	Capacity / scale	Purpose
	Girmitiya Exhibition	Approx. 3,000 sq ft	The selected agency shall design, fabricate, install and maintain an immersive, technology-integrated exhibition for Pravasi Divas, Kolkata, from 7th to 9th January 2027, presenting the Girmitiya story within approximately 3,000 square feet as a 25-minute immersive journey from the Hooghly to the world. The exhibition shall solemnly and accurately chronicle the epic journey and enduring legacy of the Girmitiya indentured labourers through a combination of commissioned art, contemporary media, immersive installations, archival material and interactive experiences. The experience shall incorporate appropriate projection, spatial sound, digital displays, sensing, interactive technology and other modern media, with tested fallback systems for critical technology-enabled elements, while maintaining a strong balance between technological innovation, artistic expression and historical authenticity. The exhibition shall comprise a cohesive seven-gallery journey covering the beginning of the journey, the historical facts and context, the crossing, the landing and creation of a new world, artefacts and dioramas, contributions to the new world, and the global legacy and path breakers of the Girmitiya experience. Each gallery shall pair a commissioned work by a living artist with a complementary digital layer that deepens the narrative and visitor experience, with the overall 25-minute journey carefully considered in terms of intensity, posture, light and sound. The agency shall prioritise archival authenticity in all content and ensure that the emotional gravity and dignity of this history are preserved, with all formal scripts and media subject to approval by the designated cultural authority at least thirty days prior to opening. The agency shall provide robust, enterprise-grade hardware and appropriate on-site technical support to ensure seamless daily operation throughout the exhibition period, and shall be responsible for the complete design engineering and project management, research, rights and loans, scenography and build, art, commissioning and craft, AV, lighting and show-control hardware, film, sound and software, operations, staffing and training, logistics, installation and dismantling.

Venue	Space	Capacity / scale	Purpose
	Media briefing room	Approx. 150 pax	Press briefings and interviews in the existing building: press seating, head table, AV, camera positions, interpretation as needed, and a holding / interview area with sound-proof booths.
	Parking, circulation and back-of-house	—	Separate movement for VVIPs, delegates, media, exhibitors, artists and service teams; parking, drop-off points and inter-venue shuttles; security screening at entries; service routes and back-of-house areas.
Science City	Media centre	Approx. 1,500 pax	Media centre for domestic and international media: workstations, help desk, high-capacity internet, printing, interview points and live-shoot areas, interpretation support, with OB / DSNG facilities for the broadcast partner; operational ahead of the Event Days for testing.
	General exhibition	4000 sqm	General exhibition with shell-scheme stalls and bespoke pavilions, zoning and stall allocation as approved by the Client, visitor routes, entry control, loading and storage, exhibitor help desk and VVIP tour route; technology and digital public infrastructure showcase zones, if directed.
ITC Royal Bengal	Banquet halls	1000 pax	Lunch / dinner hosted for or by the Hon'ble PM: protocol seating, holding room, arrival and departure, thematic décor, AV and programme elements; security, access, catering operations and service routes coordinated with the hotel and security teams.
New Town Convention Centre	Cultural Gala Dinner and Cultural Evening	2500 pax	State Dinner hosted by the Hon'ble Chief Minister of West Bengal, organised as a premium Cultural Gala Dinner with a Cultural Evening: show production, cultural performances (artists engaged by the Client), premium dining set-up, protocol seating, arrival experience and hospitality; final venue to be decided / finalised by the Client.
To be finalised by the Client	EAM Dinner	1000 pax	Dinner hosted by the Hon'ble External Affairs Minister on Day 2, a separate event, with instrumental music by ICCR artists: stage of 20 ft × 12 ft, sound and lighting as advised by ICCR, green rooms, an emcee.

3.3 Objective of the Assignment

The objective of this RFP is to select a competent Event Management Agency to conceptualise, plan, design, build, operate, dismantle and reinstate all event infrastructure and services for the Event across the Venues, on a turnkey basis and to international standards, in close coordination with the Client, the Competent Agencies and the managements of the Venues. The Agency shall be responsible for:

(a) overall event management, including thematic development of the Venues under one design language, master planning, layouts and all temporary structures;

(b) production of the inaugural, plenary, cultural, exhibition, media and dining spaces

(c) protocol support, VVIP movement and holding arrangements, registration, access control and guest services;

(d) audio-visual, broadcast, interpretation, power, internet and IT infrastructure;

(e) safety, security, fire, crowd, traffic and parking arrangements, prepared with and subject to the direction of the Competent Agencies; and

(f) housekeeping, waste management, sustainability, staffing, scheduling, documentation and reinstatement of the Venues.

3.4 Commercial Structure of the Engagement

The Client shall pay the Agency the Contract Price for execution of the Scope of Work, against the item-wise rates quoted by the Bidder in the Bill of Quantities issued with this RFP and the quantities actually supplied, as measured and certified under Clause 14. The total of the priced BoQ is the only financial element used in the evaluation of Proposals. The Agency shall have no claim to any revenue from delegates, exhibitors, sponsors, participants or visitors, and shall not charge any such person any amount whatsoever.

4. NOTICE INVITING TENDER AND SCHEDULE OF BIDDING PROCESS

The Client invites Proposals through a two-envelope (Technical and Financial) process from eligible Bidders for the assignment described in this RFP. The key details and schedule are set out below.

Particulars	Details
Name of the assignment	Request for Proposal for Selection of an Event Management Agency for the [19th] Pravasi Bharatiya Divas Convention 2027, Kolkata
Name of the Client	West Bengal Industrial Development Corp Ltd
Method of selection	Quality and Cost Based Selection
Minimum technical score to qualify for financial opening	70 (seventy) marks out of 100
Date of issue of RFP (Revised)	12.11.2026
Bid Due Date (last date and time for online submission)	22/11/2026 The Managing Director

Particulars	Details
	West Bengal Industrial Development Corporation Ltd Protiti", 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata - 700017

The Client reserves the right to amend the above schedule. Any change shall be notified through a corrigendum on the portal, and Bidders are advised to check the portal regularly.

PART B

INSTRUCTIONS TO BIDDERS

5. INSTRUCTIONS TO BIDDERS

5.1 General

1. The Bid shall be submitted by a single entity satisfying the Eligibility Criteria at Clause 9. Consortiums and joint ventures shall not be permitted, in accordance with Clause 9.
2. A Bidder shall submit only one Bid. A Bidder, its promoters, directors or any entity under common control shall not submit, participate in or be associated with more than one Bid. All Bids of Bidders found in breach shall be rejected.
3. The Bidder is expected to examine all instructions, forms, terms, specifications and the BoQ issued with this RFP. Failure to furnish all information required, or submission of a Bid not substantially responsive to this RFP in every respect, shall be at the Bidder's risk and may result in rejection of the Bid. The Bill of Quantities issued along with the RFP is indicative in nature. Bidders are advised to carefully examine the scope of work and visit the site before submitting their bids.
4. The Bidder shall be deemed to have satisfied itself as to the conditions at each Venue, the access and security restrictions applicable to an event attended by the Hon'ble President and the Hon'ble Prime Minister, the local conditions in Kolkata in January, and all other matters affecting the cost and execution of the Scope of Work.

5.2 Site Visit

Bidders are advised to visit the Venues listed in Clause 3.2 before submitting their Bids, at their own cost, and to present a plan for layout, theme, branding and execution in the technical presentation covering all aspects of the Scope of Work. Please coordinate with Abir Kar Roy 80176 97902 for site visit.

5.3 Bid Queries

1. Bidders requiring clarification on this RFP shall submit their queries by email to somdatta.basu@wbidc.com.

5.4 Amendment of the RFP

At any time before the Bid Due Date, the Client may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify this RFP by issuing a corrigendum on the portal. Every corrigendum shall form part of this RFP and be binding on all Bidders. To give Bidders reasonable time to take a corrigendum into account, the Client may, at its discretion, extend the Bid Due Date.

5.5 Earnest Money Deposit (EMD)

1. The Bidder shall furnish an EMD of the amount stated by online payment

Name of the A/c Holder - WBIDC Ltd. Panagarh Industrial Park

Bank Name - Axis Bank, Golpark Branch

A/c No - 910010043101031

IFSC Code - UTIB0000011.

EMD is to be submitted online at the bank details mentioned. EMD receipt is not submitted along with technical documents.

2. Bids not accompanied by a valid EMD shall be summarily rejected.

3. The EMD of unsuccessful Bidders shall be returned, without interest, after the award of the Contract. The EMD of the successful Bidder shall be returned, without interest, on receipt of the Performance Security and execution of the Agreement.
4. The EMD shall be forfeited if a Bidder (a) withdraws or modifies its Bid during the bid validity period; (b) fails to accept the Letter of Award, furnish the Performance Security or sign the Agreement within the prescribed time; (c) is found to have submitted false or misleading information; or (d) engages in any corrupt, fraudulent, coercive, undesirable or restrictive practice.

5.7 Bid Validity

Bids shall remain valid for 120 days from the Bid Due Date. In exceptional circumstances the Client may request Bidders to extend the validity period. A Bidder may refuse the request without forfeiture of its EMD; a Bidder agreeing to the request shall not be permitted to modify its Bid.

5.8 Language, Currency and Taxes

1. The Bid and all correspondence shall be in English. Supporting documents in any other language shall be accompanied by an English translation certified by the Bidder; the translation shall govern.
2. All rates shall be quoted in Indian Rupees. Rates shall be exclusive of GST and inclusive of all other taxes, duties, levies, cess, overheads, management charges, transport, labour, insurance, fuel, consumables and profit. GST shall be paid at the rate applicable on the date of invoicing.
3. Any change in the rate of GST after the Bid Due Date shall be to the account of the Client. No other tax or levy shall be payable in addition to the quoted rates.

Submission of Bids

1. Bids shall be submitted offline in sealed envelopes to WBIDC

West Bengal Industrial Development Corporation Ltd.

(A Government of West Bengal Undertaking)

PROTITI, 23, Abanindranath Tagore Sarani, Kolkata - 700017

Opening of Bids

1. Technical Bids shall be opened on the date and time specified.
2. The Client shall first examine the tender document fee, the EMD and the eligibility documents. Only Bidders meeting all the Eligibility Criteria shall be evaluated and invited for the technical presentation.
3. The Financial Bids of Bidders securing the minimum technical score (70 marks) shall be opened online on a date notified to them in advance. The Financial Bids of other Bidders shall not be opened.
4. The Client may seek clarification from any Bidder on its Bid. No change in the substance of the Bid, including price, shall be sought, offered or permitted, except to confirm the correction of arithmetical errors under Clause 11.

6. CONTENTS AND FORMAT OF THE BID

6.1 Technical Bid

The Technical Bid shall contain the following documents, in the order listed, each tabbed and indexed:

S. No.	Document	Format / Reference
1	Proof of payment of the tender document fee	Clause 5.5
2	Earnest Money Deposit	Clause 5.6
3	Tender Submission Letter (Covering Letter)	Annexure B
4	Details of the Bidder	Annexure C
5	Power of Attorney in favour of the authorised signatory	Annexure D
6	Certificate of Incorporation / Registration, PAN and GST registration, proof of 10 years in the business of event / exhibition management, and ISO 9001:2015 and / or ISO 20121:2024 certificate(s)	Clause 9, Criterion 1
7	Statement of offices and manpower, with GST registration of offices in minimum of 6 Cities, and EPF records (presence in the cities will be considerd)	Annexure H; Clause 9, Criteria 3 and 6
8	CA certificate of turnover, net worth and solvency, with audited financial statements for the last 3 financial years	Annexure G; Clause 9, Criterion 4
10	Project data sheets with LOA / work orders / completion certificates and supporting documents for each project claimed	Annexure E; Clause 9, Criterion 5; Clause 10
11	Affidavit of non-blacklisting on non-judicial stamp paper (SELF DECLARATION WILL BE CONSIDERED)	Annexure F; Clause 9, Criterion 7
12	Self-certification of infrastructural inventory, with bills of purchase	Annexure J; Clause 9, Criterion 8
13	Approach and methodology, work plan, core team structure with single point of contact, and CVs of key personnel	Clause 10
14	Signed copy of this RFP and all corrigenda, as a token of acceptance	—

6.2 Financial Bid

1. The Financial Bid shall consist of the Financial Proposal Submission Form (Annexure I) and the priced Bill of Quantities issued with this RFP.
2. The Bidder shall quote a rate against every item of the BoQ. The amount for each item shall be the product of the quantity, the number of days and the quoted rate**. The total of all items, exclusive of GST, shall be the Bidder's financial quote (F) for evaluation**. **Bidder must quote in Lumpsum- Annexure I**

3. The Bidder shall not alter the description, specification, unit, quantity or number of days of any item, nor add conditions. Conditional Financial Bids shall be rejected.

6.3 General

1. The Bid shall be signed by the authorised signatory holding a valid Power of Attorney. Any interlineation, erasure or overwriting shall be valid only if initialled by the authorised signatory.
2. All certificates of turnover, net worth and solvency shall carry the Unique Document Identification Number (UDIN) of the certifying Chartered Accountant.
3. Documents submitted shall be self-attested. The Client may require the Bidder to produce the originals for verification at any stage.

7. FRAUD, CORRUPT PRACTICES AND CONFLICT OF INTEREST

7.1 Definitions

For the purposes of this Clause:

(a) “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the bidding process or the execution of the Contract;

(b) “fraudulent practice” means a misrepresentation or omission of facts, or the suppression of facts or disclosure of incomplete facts, in order to influence the bidding process or the execution of the Contract;

(c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the bidding process;

(d) “undesirable practice” means (i) establishing contact with any person connected with or employed by the Client with the objective of influencing the bidding process; or (ii) having a conflict of interest; and

(e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating full and fair competition in the bidding process.

7.2 Consequences

If the Client determines that a Bidder or the Agency has, directly or through an agent, engaged in any of the above practices, the Client may, without prejudice to its other rights: reject the Bid; forfeit the EMD or the Performance Security; terminate the Contract; and debar the Bidder from participating in any tender of the Client for a period determined by it.

7.3 Conflict of Interest

A Bidder shall not have a conflict of interest that affects the bidding process. A Bidder shall be deemed to have a conflict of interest if, among other things, it has a relationship with another Bidder, directly or through common third parties, that puts it in a position to access information about or influence the Bid of another Bidder, or if it or any of its affiliates has been engaged by the Client to prepare any part of this RFP.

8. RIGHTS RESERVED BY THE CLIENT

The Client reserves the right, at its sole discretion and without assigning any reason and without incurring any liability to any Bidder, to:

(a) accept or reject any or all Bids, or annul the bidding process at any time before the award of the Contract;

(b) waive minor deviations or informalities that do not constitute a material departure from this RFP;

(c) verify any information submitted by a Bidder, including by contacting its clients, and reject a Bid found to contain false or misleading information at any stage, including after award;

(d) negotiate with the Bidder ranked first under Clause 12;

(e) vary the quantity of any item of the BoQ, add or delete items, or delete any functional area or Venue from the Scope of Work, in accordance with Clause 16; and

(f) issue the Letter of Award for the whole or part of the Scope of Work.

The decision of the Client on all matters relating to this RFP shall be final and binding on all Bidders.

PART C

ELIGIBILITY AND EVALUATION

9. ELIGIBILITY CRITERIA (PRE-QUALIFICATION)

Before evaluation of the Technical Bids, each Bidder shall be assessed against the following pre-qualification criteria. A Bidder must satisfy all the criteria below and furnish the supporting documents stated against each, failing which its Bid shall be rejected and shall not be evaluated further.

Sr. No	Particulars	Condition required	Proof required
1	**Legal Status & Registration**	• Must be a company registered under the Companies Act. • Sole proprietorship, partnership, consortiums would be allowed to participate in this tender. • GST & PAN registered. • Should have been in business in the field of Event / Exhibition management for a minimum period of 15 years • The company should be ISO 9001:2015 and/or ISO 20121:2012.	Copy of certificate of Incorporation / Registration of the Bidder
2	**Ministry Events**	The agency should have prior experience working with government ministries or departments, or be listed as a preferred agency with the Ministry of External Affairs	Work orders
3	**Office Presence**	The Bidder must have presence/ offices / warehouse / production facilities in at least 06 (six) cities in India. If the Bidder does not already have an office in Kolkata, the successful Bidder shall set up a fully operational project office in Kolkata within 14 (fourteen) days of the issue of the Letter of Intent (LoI) / Work Order.	GST Registration for each office. Bidder must have presence in Kolkata
4	**Financial Capacity**	• Minimum annual turnover of ₹150 Crore or more in each of the last 5 financial years. • Minimum net worth of ₹150 Crore each year for the past 5 financial years • There should be solvency of at least ₹150 Crore.	Turnover certificate duly certified by a practicing Chartered Accountant Audited Income Statements duly certified by a practicing Chartered Accountant
5	**Event Management Experience**	Bidder should have executed • At least 01 single project in the last 5 years of value ₹75 Crore	LOA / Work order / Completion certificate / Engagement Letter / Purchase Order from the

		or above. OR • At least 02 projects in the last 5 years of value ₹50 Crore or above. OR • At least 03 projects in the last 5 years of value ₹35 Crore or above. • **The above is not to include Political events, sports management events, accommodation, transport, catering-only, or hospitality-only.**	Employer / Client / Photos
		The Bidder should have experience: • of organizing 05 similar events in the last 5 (five) years either with the State or Central Government / PSUs. • Out of the 5 events, at-least 01 must have been attended by either of the Top 3 dignitaries mentioned in the table of precedence issued by the President's Secretariat i.e. President, Vice President and Prime Minister along with minimum 01 Head of State / Head of Government of foreign national. • Minimum value of event to be minimum ₹10 Crore	LOA / Work order / Completion certificate / Engagement Letter / Purchase Order from the Employer / Client
		Must have managed at least 5 events (Bilateral / Multilateral events) with the minimum value of ₹5 Crore each in the last 5 (Five) years where international ministers or heads of state of foreign national were present.	LOA / Work order / Completion certificate / Engagement Letter / Purchase Order from the Employer / Client
		The Bidder should have handled as sole appointee for International Standard event of similar nature, or any other exhibition / event with the following exhibition areas. • One similar International standard Event / Exhibition of area not less than 60000 sqm Or • Two similar International standard Event / Exhibitions of area not less than 50000 sqm Or	LOA / Work order / Completion certificate / Engagement Letter / Purchase Order from the Employer / Client

		• Three similar International standard Event / Exhibitions of area not less than 40000 sqm or more in last three years.	
6	**Manpower Strength**	Minimum 150 full-time employees on payroll in India.	EPF details along with proof of EPF deduction and deposit to EPFO of all the employees enlisted shall be provided for at least the last 6 months from the date of submission of the Bid Bidder to have local language personnel in the creative and content team , during their period of work in Kolkata, capable of creating and vetting content in Bengali.
7	**Blacklisting Declaration**	A self-certification by the bidder declaring that it has not been blacklisted or debarred by the competent authority/authorities shall be accepted for this purpose	Submit self-certification

9.1 Notes to the Eligibility Criteria

1. Only the credentials, financial statements and employees of the Bidder entity itself shall be considered.
2. Where the value of a project is claimed, the value shall be evident from the LOA, work order, completion certificate, engagement letter, purchase order or final invoice issued by the employer / client.
3. The value of projects shall be considered exclusive of GST. Projects executed in foreign currency shall be converted at the RBI reference rate on the date of completion.
4. The Client reserves the right to verify any credential directly with the issuing authority, and to reject a Bid, or terminate the Contract, if any credential is found to be false or misrepresented.

10. TECHNICAL EVALUATION

10.1 Technical Evaluation Criteria

The Technical Bids of Bidders meeting all the Eligibility Criteria shall be evaluated by a committee constituted by the Client on the following parameters, for a maximum of 100 marks.

Sr. No	Parameter	Scoring		Max. Marks
1	Annual turnover (T) during the last 5 financial years	• Upto than 150 and up to – 7 marks • More than ₹250 Cr –10 marks;		10
2	The Bidder should have experience of organizing 04 similar events in the last 5 (five) years either with the State or Central Government / PSUs. Out of the 4 events, at-least 01 must have been attended by either of the Top 3 dignitaries mentioned in the table of precedence issued by the President's Secretariat i.e. President, Vice President and Prime Minister along with minimum 01 Head of State / Head of Government of foreign national. Minimum value of event to be minimum ₹10 Crore	• 4 events – 5 marks; • Above 4 events – 10		15
3	Bidder should have executed : • At least 01 single project in the last 5 years of value ₹75 Crore or above. OR • At least 02 projects in the last 5 years of value ₹50 Crore or above. OR • At least 03 projects in the last 5 years of value ₹35 Crore or above. **The above is not to include Political events, sports management events, accommodation, transport, catering-only, or hospitality-only**.			10
4	Must have executed 05 events where at least 01 International heads of state / heads of government of foreign national have been present in the past 5 (Five) years. Minimum value of atleast 01 event to be ₹10 Crore.	5 events – 05 marks • More than 5 events – 10 marks		10
4	Must have managed at least 5 events (Bilateral / Multilateral events) with the minimum value of ₹5 Crore each in the last 5 (Five) years where international ministers or heads of state of foreign national were present.	• 5 events – 5 marks • More than 05 events- 10 Marks		10
6	Minimum 150 full time employees in India			5
7	Concept Presentation	i. Understanding of event requirements,		15

Sr. No	Parameter	Scoring		Max. Marks
		overall work plan and conceptualization of conduct of the meeting (from arrival of delegates to departure)		
		ii. Creativity (which includes décor, designs of thematic installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas)		15
		iii. Core team structure – single point of contact (SPOC) – event manager		10
Total marks				**100**

10.2 Technical Presentation

1. Each eligible Bidder shall make a presentation to the evaluation committee on the date, time and place notified , presentation shall not exceed 15 minutes, followed by questions from the committee.
2. The presentation shall cover, at a minimum: the understanding of the Event and its Venues; the overall work plan from arrival of delegates to departure; the thematic concept and one design language across the Venues, with indicative 3D views; the master layouts and the circulation strategy for VVIPs, delegates, media, exhibitors, artists and service teams; the approach to the inaugural session and the theme song launch; the protocol, registration and guest services plan; the production, broadcast, power and internet plan; the safety and security approach; the proposed branding, furniture, equipment, AV systems, delegate kit and collaterals, and the materials for temporary structures (with samples or photographs where possible); and the core team structure with the single point of contact.
3. Marks against Parameters 7 shall be awarded based on the presentation
4. The Bidder shall not disclose any pricing information in the presentation.

Guidance on Presentation

Idea Presentation, Physical Demonstration, Mock-up:

Bidders are advised to do detailed recce of locations before bidding.

Each eligible bidder shall make a presentation before the duly constituted Tender Evaluation Committee, covering the following aspects:

a. Conceptualisation and creative theme for the proposed event

b. Event layout, venue planning, stage design, branding, signage and visitor experience.

c. Event execution strategy, including pre-event planning, event-day operations and post-event activities.

d. Crowd management, entry and exit arrangements, traffic coordination, emergency response and safety protocols.

e. Audio-visual systems, lighting, LED displays, live streaming and other technical arrangements, as applicable.

f. Manpower deployment, coordination mechanism, vendor management and quality control.

g. Contingency planning, risk mitigation and emergency preparedness.

h. Proposed project implementation schedule, resource mobilisation and reporting mechanism.

Physical Demonstration at Milan Mela Prangan, Duration for each agency is 15mins. Date and time will be communicated after technical evaluation.

i. The bidders shall undertake a physical demonstration of the event-related arrangements, equipment, infrastructure or operational capabilities specified by the Authority. The demonstration may include, as applicable:

j. The bidder shall present a scaled model, three-dimensional visualisation or detailed layout drawing of a representative event setup, showing the proposed stage, backdrop, audience area, entry and exit points, circulation routes, technical control areas and other relevant facilities.

k. The bidder shall demonstrate, or present for physical inspection where live operation is impracticable, representative equipment and technical systems proposed for deployment, such as sound equipment, lighting fixtures, LED display systems, presentation equipment, communication devices and backup arrangements.

l. A mock-up or scaled model of the proposed stage, event layout or exhibition setup at Milan Mela

m. Demonstration of audio-visual equipment, lighting systems, LED displays and presentation

n. Samples of proposed branding materials, signage, backdrop, stall design and other event

o. Demonstration of registration, accreditation, helpdesk and visitor-management systems.

p. Demonstration of crowd-management arrangements, communication systems and emergency-response protocols.

q. Display of relevant equipment, technical resources and other facilities proposed to be deployed for execution of the assignment.

10.3 Minimum Qualifying Score

A Bidder must secure a minimum technical score (St) of **70 marks** out of 100 to qualify for the opening of its Financial Bid. No marks shall be awarded against any parameter for which the required supporting documents are not furnished..

11. FINANCIAL EVALUATION

1. The Financial Bids of technically qualified Bidders shall be opened who scored 70 marks
2. Arithmetical errors shall be corrected as follows: where there is a discrepancy between the rate and the amount of any item, the rate shall prevail and the amount shall be recomputed; where there is a discrepancy between words and figures, the words shall prevail; and where there is an error in totalling, the corrected total shall prevail. A Bidder that does not accept the correction shall have its Bid rejected and its EMD forfeited.
3. **The lowest evaluated financial quote (Fm) shall be selected.**
4. Where the Client considers any quoted rate or the total quote to be abnormally low, it may seek a written justification with a rate analysis from the Bidder and may reject the Bid if the justification is not satisfactory.

12. COMBINED EVALUATION AND SELECTION

- Technical Quality Evaluation
- Presentation of Concept Presentation
- All those who get 70 marks in the Technical and Concept Presentation their Price Bids will be opened(same as per existing RFP); lowest finance bid will be selected

13. AWARD OF CONTRACT AND PERFORMANCE SECURITY

13.1 Award of Contract

1. The Client shall communicate the outcome to the successful Bidder by email, confirmed by a Letter of Award. The Letter of Award shall state the Contract Price computed on the the quoted rates.
2. The successful Bidder shall convey its unconditional acceptance of the Letter of Award within [_7_] days of its issue.

13.2 Performance Security

1. The successful Bidder shall furnish a Performance Security equal to [_2_]% of the Contract Price, in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank, in the format at Annexure L, within [_7_] days of the issue of the Letter of Award and before execution of the Agreement.
2. The Performance Security shall remain valid until at least 60 days after the completion of all contractual obligations, including reinstatement of the Venues and submission of the final report.
3. The Performance Security shall be available to the Client for recovery of liquidated damages, penalties and any other amount due from the Agency, and shall be returned without interest after the completion of all obligations.

13.3 Failure to Comply

If the successful Bidder fails to accept the Letter of Award, furnish the Performance Security or execute the Agreement within the prescribed time, the Client may cancel the award, forfeit the EMD, and award the Contract to the Bidder ranked next, or re-tender, at its discretion.

PART D

CONTRACT TERMS AND PAYMENT

14. CONTRACT PRICE AND PAYMENT SCHEDULE

14.1 Contract Price

1. The Agency shall be paid on the item-wise rates quoted in the BoQ, applied to the quantities and days supplied, as jointly measured and certified under Clause 14.3. The rates shall remain firm for the duration of the Contract and shall not be subject to any escalation.
2. The quantities in the BoQ are estimates based on events of a similar nature and on the Event brief. They may increase or decrease, or be deleted, according to the approved layouts and on-ground requirements, and the Agency shall execute the varied
3. The rates shall be deemed to include design, fabrication, supply, transport to and within Kolkata, installation, operation and maintenance during the Event, technicians and operators, fuel and consumables, insurance, dismantling, removal and reinstatement of the Venues, and all overheads, management charges and profit.

14.2 Payment Schedule

The Agency shall raise invoices against the following milestones. Each payment shall be released on satisfactory completion of the milestone, as certified by the Client.

Stage	Milestone	% of Contract Price	Indicative timeline
1	On mobilization of the core team - Manpower deployment chart and their dates of deployment.	[20%]	T0 + 15 days
2	Approval of the Concept Plan and Venue master layouts	[20%]	T0 + 15 days
3	Venue development complete and handed over for rehearsals, as certified by the Client	[20%]	T – 3 days
4	Completion of the Event and reinstatement of the Venues without encumbrance, after physical verification by the committee constituted by the Client	[20%]	T + 15 days
5	Final payment, on approval of the final measured bill and the Event performance report certified by the MEA and Depts of Govt ofWB	[20%]	T + 30 days

T0 = date of the Letter of Award or Agreement, whichever is earlier; T = 7 January 2027. Payments at Stages 1 to 4 are on account and shall be adjusted against the final measured bill.

14.3 Measurement and Certification

1. A measurement committee constituted by the Client shall jointly 50 sure, with the authorized representative of the Agency, the actual quantity of each item supplied and the number of days for which it was deployed, Venue-wise, during the Event.
2. The Agency shall submit the jointly signed measurement sheets with its final invoice. No payment shall be made for any item not recorded in the measurement sheets.

3. Manpower shall be paid on the basis of attendance verified through the deployment roster approved by the Client and the daily attendance record.

14.4 Invoicing, Taxes and Recoveries

1. Invoices shall be GST-compliant and shall be submitted with the milestone certificate and supporting documents. Payment shall ordinarily be released within [_21_] days of receipt of a complete invoice.
2. Tax shall be deducted at source as required by law.
3. Any amount due from the Agency, including liquidated damages and penalties, may be recovered from any payment due to it, from the Performance Security, or by any other lawful means.

15. PENALTIES AND LIQUIDATED DAMAGES

Without prejudice to its other rights, the Client may levy the following penalties for deficiencies in performance:

S. No.	Deficiency	Penalty
1	Delay in any deliverable or milestone under Clause 17 beyond the approved date, for reasons attributable to the Agency	[2]% of the Contract Price per day of delay
2	Failure of any critical system (stage, AV, power, interpretation, internet, registration or access control) during a session attended by a VVIP	[_5_]% of the Contract Price per incident, in addition to the non-payment of the affected item
3	Failure to deploy, or shortfall in deployment of, manpower against the approved roster	Deduction of the rate for the manpower not deployed plus [2]% of that amount
4	Use of material, equipment or furniture of a quality or specification lower than approved	Replacement at the Agency's cost, and deduction of [_2_]% of the value of the affected item
5	Breach of the confidentiality of protocol categories, guest data or security arrangements	[2]% of the Contract Price, and such further action as the Client may take
6	Failure to dismantle and reinstate a Venue within the time allowed	[_2_]% of the Contract Price per day of delay, and recovery of any charge levied by the Venue

The decision of the Client on the levy of penalties shall be final.

16. GENERAL CONDITIONS OF CONTRACT

16.1 Variation

The Client may, at any time, by written instruction, vary the form, quality or quantity of any item, add or omit any item, or omit any functional area or Venue. Variations shall be valued

in accordance with Clause 14.1. No variation shall be made by the Agency without the written approval of the Client.

16.2 Approvals

All designs, layouts, samples, materials, content and plans shall be submitted for approval of the Client before execution. Approval by the Client shall not relieve the Agency of its responsibility for the adequacy, safety and quality of the works.

16.3 Sub-contracting

The Agency may engage suppliers and vendors for specialised items, with the prior written approval of the Client. The Agency shall remain solely responsible to the Client for the performance of all sub-contracted work, and for payments to its sub-contractors and vendors. The Agency shall not assign the Contract in whole.

16.4 Key Personnel

The Agency shall deploy the key personnel proposed in its Bid. No key personnel shall be replaced without the prior approval of the Client, and any replacement shall be of equal or better qualification and experience. Bidder to have local language (Bengali) proficient personnel in their creative and content tea.

16.5 Security Clearance and Conduct of Personnel

1. All personnel of the Agency and its vendors shall be subject to police verification and security clearance by the Competent Agencies and shall carry valid accreditation at all times. Persons denied clearance shall not be deployed.
2. Personnel shall be briefed on guest handling and discretion. Protocol categories shall never be discussed with guests or posted publicly.
3. The Agency shall comply with all instructions of the Competent Agencies on access, movement, timing, frisking of material and sanitisation of the Venues.

16.6 Statutory Compliance and Labour Laws

The Agency shall comply with all applicable laws, including the labour codes, minimum wages, EPF and ESI, and the Contract Labour laws, in respect of all personnel deployed. The Agency shall indemnify the Client against any claim arising from its non-compliance.

16.7 Safety and Structural Stability

The Agency shall be responsible for the structural stability and safety of all temporary structures, stages, truss, hangars and installations, and shall obtain a certificate of structural stability from a qualified structural engineer or an institution approved by the Client before handover for use. All materials shall be fire-retardant where required and shall conform to the relevant Indian Standards.

16.8 Insurance

The Agency shall, at its cost, obtain comprehensive event insurance, including public liability, third-party liability, workmen’s compensation and all-risk cover for equipment and exhibits in its custody, for the full period from mobilisation to reinstatement, and shall furnish copies of the policies to the Client.

16.9 Indemnity

The Agency shall indemnify and keep indemnified the Client, the Venues and their officers against all claims, losses, damages, costs and expenses arising from any act, omission, negligence or default of the Agency, its personnel, sub-contractors or vendors, including any injury, death or damage to property.

16.10 Confidentiality and Data Protection

The Agency shall treat as confidential all information, records, reports, data, drawings, guest lists, movement plans and security arrangements received in connection with the Event, and shall not disclose them to any third party without the written consent of the Client. Personal data of delegates and guests shall be processed only for the purposes of the Event, in compliance with the Digital Personal Data Protection Act, 2023, and shall be returned or destroyed as directed by the Client on completion.

16.11 Intellectual Property

All concepts, designs, drawings, content, audio-visual productions, photographs, software developed for the Event and data generated under the Contract shall be the property of the Client. Licences for software and content shall be procured in the name of, or transferred to, the Client where required.

16.12 Procurement Restrictions

The make and model of desktop computers, laptops and printers supplied shall not be of a Chinese brand and shall not be made in China. The Agency shall comply with all orders of the Government of India on procurement from countries sharing a land border with India.

16.13 Sustainability

The Agency shall prefer low-waste, reusable and eco-friendly materials, minimise single-use plastic, and follow the waste segregation and disposal plan approved by the Client.

16.14 Force Majeure

Neither party shall be liable for any failure or delay in performance caused by events beyond its reasonable control, including acts of God, epidemic, war, civil disturbance or orders of Government, provided that the affected party notifies the other within 48 hours. If the Event is postponed or cancelled by the Client for any reason, the Agency shall be paid for the work actually done and for committed costs verified by the Client, and no claim for loss of profit shall be entertained.

16.15 Termination

1. The Client may terminate the Contract by written notice if the Agency fails to perform any of its obligations and does not remedy the failure within the period specified in the notice, becomes insolvent, or is found to have engaged in any practice described in Clause 7.
2. On termination for default, the Client may forfeit the Performance Security and complete the work through another agency at the risk and cost of the Agency.
3. On termination, the Agency shall hand over all records, data, designs and material forthwith.

16.16 Dispute Resolution, Governing Law and Jurisdiction

1. Any dispute shall first be resolved by mutual discussion. Disputes not resolved within 30 days shall be referred to a sole arbitrator appointed by the Client, in accordance with the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be [Kolkata].
2. The Contract shall be governed by the laws of India. Subject to arbitration, the courts at [Kolkata] shall have exclusive jurisdiction.

PART E

TERMS OF REFERENCE (SCOPE OF WORK)

17. PROJECT DURATION, TIMELINES AND DELIVERABLES

17.1 Duration of the Engagement

The engagement shall commence on T0 and continue until the reinstatement and handover of all Venues and the approval of the Event performance report. Indicatively:

- Planning and design: from T0 until the approval of the Detailed Event Execution Plan.
- Build-up: Venues are expected to be available [_5_] days before T, subject to the access windows agreed with each Venue. The media centre(s) shall be operational ahead of the Event Days for testing.
- Rehearsals: technical and protocol rehearsals at each Venue on the dates notified by the Client and the Competent Agencies.
- Event Days: 7 to 9 January 2027.
- Dismantling and reinstatement: within [5 (five)] days after the last event at each Venue, with handover to the Venue management.

17.2 Deliverables and Timelines

S. No.	Deliverable	Timeline
1	Concept Plan: at least two thematic concepts with 3D walkthroughs, one design language across all Venues, branding and signage concept, entry treatment, wayfinding and photo-op locations	T0 + 7 days
2	Venue-wise master layouts and a consolidated venue and transport map; scaled layouts for every space, including back-of-house, parking and emergency egress	T0 + 7 days
3	Detailed Event Execution Plan, with the responsibility matrix, risk register, register of approvals and third-party / Venue dependencies, and a detailed schedule in project management software	T0 + 10 days
4	Space plans: inaugural hall seating and stage plan; plenary hall plans; lounge, office and holding-room schedule; VVIP movement plan; F&B layout and throughput; cultural stage plan; media centre and exhibition zoning plans	T0 + 10 days
5	Technical and operations plans for each Venue: production, power, internet, interpretation, broadcast, access control, safety, parking and housekeeping	T0 + 14 days
6	Signage and branding plan, photo-op locations, and registration and badge plan	T0 + 14 days
7	Shop drawings and structural designs of all temporary structures, for approval and certification	T0 + 14 days
8	Staffing and shift matrix; show schedule; build, rehearsal and strike schedule	T – 21 days

S. No.	Deliverable	Timeline
9	Daily and weekly progress reports	Throughout
10	Structural stability certificates and statutory clearances for all installations	Before handover for rehearsals
11	Event performance report, photo and video archive, as-built drawings and final measured bill	T + 14 days

18. DETAILED SCOPE OF WORK

The Event is a three-day Convention cum Exhibition comprising the inaugural session, plenary and breakout sessions, lunches and dinners, cultural programmes, exhibitions and media operations across the Venues. Bidders are advised to visit the Venues and present a plan for layout, theme, branding and execution in the technical presentation, covering all aspects of the scope set out in this Clause.

The scope of services of the Agency shall broadly include:

(a) Overall event management, including thematic development of the Venues and infrastructure set-up for the entire Event, including the exhibitions;

(b) Access control, parking management, power, IT infrastructure and event technology for the entire Event;

(c) Security arrangements at the Venues in coordination with the State and Central agencies; and

(d) Other requirements as deemed necessary by the Client, such as kiosks, forex counters, help desks, business centre, medical facilities, office set-up, travel and hospitality support.

The Agency shall be paid on the rates quoted in the BoQ, in accordance with Clause 14. The requirements set out in this Clause are the minimum and are subject to the finalisation of the overall concept, the approved layouts and the directions of the Client and the Competent Agencies. All IT equipment supplied shall comply with Clause 16.12.

18.1 Conceptualisation and Planning

The Client, in coordination with the stakeholders, has identified the Venues for the Event. The Agency shall be responsible for detailed planning for the optimum use of the Venues and for overall event management, including but not limited to:

18.1.1 Master planning of all Venues, including halls, hangars, exhibition areas, back-of-house, parking locations and emergency egress, after detailed surveys with the Client and the Venue managements. Layouts shall show seating, stages, technical positions, circulation, accessible routes, service access and security zoning, and shall be revised as directed by the Client and the Competent Agencies.

18.1.2 Planning separate circulation for VVIPs, delegates, media, exhibitors, artists and service teams, and the inter-venue drop-off, shuttle and parking plan.

18.1.3 Development and submission for approval of a Concept Plan, including but not limited to:

(a) Concept design with 3D walkthroughs – the Agency shall present at least two (2) thematic concepts for the Event, in line with the theme notified by the Client, and refine the approved concept into one design language across all Venues (entry treatment, façades, backdrops, branding and signage, wayfinding and photo-op locations);

(b) Content research and collation – the Agency shall develop the content necessary for branding and publicity of the Event, after due research;

(c) Content creation for the inaugural, plenary and other sessions, including session scripts, cue sheets and presentations for the Client; and

(d) Any other element as required by the Client.

18.1.4 Development and submission for approval of a Detailed Event Execution Plan, clearly depicting the schedule of activities and responsibilities, in project management software. Periodic progress reports shall be reviewed against the approved schedule and the Plan updated at every review. The Plan shall include, but not be limited to:

(a) Security arrangement plan, including fire and emergency exit plan and security surveillance plan;

(b) Resource and manpower deployment plan;

(c) Power utilisation plan;

(d) Parking and traffic management plan;

(e) Access management plan;

(f) Sanitisation, waste management and overall cleanliness plan;

(g) Master schedule from build and rehearsals through the Event Days to dismantling, with the access windows, build-up, rehearsal and handover dates agreed with each Venue; and

(h) Any other plan as required by the Client.

18.1.5 Maintaining the risk register, responsibility matrix, register of approvals and register of third-party and Venue dependencies, and reviewing them at periodic meetings with the Client.

18.1.6 The Client intends to organise the Event so as to provide a memorable experience to the delegates and dignitaries, state-of-the-art facilities and a seamless flow of all events. The Agency shall work with minute detailing on every aspect of the Event in consultation with the stakeholders, and shall deploy experts for the micro-level planning of all events, with a dedicated project director as single point of contact and a venue manager for each Venue.

18.1.7 Association with a reputed engineering firm, an institution of national importance or any other agency specified by the Client for the design check and structural stability of all temporary installations.

18.1.8 Preparation of shop drawings “good for construction” from the approved concept, material specifications and site findings, with fabrication details, lighting design and mechanical, electrical and plumbing provisions; building on-site prototypes of key elements; and submission of samples of all materials, finishes, furniture and collaterals for approval. Execution shall proceed only on approved samples, and the drawings shall be revised to “as-built” on completion.

18.1.9 Obtaining all permissions, licences and NOCs required for the Event, including from fire services, the electrical inspectorate, police, traffic police, municipal authorities, pollution control (for DG sets), health and telecom authorities and the Venue managements, in consultation with the Client; maintaining a register of all permissions with their validity and conditions; and complying with every condition imposed.

18.1.10 Obtaining structural stability certification for all hangars, stages, truss, towers, risers and installations from a qualified structural engineer or an institution approved by the Client, before handover for rehearsals.

18.1.11 Submitting daily progress reports during build-up and the Event Days and weekly progress reports during planning, and preparing presentations, status notes and briefing material for the Client and the Competent Agencies as required.

18.2 Preparation of Halls, Hangars and Venues

The halls, hangars and spaces finalised for the different events shall be prepared to match the approved theme and the requirements specified hereunder. The requirements are indicative and subject to the finalisation of the overall concept and the specific requirements of the Client. All halls, hangars and rooms identified in the approved concept shall be developed as specified hereunder:

18.2.1 The Agency shall develop the necessary infrastructure and install special elements, including entry arch, façade, backdrops, interior treatment, masking and ambient lighting, in accordance with the approved concept and sub-theme; and shall build thematic entry gates at the Venues, including separate gates for delegates / VIPs and for the Hon'ble President and the Hon'ble Prime Minister, and service gates, as approved.

18.2.2 The Agency shall supply, erect, maintain and dismantle aluminium-frame German hangars, pagodas and other temporary structures, as per the approved layouts and the BoQ:

(a) German hangars with waterproof, fire-retardant roof and side covers, for the media centre(s), exhibitions, customised State exhibition and additional food area, with a raised wooden platform (minimum 100 mm) and new carpet, fabric ceiling lining, general lighting of minimum 300 lux, emergency lighting, glass entry doors, emergency exits with panic bars and illuminated EXIT signage, and air-conditioning where specified;

(b) Pagodas and canopies for registration, security screening, walkway entries and the cultural stage audience area, covered walkways along the principal delegate routes, and coir / carpet matting in open areas;

(c) All structures constructed in accordance with the National Building Code 2016 for temporary structures, designed for wind load as per IS 875 (Part 3), with anchoring / ballast suited to the site, fire extinguishers, earthing and lightning protection, and cabling from the nearest DG set / panel; and

(d) Interior AC ducts covered with Octanorm panels / branding, and all structural members masked as per the approved concept.

18.2.3 The Agency shall provide periphery masking and service passages around the inaugural hall, periphery walls for the plenary and breakout halls, and partition walls for the lounges and office areas, with lockable doors and branding as approved;

fabricated rooms for speaker rooms, green rooms, artists' holding areas, VIP dining, media control rooms, stores, medical rooms and prayer rooms, each with ceiling, carpet, lighting, air-conditioning, power points and furniture; air-conditioned waiting rooms with chairs and tables at the locations approved in the master layout; and back-of-house and service-route masking at all Venues. All walls, drapes and masking shall be of fire-retardant material, supported by test certificates.

18.2.4 The Agency shall supply and lay new fire-retardant carpet in the halls, lounges, hangars and aisles, replaced wherever soiled, and red carpet along the VVIP routes and arrival points, replaced before the inaugural day; and shall provide MS barricading for route segregation and the VVIP tour routes, golden bollards with rope, queue managers and queue lanes at entry, registration, security screening and dining points as per the approved crowd management plan, and ramps with handrails (gradient 1:12) for all accessible routes and level differences.

18.2.5 The Agency shall decorate the halls and premises as per the finalised concept and theme, including floral decoration, flower prop stands, thematic décor, thematic installations, 3D installations, photo-op locations along the delegate routes and a tiered group-photograph platform at the location approved in the master layout; and shall provide landscaping, potted plants, planters and floral décor in the open areas, maintained throughout the Event.

18.2.6 Installation of access control systems (wall-mounted / handheld devices) at specified locations, as detailed in Clause 18.10.

18.2.7 Preparation of customised stages and podiums in line with the finalised theme, finished with carpet, skirting and anti-skid edge marking and load-tested to a minimum of 500 kg/sqm; and camera and media risers, technical console risers with masking and customised speaker podiums with branding, gooseneck microphones and reading lights at every session space.

18.2.8 Installation of LED walls, LED screens, branding material (as per the approved publicity and branding plan), sound systems, microphones, wireless podium microphones, real-time interpretation systems, technical console risers, laptops / desktops for backstage operations and any other installation as finalised in the approved concept, with all video systems UPS-backed and tested through technical rehearsals.

18.2.9 Installation of supplementary air-conditioning in all halls, dining areas, hangars, exhibition areas, VIP lounges and media centre(s) to the approved heat-load calculation, maintaining 22 – 24 °C, with operators round the clock, ducting concealed within the masking and back-up units for critical spaces.

18.2.10 Proper drinking water arrangements across the Venues, including water dispensers with refills and glass / non-plastic bottles.

18.2.11 Proper sanitation arrangements:

(a) Separate toilets for delegates and VIPs (male and female);

(b) A right mix of existing toilet blocks and portable / luxury toilets to cater to the participants of each event, and special toilets for VVIPs, VIPs and specially-abled guests, with attendants;

(c) Swachh Bharat branding on all toilets and dustbins, as per the publicity and branding plan; and

(d) Proper cleaning and sanitisation of toilets throughout the Event.

18.2.12 Wi-Fi across the entire premises, as detailed in Clause 18.10.

18.2.13 Installation and maintenance of charging stations at the halls, lounges and designated locations approved in the master layout.

18.2.14 Sanitisation of the Venues, with hand sanitisers at designated points, uniformly across all events and Venues.

18.2.15 Estimation of the power requirement and load factors of the entire Event, and provision of sufficient soundproof, CPCB-compliant DG sets, with fuel, operators and back-up, to the approved load schedule; tested changeover for critical systems; UPS for AV, show control and IT; distribution boards, armoured cabling with cable covers, and earthing with lightning arresters; and certification of the electrical inspector where required. All electrical material shall be ISI-marked.

18.2.16 Development of the location map of each Venue and its installation at a minimum of five designated places per Venue, as approved in the master layout; and execution of branding and signage, periphery branding near entry and exit gates, façade branding, wayfinding and directional signage, flags (event flags and flags of participating countries), and digital standees and information displays across all Venues in one design language, using eco-friendly / biodegradable media wherever possible.

18.2.17 Provision of premium sofa seating, cushioned armchairs for senior delegates, banquet chairs with covers, executive tables and teapoys as per the approved concept, with covers changed daily, and press seating, audience chairs, dining tables and chairs, cocktail tables, buffet counters, console tables, media workstations and lounge seating as specified in the BoQ. All furniture shall be kept clean and in as-new condition, and damaged items replaced immediately.

18.2.18 In addition to the above, the Agency shall install materials and equipment specific to the requirements of each event.

18.3 Inaugural Session

18.3.1 Necessary infrastructure development and installations, including entry arch, façade, backdrops and decoration of the entire hall as per the finalised concept, for the inauguration of the Convention by the Hon'ble Prime Minister, with the Hon'ble President, the Hon'ble External Affairs Minister, Union Ministers, the Hon'ble Chief Minister and invited dignitaries (approx. 6,500 pax).

18.3.2 Preparation of the main stage and dais, in multiple levels as per protocol, with a special chair for the Hon'ble President, dignitary seating, backdrop wall, steps with railings on both sides and ramps, and ground-support truss for lighting, LED and backdrop rigging, with safety cables and load-tested chain hoists.

18.3.3 Preparation of a side stage to the left of the main stage for the performance of the PBD theme song by the artists of the Indian Council for Cultural Relations (ICCR) in the presence of the Hon'ble Prime Minister during the inaugural ceremony, with sightlines, artist movement and changeover worked out with the main stage, as per the following requirements of ICCR:

(a) A side stage for a minimum of 16 – 18 performers (a minimum of 8 singers – 4 male and 4 female – and 8 accompanying musicians), of a minimum size of 48 ft (length) × 30 ft (depth);

(b) A high-definition LED screen behind the side stage, commensurate with the size of the stage;

(c) Professional-quality sound and lighting, including plug-ins for instruments (guitar, keyboard and violin) and vocal microphones, with dedicated monitoring integrated with the main console;

(d) Positioning of the sound system and speakers in consultation with ICCR, to ensure good acoustics;

(e) Green rooms / holding rooms for the musicians for costume change and make-up, with tea / coffee, water and snacks;

18.3.4 Seating arrangement with the necessary furniture: approx. 500 front-row sofa seats and premium chairs for the rest of the hall, with zoning, seat numbering and queue management, and steel D-shaped protocol barricading in front of the main stage.

18.3.5 Arrangement of the diya-lighting ceremony for 10 – 15 dignitaries, with a safe operating plan covering the lamp, stand, fuel, fire-safety cover and attendant, and floral decoration on the stage and podiums with daily replacement, and VIP hand bouquets as required.

18.3.6 Installation of LED backdrops, side panels and delay screens, of the pixel pitch specified in the BoQ, with processors, media servers, switchers and back-up modules; video and show control, cue commanders, preview monitors, confidence monitors with timers and presidential teleprompters, with show callers and AV engineers.

18.3.7 Installation of a line-array sound system with delay speakers, digital consoles, podium, lapel and cordless microphones, stage monitors, media distribution boxes, recording feeds and balanced audio outputs for broadcast, interpretation and live streaming, and wireless intercom for show crews; and broadcast-quality stage and audience lighting on truss, including follow spots, with consoles, engineers and technicians.

18.3.8 Establishment of interpretation booths / facilities for the Hon'ble President and the Hon'ble Prime Minister as required by protocol.

18.3.9 Camera and media risers, technical console risers and broadcast positions, with all systems tested through technical and protocol rehearsals.

18.4 Protocol Zone, VVIP Lounges and Bilateral Meeting Rooms

18.4.1 Dressing and furnishing of the PM Lounge, President / VIP Lounge, EAM Lounge, Union Minister Lounge, PMO office and SPG office, and the holding rooms for the Hon'ble PM, a Union Minister and the Union Minister's guest, with premium furniture, décor, fresh flowers, LED TVs with live feed, VVIP toilets and pantry. The room count shall be as per protocol.

18.4.2 Establishment of office space, furniture and equipment for the President's Secretariat and the PMO, as required.

18.4.3 Development of bilateral meeting room(s), with the following minimum requirements:

(a) Speaker lounge in drawing-room format for a minimum of 20 persons;

(b) Designated space for camera and audio-visual equipment for photography and videography;

(c) Real-time interpretation for at least 20 participants, and national flags; and

(d) Any other requirement of the Client.

18.4.4 Preparation of the VVIP movement and holding plan for each Venue, worked out with the SPG, PMO and Government teams; protocol rehearsals; protocol desks and liaison officers; and arrangements during visits of dignitaries / VIPs, including the necessary hospitality services.

18.4.5 Controlled access and discreet VVIP movement between the arrival point, the protocol rooms and the stage.

18.5 Plenary and Breakout Sessions

18.5.1 Decoration of the halls as per the finalised concept, and periphery walls enclosing the plenary and breakout halls.

18.5.2 Preparation of customised speaker stages with head tables and podiums in line with the finalised sub-theme, for two plenary sessions (approx. 900 pax each) and the breakout sessions.

18.5.3 Seating arrangement with premium chairs and front-row sofas, with zoning and seat numbering, as per the approved layout.

18.5.4 Installation of access control devices, LED backdrops and side screens, branding material, sound systems, microphones, wireless podium microphones, real-time interpretation, stage and audience lighting, video and show control, technical console risers, camera risers and laptops / desktops for backstage operations, and any other installation necessary for seamless execution.

18.5.5 Speaker rooms and green rooms for each plenary hall.

18.5.6 Furnishing of the delegate lounge, networking lounge, Union Minister lounges, EAM lounge and office areas adjoining the plenary halls, with lounge seating, tea / coffee points, charging stations, office equipment and VVIP toilets.

18.6 Lunch and Dinner

18.6.1 Seating, buffet and silver-service arrangements, with the necessary furniture, at the finalised venues for all lunches and dinners, in line with the approved theme.

18.6.2 Delegate lunch for approx. 4,000 – 5,000 covers, with 600 – 700 served or seated at a time, including an additional food hangar, queueing, counters, seating and replenishment for a 15 – 20-minute turnaround (to be validated with the caterer), a VIP dining enclosure, hand-wash stations, plate return and waste stations, water points and back-of-house service routes.

18.6.3 Special arrangements for the lunch / dinner hosted for or by the Hon'ble Prime Minister: protocol seating, holding room, arrival and departure, thematic décor, head table / stage as required by protocol, AV and programme elements, and a restricted-gathering arrangement if required, in consultation with the Central agencies.

18.6.4 Dinner hosted by the Hon'ble External Affairs Minister on Day 2 of the Event, as a separate event, at a venue to be decided / finalised by the Client, with instrumental music by the artists of ICCR, as per the following requirements of ICCR:

(a) A suitable stage of 20 ft (length) × 12 ft (depth);

(b) Appropriate sound and lighting systems, with the positioning of speakers, microphones and monitors as advised by ICCR;

(c) Green rooms / holding rooms for the artists;

18.6.5 The State Dinner hosted by the Hon'ble Chief Minister of West Bengal shall be organised as the Cultural Gala Dinner and Cultural Evening, and the arrangements for it shall be as per Clause 18.7.1.

18.6.6 Coordination of security, access, catering operations and service routes at the dining venues with the venue managements and security teams.

18.6.7 Installation of access control devices, displays and branding at the dining areas, as per the approved plan, and proper drinking water arrangements.

18.6.8 Supply of food shall not be in the scope of the Agency and shall be by the caterer appointed by the Client, unless otherwise directed.

18.7 Cultural Gala Dinner, Cultural Evening and Cultural Programmes

18.7.1 Cultural Gala Dinner and Cultural Evening: the State Dinner hosted by the Hon'ble Chief Minister of West Bengal shall be organised as a premium Cultural Gala Dinner, with a Cultural Evening held as part of it, for invited delegates and dignitaries, at a venue to be decided / finalised by the Client. The Agency shall conceptualise and execute the same, including:

(a) Venue assessment and a detailed event plan after the location is finalised;

(b) Stage, backdrop / scenic treatment, LED, sound, lighting and complete show production;

(c) Cultural performances reflecting India's diversity, with suitable representation of Bengal;

(d) Coordination with the artists engaged by the Client, including technical riders, rehearsals, green rooms and backstage management;

(e) Premium dining set-up, table layouts, furniture, décor and ambient lighting;

(f) VVIP / VIP seating, protocol, arrival sequence and hospitality arrangements;

(g) Welcome zone, reception, directional signage and guest coordination;

(h) F&B service coordination, and temporary kitchen / service infrastructure where required;

(i) Security, fire safety, emergency planning, crowd movement and medical response;

(j) Photography, videography and event documentation;

(k) Power back-up, technical control and contingency planning; and

(l) Venue-specific permissions and temporary infrastructure as may be required.

18.7.2 Preparation of a customised outdoor stage for continuous cultural performances, in line with the finalised theme, with roof and weather cover, and a covered audience area with seating.

18.7.3 Installation of LED screens, sound systems (within the approved sound limits), microphones and stage lighting, and green rooms for the artists; the stage and audience area shall be kept clear of VVIP and media routes.

18.7.4 Engagement of artists and payment of artist fees for all cultural performances, including the Cultural Gala Dinner and Cultural Evening and the outdoor cultural

stage, shall be the responsibility of the Client and shall not be in the scope of the Agency. The Agency shall provide the stage, technical, logistical and backstage support for these performances.

18.7.5 A drone light show may be staged if approved by the Client and the Competent Agencies, subject to all permissions under the Drone Rules, 2021.

18.8 Infrastructure Set-up for Exhibitions

The Agency shall set up the exhibitions at the locations finalised in the master layout. The requirements specified herein are the minimum and are subject to the finalised proposal of the Agency. The Agency shall also be responsible for the following:

18.8.1 Provision of the dedicated exhibition areas and hangars, with fit-out, display systems, museum-grade lighting and graphics as per the approved designs, visitor circulation, fire provisions, service access, VVIP movement and round-the-clock security of exhibits.

18.8.2 ICCR exhibition: the Agency shall set up the exhibition of the Indian Council for Cultural Relations (ICCR) in coordination with ICCR, as per the following requirements:

(a) Area of a minimum of 3,000 sq ft if ICCR merges two exhibitions into one, namely (i) “From Shunya to Ananta: The Indian Civilization’s Contribution to Mathematics” and (ii) the exhibition on Ayurveda, “Niramayata: Healing and Wellbeing in South Asian Texts and Practices”. If only the Mathematics exhibition is showcased, an area of approx. 2,000 sq ft shall be provided;

(b) Designing of the exhibition area / fabricated area in 2D / 3D for the proper display of exhibits, for the approval of ICCR;

(c) Fabricated walls on which physical displays can be mounted, and fabrication of the exterior wall;

(d) Suitable wooden flooring;

(e) Glass display cases to showcase original manuscripts, approx. 2.5 ft × 4 ft, 12 – 18 units, with locking facility;

(f) Digital display kiosks – 8 units;

(g) High-resolution LED walls of 24 ft × 12 ft – 4 units;

(h) Branding and publicity of the exhibition at the venue;

(i) Printing of the exhibition catalogue (1,000 nos.) and flyers (10,000 nos.);

18.8.3 Customised State exhibition: the Agency shall conceptualise, design and set up a customised thematic State exhibition in a dedicated hangar, with the content, curation and finalisation as per the Client, including:

(a) Concept and storyline development, thematic zoning and the visitor journey, based on the theme and content approved by the Client;

(b) 2D / 3D designs, walkthroughs and shop drawings, for the approval of the Client;

(c) Fabrication of the exhibition structure, walls, display systems, plinths, showcases (lockable where required), graphics and signage, with suitable flooring and museum-grade lighting;

(d) Immersive and interactive technology installations, such as augmented reality (AR), virtual reality (VR), 360° VR, holograms, projection mapping, interactive touch screens and LED walls, and other technological innovations as approved by the Client;

(e) Production of the AV and digital content for the exhibits, under Clause 18.12;

(f) Climate control, power and UPS back-up, and round-the-clock security of exhibits;

(g) Visitor circulation, accessibility, fire provisions, service access and VVIP movement;

(h) Trained guides / explainers and technicians for the operation and upkeep of all installations during the Event; and

(i) The final content, curation and layout of the exhibition shall be as finalised by the Client.

18.8.4 Girmitiya exhibition: the Agency shall design, fabricate, install, operate and maintain an immersive, technology-integrated exhibition of approx. 3,000 sq ft that solemnly and accurately chronicles the journey and enduring legacy of the Girmitiyas, the Indian indentured labourers, including:

(a) Research, concept, storyline and visitor journey, with archival authenticity in all content, drawing on authenticated archival records, photographs and oral histories, so that the emotional gravity of this history is preserved;

(b) 2D / 3D designs, walkthroughs and shop drawings, for the approval of the Client;

(c) Multi-channel volumetric projections recreating the cramped and harrowing conditions below deck on the ships that carried the Girmitiyas;

(d) Interactive holographic “memory stations” using archival oral histories and authenticated photographs to give voice to individual stories;

(e) Spatially mapped soundscapes blending traditional folk rhythms with the ambient sounds of the plantation fields across the global diaspora;

(f) Fabrication of the exhibition structure, walls, display systems, showcases, graphics and signage, with suitable flooring, museum-grade lighting, climate control and round-the-clock security;

(g) Submission of the script and all media for the formal approval of the designated cultural authority at least 30 (thirty) days before the opening;

(h) Enterprise-grade hardware, with on-site technical support for seamless daily operation, and trained guides / explainers during the Event; and

(i) Transfer of all custom software, 3D assets and research materials as the exclusive intellectual property of the commissioning body on completion.

18.8.5 Shell-scheme stalls (3 m × 3 m, octanorm) with tables, chairs, spotlights, power points, fascia names and dustbins, and bespoke pavilions, with zoning and stall allocation as per the list approved by the Client.

18.8.6 Ambience creation for the exhibitions based on the approved sub-theme, including exhibition façade, day and night lighting, sub-theme lighting, general lighting, murals, potted plants, soft and hard landscaping, floral decoration and flags.

18.8.7 Arrangements for entry gates, screening, visitor flow and pathways within the exhibition areas.

18.8.8 Provision and management of toilet blocks, first-aid counters, security cabins, information booths, registration counters, help desk and announcement centres, with water and drainage.

18.8.9 Provision of fire mitigation, insecticide treatment and disinfection of the entire exhibition and parking areas, and regular upkeep of the exhibition areas, including cleaning through the necessary personnel, machines and consumables.

18.8.10 Arrangements during visits of dignitaries / VIPs, including the necessary hospitality services.

18.8.11 Coordination with the exhibitors identified by the Client for the allocation of stalls; preparation of the exhibitor manual; management of move-in, move-out, loading and storage; operation of an exhibitor help desk; and planning of the VVIP tour route.

18.8.12 Provision of power to exhibitors, with a minimum load per sqm as fixed by the Client, and sanitation and drinking water arrangements for exhibitors.

18.8.13 Technology in the exhibitions: immersive, interactive zones within the exhibition areas showcasing India's heritage, the diaspora journey and India's development story, using AI, virtual reality, augmented reality, holograms, 360° VR, projection mapping and LED displays, with content as approved by the Client and produced under Clause 18.12.

18.8.14 Digital public infrastructure showcase: if directed by the Client, interactive demonstration zones within the exhibitions for India's digital public infrastructure and innovations (such as Aadhaar, UPI, DigiLocker, e-Sanjeevani and BHASHINI), in coordination with the ministries and agencies concerned.

18.8.15 Dismantling of the temporary structures and handing over of the site, after necessary repairs of any damage caused, within the time allowed under Clause 17.1.

18.9 Media Infrastructure Set-up

The Agency shall develop special rooms and areas for the media, with the specific requirements detailed hereunder:

18.9.1 Press conference / interview room, equipped with the following minimum requirements:

(a) Speaker lounge in drawing-room format for a minimum of 20 persons;

(b) Designated space for camera and audio-visual equipment for press conferences;

(c) Real-time interpretation and sound-proof interview booths; and

(d) Any other requirement of the Client.

18.9.2 Media centre(s) for domestic and international media, with the following minimum requirements:

(a) An information desk operating throughout the Event;

(b) General work areas for registered journalists, camerapersons, photographers and technicians, with workstations, computers and high-speed internet;

(c) Networked colour and B/W printers, heavy-duty photocopiers and telephone lines;

(d) Interview points and live-shoot areas, interpretation support; and

(e) Operational at least two days before the Event Days for testing.

18.9.3 Media briefing room (approx. 150 pax) with press seating, head table, AV, press-conference lighting, camera positions and a holding / interview area.

18.9.4 Media management, including the necessary resources:

(a) Camera positions and risers, and parking space for OB / DSNG vans, with covered shade and 8 – 10 chairs per van position for staff;

(b) Dedicated DG sets for OB / DSNG vans, at least two days before the Event Days, telephone and data lines, and a leased line from the OB area to the control room;

(c) The facilities as required by the broadcast partner / vendor, including audio and video feeds, balanced audio outputs, a commentator cabin and broadcast feeds for foreign media; and

(d) Support for media accreditation, and an access control system that allows seamless operations for media personnel.

18.10 Access Control, Parking Management, IT Infrastructure and Event Technology

18.10.1 The Agency shall implement a robust access control system for the entire Event, in consultation with the Client, including but not limited to:

(a) Category-based access to designated areas for guests;

(b) Colour-coded access cards / badges and passes for delegates and officials, and media accreditation badges;

(c) Wall-mounted and handheld QR / RFID scanners, flap barriers and RF readers at the main gates; and

(d) Car parking labels and vehicle passes.

18.10.2 The Agency shall collect all registration and participant data through the PBD Kolkata website, together with any other data shared by the Client. the Agency shall provide the verification workflow and dashboards for this purpose, and shall use only the verified data for the access control system, digital invitations and other relevant tasks. The Agency shall maintain the confidentiality of all data; any breach shall attract legal consequences. A manual fallback shall be provided for every access point.

18.10.3 Digital invitations and participant communication: the Agency shall manage digital invitations and communication with all participants through email and WhatsApp, including category-wise communication (such as age-wise, state-wise and profession-wise groups) and invitations for lunches, dinners and the various sessions. The participant data shall be drawn from the registrations collected through the PBD Kolkata website by the client under Clause 18.10.2, as verified by the Client / MEA. The scope includes:

(a) Creation and designing of digital invitations / creatives;

(b) Email and WhatsApp communication;

(c) WhatsApp API / integration;

(d) Category-wise / group-wise dissemination;

(e) Scheduling and management of digital invitations; and

(f) Handling of all participant data in compliance with Clause 16.10 and the Digital Personal Data Protection Act, 2023.

18.10.4 The Agency shall establish kiosks, registration counters and help desks at the locations specified by the Client.

18.10.5 The Agency shall implement a robust parking management system for the movement of vehicles, and coordinate with the Kolkata Traffic Police for the traffic and parking management plan, including drop-off points, parking marshals, the inter-venue shuttle service and golf carts for VVIP and accessible movement.

18.10.6 The Agency shall install all the necessary IT infrastructure, including desktops, laptops, printers, photocopiers and other office equipment, with a network operations team throughout the Event.

18.10.7 Internet connectivity of at least 100 Mbps from a minimum of two independent service providers shall be made available at the principal Venues, with dedicated lines for the media centre(s), business centre, control rooms and registration, and enterprise-grade Wi-Fi across the Venues, tested on site.

18.10.8 The Agency shall provide interpretation booths of international standard, infrared transmission systems, receivers with headsets, interpreters and engineers, sized to the final languages and numbers, with a minimum of Hindi and English; receivers shall be distributed, collected, sanitised and recharged daily.

18.10.9 All software shall be licensed and hosted on secure servers in India, with data protection and cyber-security measures as per Government of India guidelines; all data, content and source code shall be handed over to the Client on completion.

18.11 Security Arrangements in Coordination with State and Central Agencies

The Agency shall make the necessary security arrangements for the entire premises in close coordination with the State and Central agencies, including but not limited to:

18.11.1 Preparation of Venue-wise security, crowd, traffic, fire, evacuation and medical plans with, and subject to the direction of, the Competent Agencies, and coordination with all security agencies deputed by the State Government and the Government of India.

18.11.2 Deployment of an adequate number of trained security guards and supervisors, and adequate equipment, as approved in the Detailed Event Execution Plan, including X-ray baggage scanners, DFMD, HHMD and frisking booths, and round-the-clock security of the Venues and exhibits.

18.11.3 CCTV surveillance of the entire Event, with feeds accessible from the police / administration control room and recording with back-up for future reference; AI-enabled video analytics for crowd density, queue lengths, unattended objects and perimeter intrusion, with live heat maps and footfall counts; and automatic number plate recognition at parking gates. Facial recognition shall be deployed only where directed by the Competent Agencies, in compliance with the Digital Personal Data Protection Act, 2023.

18.11.4 Aerial drones for surveillance and aerial filming, and support for the Competent Agencies' anti-drone arrangements, strictly subject to all permissions under the Drone Rules, 2021.

18.11.5 Safety measures, including fire-fighting arrangements, fire marshals, fire extinguishers, fire tenders, emergency exit systems and signage.

18.11.6 An integrated command and control room at the main venue and a satellite control room, with LED screens / CCTV video walls, communication systems, office equipment and uninterrupted internet, operational from build-up to dismantling, and maintenance of the incident and grievance log.

18.11.7 Liaison with the authorities for all clearances, and coordination with Government departments such as police, fire and emergency services, telephones and local authorities for the necessary permissions / NOCs.

18.12 Print Graphics, Branding, Content and Audio-Video Production

18.12.1 Development of scripts, storyboards and content for AV presentations, films and exhibits, based on the content approved by the Client. The storyboard shall detail the treatment of each video through the necessary visuals. All content should be checked and well vetted by the agency including content in local language

18.12.2 Production of AV content for sessions and exhibits across media such as LED walls, projection (2D, curved surface and projection mapping), immersive rooms, holographic displays, augmented and virtual reality and 3D films, as approved, utysing techniques such as composition, visual effects, 2D / 3D animation, holographic video and AR / VR content, and enhancement of the resolution of archival video where required. The AV shall be of international quality.

18.12.3 Engagement of two voice-over artists (one for Hindi and one for English) and recording of voice-overs as directed; the AV shall be produced in Hindi and English.

18.12.4 Design of print files for all static graphics to be installed in the exhibitions and at the Venues.

18.12.5 Fit-outs:

(a) Prototyping and approval of sampling material – the Agency shall create on-site prototypes of specific exhibits, and the Client shall scrutinise the sampling material for quality and approve its specifications;

(b) Shop drawings, including all specifications – detailed shop drawings "good for construction", with fabrication specifications, mechanical / electrical / plumbing provisions and lighting design, engineered for seamless integration of all hardware and technology, and approved by the Client; and

(c) Execution of all fit-out items, and printing and installation of all graphics as per the approved material.

18.12.6 System integration and software:

(a) Supply, installation, testing and commissioning of all technology items and special exhibits, with all peripheral devices, support hardware and electrical wiring; all hardware shall be new, conform to the latest Indian Standards and arrive in original packing, and defective items shall be replaced at the Agency's cost;

(b) A Functional Requirement Document (FRD) for all exhibits with technology installations;

(c) Only licensed software shall be used; all licences and software developed shall be the property of the Client and handed over on completion, with the source code; and

(d) Installation, testing and commissioning of the electrical and network infrastructure as per the approved drawings, with certification from the electrical inspector, and earthing and cabling as per venue norms.

18.12.7 Launch of the exhibitions, revision of the working drawings to reflect the work executed, and submission of a completion report detailing all activities carried out. All content shall be submitted in editable source formats and shall be the property of the Client.

18.12.8 City branding: the Agency shall plan, design, fabricate, install, maintain and remove the city branding for the Event in Kolkata, as per the city branding plan approved by the Client, in coordination with the Kolkata Municipal Corporation, the Kolkata Police / Traffic Police and the other authorities concerned, including:

(a) A city branding plan identifying the routes and locations, including the airport–city corridor, the routes to the Venues and the designated hotels, key junctions, flyovers and landmarks, for the approval of the Client;

(b) Hoardings, unipoles, welcome gantries / arches, pole banners and lamp-post buntings, median, flyover and foot-over-bridge branding, building wraps, and digital displays / LED screens at prominent locations, as approved;

(c) Branding at the designated hotels, metro and railway stations and other public places, as directed by the Client;

(d) Obtaining the permissions for the branding sites, in coordination with the Client and the authorities concerned;

(e) Weather-resistant and eco-friendly media, structural safety of all installations, and regular inspection, maintenance and replacement of damaged branding throughout the display period; and

(f) Removal of all city branding and restoration of the sites after the Event, within the time allowed by the Client.

18.12.9 Airport branding: the Agency shall plan, design, fabricate, install, maintain and remove the Event branding at Netaji Subhas Chandra Bose International Airport, Kolkata, in coordination with the Client and the Airports Authority of India / airport operator, including:

(a) Welcome branding at the arrival areas of the international and domestic terminals, including backlit panels, standees, digital screens, welcome arches and photo-op points, and baggage-belt and trolley branding, as permitted by the airport operator;

(b) Branding of the hospitality lounge / welcome desk under Clause 18.13.6, and directional signage to the delegate transport bays;

(c) Obtaining the branding sites and permissions from the airport operator, in coordination with the Client; and

(d) Installation within the windows permitted by the airport operator, maintenance throughout the display period, and removal after the Event.

18.13 Other Miscellaneous Requirements

Other requirements as deemed necessary by the Client, such as kiosks, forex counters, printing and stationery, including:

18.13.1 Establishment of kiosks, forex counters, registration counters and help desks at the locations specified by the Client and as per the approved concept.

18.13.2 A help desk cum enquiry centre for handling email, physical and postal enquiries, and a dedicated 24 x 7 call centre for Event-related queries.

18.13.3 A business centre for delegates, with computers, printers and internet.

18.13.4 Accessible facilities, wheelchairs, waiting areas, cloak rooms, lost-and-found counters, and a prayer / quiet space if approved.

18.13.5 Travel arrangements, including bookings, for approx. 200 dignitaries as and when required by the Client; the cost of such bookings shall be reimbursed at actuals against supporting invoices.

18.13.6 Adequate staff, a hospitality lounge / welcome desk and signage with baggage handling at Kolkata airport, special VIP / VVIP rooms as required, hospitality desks at the designated hotels if directed, and coordination of the arrival and departure of delegates with the Client's transport arrangements.

18.13.7 Preparation and printing of the handbook of administrative arrangements, brochures, delegate information booklets, conference programme booklets, coffee table book, invitation cards, conference note pads, telephone directories, parking labels, mini booklets, delegate bags / folders, delegate and media kits, name plates, place cards and protocol stationery, as approved in the Event Execution Plan. All collaterals shall be eco-friendly.

18.13.8 Photography and videography coverage of all sessions and events, multi-camera live streaming and highlight films.

18.13.9 Housekeeping staff, machines and consumables across all Venues for build-up, the Event Days and dismantling; waste segregation, collection and disposal through authorised recyclers; and pest control at all Venues.

18.13.10 The Agency shall plan and execute the Event as a "Zero Waste Event". No single-use plastic shall be used at the Venues, including plastic water bottles and material packed in plastic, and all collaterals and elements shall be eco-friendly.

18.13.11 Deployment of the key personnel and event manpower set out in Clause 19, with a Venue-wise staffing and shift plan across all teams, including relief staff, uniforms, briefings and radios. Ushers shall be briefed on guest handling and discretion; protocol categories shall never be discussed with guests or posted publicly.

18.13.12 Overall event insurance, as per Clause 16.8.

18.13.13 Preparation of presentations for submission to the Client.

18.13.14 Dismantling and reinstatement of the Venues within the time allowed under Clause 17.1, after necessary repairs of any damage caused, and submission of the Event performance report and completion report, with the photo and video archive, as-built drawings and all data handed over to the Client.

18.13.15 Any other job that the Client may prescribe based on an immediate need, as and when required, to be paid under Clause 14.1.

19. MANPOWER DEPLOYMENT

19.1 Key Personnel

The Agency shall deploy the following key personnel, full-time for the durations shown. Their CVs shall be submitted with the Technical Bid.

S. No.	Position	Minimum experience	Deployment
1	Project Director (single point of contact)	15 years	T0 to closure
2	Venue Managers – one for each Venue	10 years	T0 to closure
3	Protocol Manager	10 years	T0 to closure
4	Head of Production / Technical Director (AV and broadcast)	10 years	T0 to closure
5	Structures and Fabrication Manager	10 years	Build-up to reinstatement
6	Registration and IT Manager	8 years	T0 to closure
7	Media Operations Manager	8 years	T0 to closure
8	Safety and Security In-charge	10 years	Build-up to reinstatement
9	F&B and Hospitality Coordinator	8 years	Build-up to Event Days
10	Transport and Parking Manager	8 years	Build-up to Event Days

19.2 Event Manpower

The indicative minimum manpower to be deployed daily during the Event is set out below and in the BoQ. It is subject to change as per the requirements of the Event or as deemed necessary by the Client. The Agency shall provide relief staff, uniforms, briefings and radios for all teams.

S. No.	Type of personnel	Nos. daily	UoM
1	Professional ushers (Bengali and English speaking)	150	Nos
2	Guest coordinators / liaison officers	100	Nos
3	Event coordinators	100	Nos
4	Event management team	60	Nos
5	Help desk and information executives (bilingual)	40	Nos

S. No.	Type of personnel	Nos. daily	UoM
6	Registration and data entry operators	30	Nos
7	Parking and traffic marshals	60	Nos
8	Security personnel (excluding supervisors)	300	Nos
9	Fire marshals	60	Nos
10	Housekeeping personnel with material	250	Nos
11	Toilet attendants	80	Nos
12	Interpreters	As per final languages	Nos

20. MONITORING, SUPERVISION AND GENERAL NOTES

1. The Client shall constitute a committee to monitor the progress of work, approve designs and samples, and certify milestones. The Agency shall attend all review meetings and comply with the decisions of the committee.
2. The Agency shall install the materials and equipment in accordance with the approved samples, and replace promptly any item found deficient.
3. All capacities in this RFP are targets. The final layouts shall be approved by the Client and the Competent Agencies before execution.
4. The Agency shall keep the Venues clean and safe at all times, and hand over each Venue in its original condition, after necessary repairs of any damage caused by the Agency.
5. The Agency shall make provision for the reuse of infrastructure between spaces or for another event of similar stature, with minor modifications, where directed by the Client.
6. All material and equipment shall be new or in as-new condition, of reputed make, and shall conform to the relevant Indian Standards. All electrical material shall be ISI-marked.
7. The decision of the Client on the interpretation of the Scope of Work shall be final.

PART F

ANNEXURES

LIST OF ANNEXURES

Annexure	Description	Submitted with
A	Format of Pre-Bid Queries	Before the pre-bid meeting
B	Tender Submission Letter (Covering Letter)	Technical Bid
C	Details of the Bidder	Technical Bid
D	Power of Attorney	Technical Bid
E	Format for Project Data Sheet	Technical Bid
F	Affidavit — Non-Blacklisting	Technical Bid
G	Format for Financial Capacity (CA Certificate)	Technical Bid
H	Statement of Offices and Manpower	Technical Bid
I	Financial Proposal Submission Form	Financial Bid
J	Self-Certification of Infrastructural Inventory	Technical Bid
K	Undertaking, on the Bidder's letterhead, to set up the Kolkata office within the stipulated period.	Technical Bid
L	Form of Bank Guarantee for Performance Security	On award

The Bill of Quantities (BoQ) is issued separately with this RFP in MS Excel format and shall be priced and uploaded with the Financial Bid.

Annexure A

Format of Pre-Bid Queries

(To be submitted in MS Excel / Word format by email)

Name of the Bidder: _____ Contact person: _____
Email: _____

S. No.	RFP Clause No.	RFP Page No.	Content of the RFP requiring clarification	Clarification sought
1				
2				
3				

Annexure B

Tender Submission Letter (Covering Letter)

(On the letterhead of the Bidder)

Place: _____ Date: _____

To,
Managing Director
WBIDC

Subject: Request for Proposal for Selection of an Event Management Agency for the [19th] Pravasi Bharatiya Divas Convention 2027, Kolkata — RFP No. [RFP Reference Number] dated [DD.MM.YYYY]

Dear Sir / Madam,

1. With reference to the above RFP, we, having examined the RFP and all corrigenda and understood their contents, hereby submit our Bid for the captioned assignment. The Bid is unconditional and unqualified.
2. We have submitted our Technical Bid and our Financial Bid in separate envelopes on the portal. All information provided in the Bid and in the Annexures is true and correct, and we accept that any misrepresentation may lead to our disqualification or to termination of the Contract.
3. This statement is made for the purpose of qualifying as a Bidder for the captioned assignment. We shall make available to the Client any additional information it may require to supplement or authenticate the Bid.
4. We acknowledge the right of the Client to reject our Bid without assigning any reason and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last three years we have neither failed to perform on any contract, as evidenced by the imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract, nor had any contract terminated for breach on our part.
6. We certify that we have not been blacklisted or debarred by the Client, any State Government, the Government of India or any of their agencies or public sector undertakings. Our affidavit to this effect is enclosed at Annexure F.
7. We declare that: (a) we have examined and have no reservations to the RFP, including all corrigenda; (b) we do not have any conflict of interest in accordance with Clause 7.3; (c) we have not directly or indirectly or through an agent engaged in any corrupt, fraudulent, coercive, undesirable or restrictive practice, as defined in Clause 7.1; and (d) we are not bidding as a member of a consortium or joint venture, and are not associated with any other Bidder.
8. We have not been convicted by a court of law or indicted, and no adverse order has been passed against us by a regulatory authority that could cast doubt on our ability to undertake the assignment.
9. We understand that the Client may cancel the bidding process at any time, and is not bound to accept any Bid, without incurring any liability to the Bidders.

10. Our rates have been quoted after taking into consideration all the terms and conditions of the RFP, and after visiting the Venues.
11. We agree to keep this Bid valid as stipulated
12. We agree and undertake to abide by all the terms and conditions of the RFP.

Yours faithfully,

Signature of the Authorised Signatory: _____
Name of the Signatory: _____
Designation: _____
Name of the Bidder: _____
Seal of the Bidder
Place: _____ Date: _____

Annexure C

Details of the Bidder

(On the letterhead of the Bidder)

S. No.	Particulars	Details
1	Name of the Bidder	
2	Legal status and law under which company is registered	
3	Date of incorporation / registration and Registration / CIN No.	
4	Year of commencement of event / exhibition management business	
5	ISO certification(s) held (ISO 9001:2015 / ISO 20121:2024), with certificate number and validity	
6	Address of the registered office	
7	Address of the Kolkata office	
8	PAN	
9	GSTIN	
10	EPF registration number	
11	Bank details (name of bank, branch, account number, IFSC)	
12	Name, designation, email and mobile of the authorised signatory	
13	Name, designation, email and mobile of the contact person for this Bid	

Signature of the Authorised Signatory: _____

Name of the Signatory: _____

Designation: _____

Name of the Bidder: _____

Seal of the Bidder

Place: _____ Date: _____

Annexure D

Power of Attorney

(On non-judicial stamp paper of appropriate value, duly notarised)

Know all men by these presents, we, _____ (name of the Bidder), having our registered office at _____, do hereby irrevocably constitute, nominate, appoint and authorise Mr / Ms _____, son / daughter / wife of _____, presently employed with us and holding the position of _____, as our true and lawful attorney (the "Attorney") to do in our name and on our behalf all such acts, deeds and things as are necessary or required in connection with or incidental to the submission of our Bid in response to the RFP for Selection of an Event Management Agency for the [19th] Pravasi Bharatiya Divas Convention 2027, Kolkata, including signing and submission of all applications, bids and other documents and writings, participating in pre-bid and other meetings, providing information and responses to the Client, representing us in all matters before the Client, signing and executing all contracts including the Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Client in all matters in connection with or relating to or arising out of our Bid and the Contract.

We hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney, and all such acts shall be deemed to have been done by us.

IN WITNESS WHEREOF we, _____, have executed this Power of Attorney on this _____ day of _____, 20___.

For _____ (Signature, name, designation and address of the person authorised by Board Resolution)

Accepted: _____ (Signature, name, designation and address of the Attorney)

Witnesses: 1. _____ 2. _____

Notarised

Note: The Power of Attorney shall be supported by a Board Resolution or equivalent authorisation of the Bidder.

Annexure E

Format for Project Data Sheet

(One sheet for each project claimed; on the letterhead of the Bidder)

S. No.	Particulars	Details
1	Name of the event / assignment	
2	Name and address of the client (with contact person, email and phone)	
3	Type of client (Central Government / State Government / PSU / UN body / international institution)	
4	Venue(s) and city	
5	Event dates	
6	Nature of event (conference / bilateral / multilateral / exhibition / other)	
7	Value of the LOA / work order (INR, excluding GST)	
8	Detailed scope executed by the Bidder	
9	Number of Heads of State / Heads of Government and international ministers present, if applicable	
10	Top dignitaries present (President / Vice President / Prime Minister), if applicable	
11	Eligibility criterion / evaluation parameter against which this project is claimed	
12	Documents enclosed (LOA / work order / completion certificate / engagement letter / purchase order; brochure / circular / promotional material)	

Note: Supporting documents must be enclosed for each project; submissions without them shall not be considered for eligibility or evaluation.

Signature of the Authorised Signatory: _____

Name of the Signatory: _____

Designation: _____

Name of the Bidder: _____

Seal of the Bidder

Place: _____ Date: _____

Annexure F

Affidavit — Non-Blacklisting

(On non-judicial stamp paper of INR [__], duly notarised)

I, _____, son / daughter of _____, aged ____ years, the authorised signatory of _____ (name of the Bidder), having its registered office at _____, do hereby solemnly affirm and declare as under:

1. That the Bidder has not been blacklisted or debarred by any Ministry or Department of the Government of India, any State Government, or any Public Sector Undertaking or autonomous body, as on the date of submission of the Bid.
2. That no proceedings for blacklisting or debarment are pending against the Bidder as on the date of submission of the Bid.
3. That if the above statements are found to be false at any stage, the Client shall be entitled to reject the Bid, forfeit the EMD or Performance Security, terminate the Contract and take such other action as it may deem fit.

Deponent

Verification: Verified at _____ on this ____ day of _____, 20___, that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Deponent

Annexure G

Format for Financial Capacity

(Certificate from a practising Chartered Accountant, on the CA's letterhead, with UDIN)

This is to certify that the turnover, net worth and solvency of _____ (name of the Bidder), as per its audited financial statements for the last five financial years, are as under:

Particulars (INR Crore)	FY _____	FY _____	FY _____	FY	FY
Annual turnover					
Turnover from event / exhibition management					
Net worth					

Solvency: The Bidder has a solvency of INR _____ Crore, as per the solvency certificate issued by _____ (name of the scheduled commercial bank) dated _____, enclosed.

Enclosures: audited balance sheets and profit and loss statements for the three financial years stated above; solvency certificate.

Signature and seal of the Chartered Accountant: _____

Name, Membership No., Firm Registration No. and UDIN: _____

Place: _____ Date: _____

Annexure H

Statement of Offices and Manpower

(On the letterhead of the Bidder)

A. Offices

S. No.	City	Complete address of the office	GSTIN (registration enclosed)
1			
2			
3			
4			
5			
6			

B. Manpower

Particulars	Details
Total full-time employees on payroll in India	
EPF details with proof of EPF deduction and deposit to EPFO of all the employees enlisted, for at least the last 6 months from the date of submission of the Bid	Enclosed / Not enclosed

I / We certify that the above information is true and correct.

Signature of the Authorised Signatory: _____

Name of the Signatory: _____

Designation: _____

Name of the Bidder: _____

Seal of the Bidder

Place: _____ Date: _____

Annexure I

Financial Proposal Submission Form

(On the letterhead of the Bidder; to be uploaded in the Financial Bid only)

Place: _____ Date: _____

To,

[Designation of the Nodal Officer]

[Name of the Issuing Authority / Nodal Agency]

[Address]

Subject: Request for Proposal for Selection of an Event Management Agency for the [19th] Pravasi Bharatiya Divas Convention 2027, Kolkata — RFP No. [RFP Reference Number] dated [DD.MM.YYYY]

Dear Sir / Madam,

Having gone through the RFP and all corrigenda, and fully understanding the Scope of Work, we offer to provide the services for the above assignment at the rates quoted in the Bill of Quantities issued with the RFP, which forms part of this Financial Proposal. Our total financial quote, is as under:

Description	Amount in INR (excluding GST)	Amount in words (excluding GST)
Total of the priced Bill of Quantities for the Event		

GST shall be charged at the applicable rate. Our rates are firm and inclusive of all other taxes, duties, levies, overheads, management charges and profit, and shall remain valid for 90 days from the Bid Due Date. Our Financial Proposal shall be binding upon us, subject to the modifications resulting from negotiations, up to the expiry of the validity period of the Bid.

We understand that you are not bound to accept any Proposal you receive.

Signature of the Authorised Signatory: _____

Name of the Signatory: _____

Designation: _____

Name of the Bidder: _____

Seal of the Bidder

Place: _____ Date: _____

Annexure J

Self-Certification of Infrastructural Inventory

(On the letterhead of the Bidder)

We certify that we can arrange for the infrastructural inventory specified in the BoQ, including items such as hangars, pagodas, fencing and furniture, as detailed below. We undertake to make this inventory available for inspection by the Client on request.

S. No.	Inventory item	Unit	Quantity owned	Location of storage	% of BoQ requirement
1	German hangar / aluminium structure	Sqm			
2	Pagodas	Nos			
3	Fencing / barricading	Rmt			
4	Furniture (chairs, sofas, tables)	Nos			
5	Other (specify)				

Enclosures: bills of purchase, asset register / fixed asset schedule, and photographs.

Signature of the Authorised Signatory: _____

Name of the Signatory: _____

Designation: _____

Name of the Bidder: _____

Seal of the Bidder

Place: _____ Date: _____

Annexure K

Undertaking for Establishment of a Project Office in Kolkata

(On the letterhead of the Bidder; to be submitted with the Technical Bid only by a Bidder that does not have an existing office in Kolkata)

Place: _____ Date: _____

To,

[Designation of the Nodal Officer]

[Name of the Issuing Authority / Nodal Agency]

[Address]

Subject: Undertaking for establishment of a project office in Kolkata — Request for Proposal for Selection of an Event Management Agency for the [19th] Pravasi Bharatiya Divas Convention 2027, Kolkata — RFP No. [RFP Reference Number] dated [DD.MM.YYYY]

Dear Sir / Madam,

We, _____ (name of the Bidder), having our registered office at _____, hereby confirm and undertake as follows:

1. We have presence in at least 06 (six) cities in India.
2. In the event that we are selected as the successful Bidder, we shall establish a fully operational project office in Kolkata within 14 (fourteen) days from the date of issue of the Letter of Intent (LoI) / Work Order.
3. The project office shall be adequately staffed and equipped, with office space, furniture, computers, printers, internet and communication facilities, and shall remain operational from its establishment until the completion of all obligations under the Contract, including dismantling, reinstatement of the Venues and submission of the final report.
4. The project office shall be headed by the Project Director / a senior member of our key personnel, who shall serve as the single point of contact for the Client in Kolkata.
5. We shall inform the Client in writing of the complete address, GST registration (where applicable), contact numbers and email address of the project office immediately upon its establishment, and shall submit documentary proof such as a lease / rent agreement and photographs.
6. We understand and accept that failure to establish the project office within the stipulated period shall be treated as a breach of the terms of the RFP and the Contract, and that the Client shall be entitled to take action in accordance with the RFP, including levy of penalties, forfeiture of the EMD / Performance Security and termination of the Contract.

Yours faithfully,

Signature of the Authorised Signatory: _____

Name of the Signatory: _____

Designation: _____

Name of the Bidder: _____

Seal of the Bidder

Annexure L

Form of Bank Guarantee for Performance Security

(On non-judicial stamp paper of appropriate value)

To,

[Name and address of the Client]

WHEREAS _____ (name and address of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of the Letter of Award No. _____ dated _____, to execute the Scope of Work for the [19th] Pravasi Bharatiya Divas Convention 2027, Kolkata (hereinafter called "the Contract");

AND WHEREAS it has been stipulated in the Contract that the Agency shall furnish a bank guarantee from a scheduled commercial bank for the sum specified therein as security for compliance with its obligations under the Contract;

AND WHEREAS we, _____ (name of the bank), have agreed to give the Agency such a bank guarantee;

NOW THEREFORE we hereby affirm that we are the guarantor and responsible to you, on behalf of the Agency, up to a total of INR _____ (Rupees _____ only), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limit of INR _____ as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein.

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

This guarantee shall be valid until _____ (a date not earlier than 60 days after the completion of all obligations under the Contract), and any demand in respect thereof must reach the bank not later than the said date.

Signature and seal of the guarantor: _____

Name of the bank and branch: _____

Address: _____

Date: _____

— End of document —