

भारतीय मानक ब्यूरो

अभिरूचि की अभिरूचि (ईओआई) सह प्रस्ताव के लिए अनुरोध (आरपीएफ) नोटिस

संदर्भ : पीआरडी/ईवेंट/स्मार्ट सिटीज(2018-19)

दिनांक : 28 नवम्बर 2018

10 दिसम्बर 2018 वाराणसी, उ.प्र. में होने वाले एक दिवसीय कार्यक्रम 'स्मार्ट स्टैंडर्ड्स, स्मार्टर सिटीज' कार्यक्रम के लिए ज्ञान-सह-प्रचार भागीदार के चयन हेतु सक्षम बोलीदाताओं से ऑनलाइन द्विबोली प्रणाली के अंतर्गत अभिरूचि की अभिरूचि (ईओआई)/ प्रस्ताव हेतु अनुरोध (आरपीएफ) आमंत्रित किया जाता है। ईओआई/ आरपीएफ www.gov.in और www.eprocure.gov.in से डाउनलोड किया जा सकता है। बोलियों जमा करने की अंतिम तारीख और समय 3 दिसंबर 2018, 1630 बजे तक है।

ब्यूरो कोई भी कारण बताए बिना किसी भी या सभी बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

हिंदी और अंग्रेजी के ईओआई/आरपीएफ नोटिस दस्तावेज, अंग्रेजी संस्करण की अन्तर्वस्तु में यदि कोई अंतर पाया जाता है तो अंग्रेजी संस्करण मान्य होगा।

उपनिदेशक (पीआर)

BUREAU OF INDIAN STANDARDS
Expression of Interest (EOI) Cum Request for Proposal (RFP) Notice

Ref: PRD/Events/Smart Cities (2018-19)

Dated: 28th November, 2018

Online Expression of Interest (EOI)/Request for Proposals (RFP) are invited under two-bid system from eligible bidders for Selection of Knowledge cum Publicity Partner for one day on event “*Smart Standards, Smarter Cities*” on 10th December 2018 scheduled at Varanasi, UP. The EOI/RFP can be downloaded from www.bis.gov.in and www.eprocure.gov.in. The closing date and time of receipt of bids is 3rd December, 2018 by 1630 hrs.

The Bureau reserves the right to reject any or all the bids without assigning any reason.

Differences, if any, found in the contents of EOI/ RFP notice/ document of Hindi and English, English version will prevail.

Deputy Director (PR)

BUREAU OF INDIAN STANDARDS
9 Bahadur Shah Zafar Marg
New Delhi-110002

Bureau of Indian Standards, New Delhi invites online bids, *under two bid system Technical bid and Financial bid*) for Selection of Knowledge cum Publicity Partner for one day on event **“Smart Standards, Smarter Cities” on 10th December 2018 scheduled at Varanasi, UP** from eligible bidders.

1. Eligibility –

- a) Bidder should be a company incorporated in India under the Companies Act, 1956 and subsequent amendments thereto or a partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 who have been in the field of publicity of events of large scale and mega events similar in scale to the event under this EoI/RFP.
- b) The bidder must have publicized events of similar nature and scale for a Govt. of India Ministry/Department/PSU at least once in last three years in which His Excellency, The President of India or the Hon’ble Prime Minister of India were the chief guest/invitee. Proof of having successfully completed such events from the client organization shall be enclosed.
- c) Sub-contracted or sublet job on their name will not be considered towards eligibility. The agency which has the work order shall only be considered for this purpose.
- d) The bidder must have experience of at least five years in catering to the publicity requirements of such types of events.
- e) The bidder shall have an aggregate financial turnover of Rs. 10 crore on account of publicity of such events in last 3 years. A certificate by Chartered Accountant or Cost Accountant to this effect shall be submitted by the agency.
- f) The bidder must have pan-India presence in at least 5 major cities.
- g) The bidder should not have been barred or blacklisted by any Central and/or State government/Autonomous body/PSU in India.
- h) Must have a valid PAN and registration with GST
- i) Key professional to be deployed for the job must have at least five years’ experience of publicity of similar events. The key professional must have been the key professional for at least one event in last three years in which His Excellency, The President of India or the Hon’ble Prime Minister of India were the chief guest/invitee.
- j) A declaration regarding black-listing/litigations/ non-pendency of any criminal proceedings/ non-blacklisting by Central/State Govt./Autonomous Body/PSU/Corporation (**Annexure-4 of Schedule7**)
- k) Declaration for abiding by the Code of Integrity in Public Procurement (**Annexure 5 of Schedule 7**)

2. Proposed validity of the contract: One time for the event

3. Schedule of submission of bids:

Availability of EOI/RFP Document	www.bis.org.in (for reference) and www.eprocure.gov.in (for bidding purpose)
Date and time of Issue/Publishing	28 th November, 2018, 1630 hrs
Document download start date & time	28 th November, 2018, 1630 hrs
Bid submission last date and time	3 rd December, 2018 by 1630 hrs

BUREAU OF INDIAN STANDARDS
9 Bahadur Shah Zafar Marg
New Delhi-110002

Date and time of opening of Technical bid	4 th December, 2018 by 1630 hrs at BIS, Bahadur Shah Zafar Marg, New Delhi- 110002
Presentation by eligible bidders	5 th December, 2018 at 1000 hrs at BIS, Bahadur Shah Zafar Marg, New Delhi- 110002

4. Earnest Money Deposit: An Earnest Money Deposit in the form of a Demand Draft/ Bank Guarantee/FDR, from any Commercial Bank in favour of 'Bureau of Indian Standards' payable at New Delhi, for the sum of Rs. 2,50,000/- shall be required to be submitted by each Applicant. The Bank Guarantee shall be in the format indicated in **Annexure-1** of Schedule 7 from any of the Commercial Banks, on or before bid submission closing date and time and may be dropped in the dropbox placed at Bureau of Indian Standards office or may be sent by post addressing to the undersigned. Scanned copy of the EMD document has to be submitted online along with the Technical bid. Failure to comply with these instructions shall render the bidder liable for rejection. The EMD should be valid for a period of 90 days from the last date of submission of bids.

5. Performance Security Deposit: 10% of the total quoted and agreed price

6. Validity of Bids: 90 days from opening of technical bid.

7. The Bureau reserves the right to reject any or all the bids without assigning any reason.

Deputy Director (PR)

**BUREAU OF INDIAN STANDARDS
9 Bahadur Shah Zafar Marg
New Delhi-110002**

EOI/RFP DOCUMENT

The Bureau of Indian Standards (BIS), the National Standard Body of India was established under the BIS Act 1986 assuming the functions of the erstwhile Indian Standards Institution (ISI). BIS is responsible for the harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto.

Functions:

BIS through its core activities of standardization and conformity assessment, has been benefiting the national economy by providing safe, reliable and quality goods; minimizing health hazards to consumers; protecting the environment, promoting exports and imports substitute; controlling over proliferation of varieties etc. The standards and certification scheme of BIS apart from benefitting the consumers and industry also support various public policies especially in areas of product safety, consumer protection, food safety, environment protection, building and construction, etc

Objective:

BIS is holding an International Conference on Smart City Standardization at 10th December, 2018. The objective of the RFP is to engage a Knowledge cum Publicity Partner capable of handling events in which His Excellency, The President of India or the Hon'ble Prime Minister of India were the chief guest/invitee

Background about the project/work

Event - “Smart Standards, Smarter Cities” is scheduled at Varanasi, UP on 10th December 2018

In India, the Government of India (GOI) is committed to the Smart Cities journey since June 2014 with the launch of 100 Smart Cities Plan. The objective is to promote cities that provide core infrastructure and give a decent quality of life to its citizens using smart solutions. A city is a complex system of systems, involving different domains, infrastructures, organizations and activities. A close integration at various levels (like integration of business processes, technologies, management) is crucial for all these system to work together efficiently and effectively for any city to become smart.

A glance at any of the infrastructure elements, be it water, electricity, waste management, mobility etc., ICT (Information & Communication Technologies) plays an important role in providing smart solutions. ICT is the key enabler of smartness. ICT solutions are used to monitor, control, and to manage various aspects of Operation and Maintenance of any infrastructure and services, which essentially make our homes, buildings, cities smart and Sustainable.

Several barriers currently exist against the widespread deployment of effective and powerful smart city solutions. Some of the barriers are given below:

- The technological trends in Smart energy, Smart Water, Smart Transport and Smart health etc. are being considered and pursued in isolation from each other, by the respective stakeholders using proprietary solutions

**BUREAU OF INDIAN STANDARDS
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- There is no common framework and architecture defined for the various physical infrastructures to be deployed
- Lack of standardization leads to procurement of systems & solutions which are based on respective vendors' proprietary technologies.
- Lack of interoperability, data sharing and optimum use of resources.
- Cities are dependent on the respective vendors throughout the lifecycle of such systems/solutions for their Operation & Maintenance

It is important to address these problems holistically and comprehensively in order to improve interfaces, avoid unnecessary overlaps and deliver high quality services to all city residents. As always, standards play a key role in facilitating the adoption of new technologies and are critical to the growth of smart cities worldwide. The standards will enable optimization of the ICT infrastructure and will help in bringing down the total cost of ownership in terms of capital and recurring expenditure in the upcoming smart cities deployments. This will further ensure interoperability, security and scalability of overall Smart city ecosystem.

All Standards-development organizations (SDOs) in the world are considering Smart city standardization in their top priority list and have been addressing the development of Reference Frameworks, Architectures & standards in this domain. At international level, IEC Systems Committee Smart cities is responsible for the standardization activities in the Smart cities, these committee are presently developing the foundational standards. A large number of experts from around the globe is actively participating in the standardization activities of these committees.

At national level, Bureau of India Standards (BIS), the National Standards Body of India, also started Smart City Standardization efforts in 2015. The technical committee, Electronics & Information Technology Department of the Bureau (LITD) 28 Smart infrastructure of the Bureau is responsible for developing standards in Smart cities area. This committee has already published a pre-standardization study report on "Unified, Secure & Resilient ICT Backbone for Smart Cities/Smart Infrastructure".

To mobilize all stakeholder involved in the Standardization process, the Bureau is hosting an event ***"Smart Standards, Smarter Cities"*** on Smart City Standardization scheduled at Varanasi, UP on **10th December 2018**. This conference would provide an opportunity to discuss the challenges and key issues in the Smart cities eco system with the experts.

The event at Varanasi would see an engagement of individuals from around 30 countries. Participants to the conference would mainly entail technical committee members, government bodies, academia, industry associates, Bureau's Officials etc.

The event is likely to attract an active/ live audience of around 250 participants including international and Indian delegates.

For more details about International Conference on Smart City Standardization, agencies may visit Microsite developed on the event <https://services.bis.gov.in:8071/php/BIS/SmartCity/>

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9 Bahadur Shah Zafar Marg
New Delhi-110002

A suitable Integrated Communications Agency will be selected as per Combined Quality cum Cost Based Selection (QCBS).

Interested Bidders are requested to submit their responses to the “RFP” at the address mentioned below on Central Public Procurement Portal (CPPP: <http://eprocure.gov.in>) as well as BIS website www.bis.gov.in on or before 03.12.2018 by 1100 hrs. Further, **all clarifications/ corrigenda will be published only on CPP Portal as well as BIS Website.**

Terms of Reference for the project/work are detailed in Schedule 1 to Schedule 4 in the ensuing part of this document.

SCHEDULE - 1: INSTRUCTIONS TO BIDDERS/CONSULTANTS

1. Notice inviting Bids:

- 1.1** Online Bids, under two bid system (Technical bid and Financial bid), are invited by the Bureau of Indian Standards (BIS), from eligible Bidders, for selection of knowledge cum publicity partner for the event.

2. Issue of Tender document/EOI/RFP:

- 2.1** The blank Tender document/EOI/RFP will be available during the period indicated in the **Schedule-4**.
- 2.2** The EOI/RFP document can be downloaded from the website of the Bureau www.bis.gov.in (for reference only) and www.eprocure.gov.in (for bidding purpose).
- 2.3** Any change that will be made in the EOI/RFP document by the Competent Authority after issue of the EOI/RFP will be intimated to the prospective Bidders in the form of Corrigendum/Addendum for incorporating the same in the Bid before submitting the Bid.
- 2.4** No alterations and additions anywhere in the Bid Document are permitted. If any of these are found, the Bid may be summarily rejected.
- 2.5** The Bidder shall bear all costs associated with the preparation and submission of its Bid. The Bureau shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process.

3. Language of Bid/Contract:

- 3.1** The language of the Bid shall be in English and all correspondence, etc. shall conform to the English language.

4. Validity of Bids:

- 4.1** The Bids will be valid for a period of 90 days from the date of opening of technical bids.

5. Earnest Money/ Bid Security:

- 5.1** The Bidder shall deposit with the Bureau a sum indicated in the **Schedule-4** as an interest free Earnest Money Deposit (EMD). The Earnest Money shall be deposited in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee (as per format indicated in **Annexure-1** of Schedule 7) from any of the Commercial Banks or payment online, on or before bid submission closing date and time and may be dropped in the drop box placed at Bureau of Indian Standards office or may be sent by post addressing to the undersigned. Scanned copy of the EMD document has to be submitted online alongwith the Technical bid. The EMD should be valid for a period of 90 days from the last date of submission of bids.
- 5.2** Micro and small enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME/NSIC) or one registered with the central purchase

organization or the concerned Ministry or Department or Start up as registered by Department of Industrial Policy and Promotion (DIPP) are exempted from EMD/bid security. A valid certificate for the same is required to be uploaded.

- 5.3 The Demand Draft/ Bank Guarantee in original shall be placed in an envelope and marked as —EMD— Tender for appointment of Knowledge cum Publicity Partner. This envelope shall be delivered to BIS in physical form before the last date for bid submission. In addition, a scanned copy (in PDF format) shall also be uploaded on Central Public Procurement Portal (hereinafter referred to as CPPP). Bids received without the specified Earnest Money Deposit Bid Security will be summarily rejected.
- 5.4 The Bureau shall not be liable for postal delay and bids of such bidders shall be rejected whose original instrument does not reach this office on or before the closing time and date. Failure to comply with the same shall render the bidder liable for rejection.
- 5.5 The failure or omission to deposit the Earnest Money or to comply instructions contained in Schedule 4, shall disqualify the Bid and the Bureau shall exclude from its consideration such disqualified Bid(s).
- 5.6 Bidder shall not revoke his Bid or vary its terms and conditions without the consent of the Bureau during the validity period of the Bid. If the bidder revokes the bid or varies its terms or conditions, the Earnest Money deposited by it shall stand forfeited to the Bureau without prejudice to its other rights and remedies and the Bidder shall be disentitled to submit a Bid to the Bureau for such service during the next twenty-four (24) months effective from the date of such revocation.
- 5.7 Bid security of Pre-Qualified but unsuccessful Bidder shall be returned, without any interest, within one month after grant of the work order to the Selected Applicant or when the selection process is cancelled by BIS. The Selected Applicant's Earnest Money shall be returned, without any interest upon the Applicant accepting the work order and furnishing the Performance Security in accordance with provision of the RFQ-cum-RFP and work order. If however, the successful Bidder does not pay the Performance Security in the prescribed time limit or fails to sign the Contract/Service Level Agreement, Earnest Money Deposit of the successful bidder shall be forfeited by the Bureau.

6. Eligible Bidders

- a) Bidder should be a company incorporated in India under the Companies Act, 1956 and subsequent amendments thereto or a partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 who have been in the field of publicity of events of large scale and mega events similar in scale to the event under this EoI/RFP.
- b) The bidder must have publicized events of similar nature and scale for a Govt. of India Ministry/Department/PSU at least once in last three years in which His Excellency, The President of India or the Hon'ble Prime Minister of India were the chief guest/invitee. Proof of having successfully completed such events from the client organization shall be enclosed.

- c) Sub-contracted or sublet job on their name will not be considered towards eligibility. The agency which has the work order shall only be considered for this purpose.
- d) The bidder must have experience of at least five years in catering to the publicity requirements of such types of events.
- e) The bidder shall have an aggregate financial turnover of Rs. 10 crore on account of publicity of such events in last 3 years. A certificate by Chartered Accountant or Cost Accountant to this effect shall be submitted by the agency.
- f) The bidder must have pan-India presence in at least 5 major cities.
- g) The bidder should not have been barred or blacklisted by any Central and/or State government/Autonomous body/PSU in India.
- h) Must have a valid PAN and registration with GST
- i) Key professional to be deployed for the job must have at least five years' experience of publicity of similar events. The key professional must have been the key professional for at least one event in last three years in which His Excellency, The President of India or the Hon'ble Prime Minister of India were the chief guest/invitee.
- j) A declaration regarding black-listing/litigations/ non-pendency of any criminal proceedings/ non- blacklisting by Central/State Govt./Autonomous Body/PSU/Corporation (**Annexure-4 of Schedule 7**)
- k) Declaration for abiding by the Code of Integrity in Public Procurement (**Annexure 5 of Schedule 7**)

7. Rates how to be quoted

- 7.1 The bidder is expected to work out his rates keeping in view the technical specifications & conditions and arrive at the amount to be quoted. The Bidder shall be deemed to have satisfied itself before Bidding as to the correctness and sufficiency of its Bid and of the rates and prices quoted in the attached schedules, which rates and prices shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper fulfilling his obligations under the contract. For this purpose, bidders are advised to carefully study the scope of work to be carried out. Bureau will not pay any extra charge or rate difference for any reason on whatsoever account in case the bidder claims the same after acceptance of contract.
- 7.2 Schedule-5 containing the financial Bid shall be exclusive of Goods & Services Tax or any other applicable taxes. The taxes as may be levied by the Government from time to time shall be charged by the bidder in addition to the rates quoted in the bid.
- 7.3 The rates quoted for the tender shall include transportation charges, boarding and lodging, incidental expenses including the deployed manpower and delivery of any material, if required at the event site.

8. Manner of Submission of Bid

- 8.1 The complete online Bid will be received as indicated in the Schedule-4. Bids are to be submitted only online through the e-procurement portal. All the documents as per the Technical and Financial bid requirements are to be scanned and uploaded along with the bid. Bids submitted by any other mode shall not be accepted. The detailed procedure for online application is given in **Annexure 6 of the Schedule 7**.

8.2 Bids received by any other mode such as (By post, in person, Email, Fax etc.) shall be rejected.

9. Last Date for Submission

9.1 Online Bids shall be received not later than the time and date specified in the EOI/RFP Notice and Schedule 4 of EOI/RFP document. No bid shall be accepted after the specified date and time under any circumstances whatsoever.

9.2 In the event that the specified last date for the submission of Bids is extended, the revised date shall be notified.

10. Contents of Bid Document: The bids shall contain the following:

10.1 **Technical Bid:** The technical bid shall comprise of the following documents.

- (i) Index of all the documents submitted.
- (ii) Soft copy of the EMD document as indicated in clause 5.1 above and Schedule 4. The original instrument has to reach the Bureau's office on or before the closing time of submission of bids in the manner prescribed in Schedule 4.
- (iii) Performance Certificate(s) of having satisfactorily publicized events of similar nature and scale for a Govt. of India Ministry/Department/PSU at least once in last three years in which His Excellency, The President of India or the Hon'ble Prime Minister of India were the chief guest/invitee Proof of having minimum experience of five years in providing publicity services.
- (iv) Copy of PAN and registration certificate for GST
- (v) Proof of having aggregate financial turnover of Rs 10 Crore on account of publicity of such events in last 3 years. A CA certificate to this effect shall be submitted by the agency.
- (vi) Copy of Income Tax Return and Service Tax/ GST Return filed with the concerned Authorities for the financial year 2017-18;
- (vii) Details of the company including details of the partners/directors with regard to name, address for communication, telephone number, e-mail etc. (**Annexure-2 of Schedule 7**);
- (viii) Statement showing the magnitude of service provided in the last three (3) years (**Annexure-3 of Schedule 7**);
- (ix) Declaration in the format provided in **Annexure-4 of Schedule 7**.
- (x) Declaration for abiding by the Code of Integrity in Public Procurement in the format provided in **Annexure 5 of Schedule 7**.
- (xi) Duly signed and sealed Tender/EOI/RFP Acceptance letter as a token of its acceptance in the format provided in **Annexure 7 of Schedule 7**.
- (xii) Power of attorney in the name of the person authorized for signing/submission of bid/acceptance of EOI/RFP/contract etc. The power of attorney shall be supported by board resolutions and appropriate and adequate evidence in support of the same shall be provided;
- (xiii) Certificate of Incorporation of the company/LLP or Partnership Deed
- (xiv) Proof of experience of minimum of five years.
- (xv) Proof of pan-India presence, minimum in 5 major cities.
- (xvi) Proof of experience of Key Professional

All the documents to be uploaded must carry signature and seal of the authorized person. All the documents uploaded shall be made available to the Bureau, if required, within the time specified by

the bureau. Failure to provide the hard copy/originals within the time specified by the Bureau before opening of the financial bid shall render the bidder liable for rejection of the bid.

10.2 Financial Bid: The agencies shall quote the price for the services in the format prescribed in **Schedule 5** for the objective/scope of work as enumerated in Schedule 3 as per the conditions of contract/Service Level Agreement given in **Schedule-2**, duly filled in and signed by the authorized person of the Bidder at prescribed places of the Bid. The instructions contained in clause 7 of this schedule may please be noted. The Financial Bid should be written both in words and figures at appropriate places (**Schedule 5**).

11. Non-acceptance of conditional bids:

11.1 The Bidder shall submit the Bid which satisfies each and every condition laid down in **EOI/RFP Document**, failing which the Bid shall be liable to be rejected. **Conditional Bids shall be rejected.**

12. Opening of Bid

12.1 The Technical bids will be opened on 03rd December, 2018 at 1300 hrs at BIS, Bahadur Shah Zafar Marg, New Delhi- 110002. The technical bids will be opened in the presence of Bidders or their authorized representatives who choose to remain present on the opening day, at the scheduled time. The Authorized Representative's authorization should be confirmed by a written power of attorney by the competent authority.

13. Shortlisting of Bidders

13.1 The Bureau shall short-list technically qualifying Bidders and Financial Bids of only such qualified Bidders shall be opened at a date and time to be intimated.

14. Opening of Financial Bids

14.1 The Bureau shall open financial bid, on notified date, and the rates quoted by the bidder in price schedule (**Schedule-5**) shall then be read out/made known to the present bidders.

15. Acceptance of Bid

15.1 Acceptance of Bid shall be done by the Competent Authority of the Bureau.

15.2 The bidder will be selected based on Quality and Cost based Selection (QCBS) i.e. on the basis of the technical bid evaluation and financial bid.

Sl. No.	Criteria	Maximum Marks	Sub-criteria	Grading Assessment	Marks
a)	Marks for financial strength	15	Turnover equal to or more than Rs. 20 crore on account of publicity Services during last 3 years.	Very Good	15
			Turnover equal to or more than	Good	12

			Rs. 15 crore on account of publicity Services during last 3 years.		
			Turnover equal to or more than Rs. 10 crore on account of publicity Services during last 3 years.	Satisfactory	10
b)	Length of Experience of the agency	15	Equal to or More than 10 years	Very Good	15
			Equal to or More than 7 years	Good	12
			Equal to or More than 5 years	Satisfactory	10
c)	Number of event in which publicity services provided by the agency (in which His Excellency, President of Indian or Hon'ble Prime Minister were chief guest/invitee provided during last three years (figure shall be taken from Annexure 3 of Schedule 7)	15	More than 3	Very Good	15
			More than 1 but equal to or less than 3	Good	12
			One	Satisfactory	10
d)	No. of events in which the Key Professional from the agency played responsible role in publicity of the event (where His Excellency, President of Indian or Hon'ble Prime Minister were chief guest/invitee) during his entire career. The key professional must have acted as the key strategist and ensuring effective execution in atleast one such event in last three years	15	More than 3	Very Good	15
			More than 1 but equal to or less than 3	Good	12
			One	Satisfactory	10
e)	Presentation by the bidders (on the proposed strategy for the event and past experience of the agency in handling such events)	40			

The Bureau will undertake a three-step evaluation as mentioned below:

- **Stage 1 (Pre-Qualification)** - The first step of evaluation will be a pre-qualification evaluation stage where only those bidders who meet the pre-qualification criteria completely will be considered for the technical evaluation stage.
- **Stage 2 (Technical Evaluation)** - The second step of evaluation will be technical evaluation stage where only those bidders who score a minimum technical score of 50 marks out of 100 will be considered for financial evaluation. Bidders who have secured less than 50 for Technical Score shall be rejected.

Presentation: The agency is required to make a presentation of their credentials and the proposed strategy for the event, before the Consultancy Evaluation Committee (CEC) and the duration of presentation will be of fifteen minutes tentatively. The date & venue of the presentation is given in Schedule-4.

Proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks.

$$St = 100 \times T/Tm;$$

where St is the technical score, Tm is the score awarded of highest technical Proposal, and T is the Technical score of the bidder under consideration

- **Stage 3 (Financial Evaluation)** - The third step will be financial evaluation. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. Omissions, if any, in costing of any item shall not entitle the Applicant to be compensated and the liability to fulfil its obligations as per the Terms of Reference within the total quoted price shall be that of the Applicant. The evaluation shall exclude taxes imposed under the Applicable Laws. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

where Sf is the financial score, Fm is the lowest Financial Proposal, and F Bidder is the Financial Proposal (in INR) under consideration.

Final Marking:

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. Proposals will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw$$

where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 0.70:0.30. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc.

16. Process to be Confidential

16.1 Information relating to the examination, evaluation and comparison of Bids and the award of a Contract shall not be disclosed to Bidders or any other person not officially concerned with such process until the award to the successful Bidder has been announced.

17. Execution of Contract Document

17.1 The successful Bidder after deposit of Performance Security, is required to execute a Service Level Agreement in duplicate in the form attached with the Bid Documents on a stamp paper of Rs. 100/-. The Agreement should be signed within 02 days from the date of acceptance of the Bid. The Contract will be governed by the Agreement, the Conditions of the Contract (CoC) and other documents as specified in the CoC (Schedule 2).

17.2 It shall be incumbent on the successful Bidder to pay stamp duty, legal and statutory charges for the Agreement, as applicable on the date of the execution.

18. Rights of the Bureau

18.1 The Bureau shall have right to postpone or abandon or execute only part of the work as per its discretion and in such an eventuality, the bidder shall not be entitled for any compensation for the upcoming stages of the work and shall accept the fee which falls payable to the bidder up to that stage of services.

18.2 In case of any ambiguity in the interpretation of any of the clauses in EOI/RFP Document or the conditions of the Contract, interpretation of the clauses by the Bureau shall be final and binding on all Parties.

19. Notice to form Part of Contract

19.1 EOI/RFP Notice and these instructions shall form part of the Contract.

SCHEDULE – 2 CONDITIONS OF CONTRACT

1 Definitions

- i) **‘Annexure’** referred to in these conditions shall mean the relevant annexure appended to the OI/RFP Document and the Contract.
- ii) **‘Approved’** shall mean approved in writing including subsequent confirmation of previous verbal approval and “Approval” shall mean approval in writing including as aforesaid.
- iii) **‘Bid’** means the bidder’s technical cum financial offer to the Bureau for the services at the specified in this document places and remedying of any defects therein in accordance with the provision of the Contract, the installation and services as accepted by the Letter of Acceptance.
- iv) **‘Bidder’** shall mean a company who submits its bid in response to this EoI/RFP
- v) **‘Bureau’** shall mean Bureau of Indian Standards established under the Bureau of Indian Standards Act, 2016.
- vi) **‘Competent Authority’** shall mean any officer authorized by the Bureau to act on behalf of the Bureau under this contract.
- vii) **‘Contract’** shall mean and include the Expression of Interest/Request for Proposal/Tender Notice, instructions to bidders, terms and conditions of contract, Letter of Acceptance, the Offer, the Agreement and mutually accepted conditions in the authorized correspondence exchanged with the bidder by the Bureau and any other document forming part of the contract.
- viii) **‘Contract Amount’** shall mean the sum quoted by the bidder in his bid and accepted by the Bureau.
- ix) **‘Contractor’** shall mean the finally selected bidder undertaking the Contract and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company.
- x) **‘Director General’** shall mean the Director General of the Bureau, for the time being holding that office and also his successor and shall include any officer authorized by him.
- xi) **‘Event’** shall mean the upcoming “International Conference on Smart City Standardization on 10th December 2018 and the 4th plenary and working group meetings of IEC Systems Committee Smart cities from 11 – 14 Dec 2018 scheduled at Varanasi, UP”
- xii) **‘Government’** shall mean the Central Government.
- xiii) **‘Services’** shall mean the services to be provided to the Bureau by the bidder/Contractor as stated in the Contract and other services that are prescribed in the EOI/RFP/Tender document.
- xiv) **‘Specification’** means the specification referred to in the EOI/RFP.
- xv) **‘Expression of Interest/Request for Proposal/Tender’** means formal invitation by the Bureau to the prospective bidders to offer their Bids for Knowledge cum Publicity Partner.

2. Parties to the Contract

- 2.1 The parties to the contract shall be the bidder, whose offer is accepted by the Bureau; and the Bureau.
- 2.2 The person signing the offer or any other document forming the part of Contract on behalf of other persons of a firm shall be deemed to have due authority to bind such person/s or the firm as the case may be, in all matters pertaining to the Contract. If it is found that the person concerned has no such

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authority, the Bureau may, without prejudice to any other Civil/Criminal remedies, terminate the Contract and hold the signatory and / or the firm liable for all costs and damages for such termination.

3. Performance Security

- 3.1** To ensure due performance of the contract, an interest-free Performance Security, as defined in Schedule 4 shall be deposited by the bidder deposited in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee (as per format indicated in **Annexure-1** of Schedule 7) from any of the Commercial Banks.
- 3.2** If during the term of this Contract, the Bidder is in default of the due and faithful performance of its obligations under this Contract, or any other outstanding dues by the way of fines, penalties and recovery of any other amounts due from the Bidder, the Bureau shall, without prejudice to its other rights and remedies hereunder or at the Applicable Law, be entitled to call in, retain and appropriate the Performance Security.
- 3.3** Nothing herein mentioned shall debar the Bureau from recovering from Bidder by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same shall exceed the amount of the Performance Security.
- 3.4** The Performance Security shall be retained until all disputes, if any, between both the parties have been settled to the entire satisfaction of the Bureau. The Performance Security shall be returned to the Bidder by the Bureau within sixty days following the Completion Date or Termination Date of this Contract provided that there are no outstanding claims of the Bureau on the Bidder.
- 3.5** If at any stage or any point of time, it is found that the bidder has misled the Bureau or has furnished false information in the forms/ statement/ certificate, the Bureau may, without prejudice to any other Civil/Criminal remedies, terminate the Contract, hold the bidder liable for all costs and damages for such termination, blacklist the bidder, forfeit performance security (incase work has been awarded), EMD (in case work has not been awarded/performance security has not been furnished).

4. Contract Documents:

- 4.1** The several Contract documents forming the Contract shall be taken as mutually explained to one party by the other, but in case of ambiguities or discrepancies the same shall be explained and harmonized by the Competent Authority of the Bureau who shall issue to the Bidder necessary instruction thereon and in such event unless otherwise provided in the Contract the priority of the documents forming the contract shall be as follows:
 1. The Agreement (Service Level Agreement)
 2. The Conditions of Contract
 3. Expression of Interest/Request for Proposal/Tender Notice and Expression of Interest/Request for Proposal /Tender Document
 4. Letter of Acceptance.
 5. Any other correspondence exchanged between the parties in connection with the contract
 6. The Bidder's Offer

5. Validity of the Contract

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5.1 The Contract shall be valid for one time knowledge cum Publicity Partner.

6. Scope of Work for Providing Publicity services for the event

6.1 The detailed scope of work is spelt out in Schedule 3

7. Bidder's Obligation

- 7.1 The Bidder shall act as Knowledge cum Publicity Partner to the Bureau as per Clause 6 which may be amended from time to time by the Bureau during the Contractual period and it shall always form part and parcel of the Contract. The Bidder shall abide by such assignments as provided by the Bureau from time to time.
- 7.2 Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- 7.3 The Bureau shall have rights to reasonably vary the scope of work described in Schedule 3 after award of contract in the interest of the event and the Bidder shall be bound to provide effect to such revisions through mutually agreed market price of the new item/in-lieu item.

8. Payment Terms

- 8.1 The rates quoted shall be exclusive of any Goods and Service tax or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable.
- 8.2 The bidder shall submit the bill within 45 days from the date of the event duly supported by the original bills/ vouchers. The bills shall be raised in the name of 'Bureau of Indian Standards' Payment for extra items/substituted items, if considered necessary for smooth conduct of the event, shall be made in accordance with para 7.3 above. Payment of any increase in quantities due to unforeseen circumstances would be made only if the competent authority of the Bureau is satisfied that the same is backed with due justification. No payment would be made for the items/quantities included in this RFP but not actually carried out.
- 8.3 Payment of Management fee would be paid in addition to reimbursement of the expenses as above.
- 8.4 The bidder, if so desires, may request the Bureau for advance payment not exceeding 30 percent of the agreed price including management fee against production of Bank Guarantee of the equivalent amount.
- 8.5 No price escalation on any account will be payable.
- 8.6 The payment of bills and other claims arising out of the contract will be credited directly in Bank Account of the Bidder. The payment will be subject to the provisions of the Income Tax Act, 1961 i.e., Tax will be deducted at source with cess/surcharge, at the prevailing rates, from the amount of each bill submitted.
- 8.7 The Bureau reserves the rights to retain and set off against any sum which may be from time to time due to the Bidder under any claim, which the Bureau may have under this or any other Contract/Agreement.

9. Imposition of fines / penalty

- 9.1 Without prejudice to the rights of the Bureau to take recourse to the remedial provisions available in other parts of this document, the bidder shall be liable for forfeiture of performance security,

blacklisting from future tendering, withholding of pending payments and/or future payments and/or taking legal recourse for the acts which are enumerated, but not limited to, the below:

The bidder abandons the work/job in between before its completion.

In case the bidder fails to obtain requisite statutory approvals from concerned authority whether pre-event stage, during the event and post-event stage.

No excuse will be entertained for non-compliance of the job in the stipulated time frame. If at any stage it is found that the work done by the contractor/bidder in any area is substandard or not up to the mark, the Bureau will have full power/right to impose penalty.

9.2 The timelines for the deliverables has been tabulated alongwith the scope of the work in Schedule 3. The agency shall ensure timely completion of the activities as mentioned therein. There will be a penalty @ 0.20% of the total value of work awarded for every day of delay in non-achieving the milestones of work order unless such delay is duly approved by BIS. Penalty for each assignment will be separate and the maximum penalty will be 10% of the total value of contract.

9.3 In case of delay in providing the deliverables by the bidder at any stage due to any cause outside the control of the bidder, then the bidder may apply for written permission of the Bureau for extension of time and the same may be granted from time to time at the discretion of the Bureau. The decision as regards whether the delay is attributable to the bidder or not shall be taken by the Bureau and such decision shall be final. The Bureau reserves the right to take recourse to any or some or all of the remedies available in this document for dealing with delay which in the opinion of the Bureau, can be attributed to the bidder and any such decision/recourse taken by the Bureau shall be final and binding on the bidder.

10. Indemnity:

10.1 The Bidder shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the Contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various labour laws as amended from time to time.

10.2 The Bidder shall indemnify, protect and save the Bureau against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights and labour issues etc. or such other statutory infringements.

11. Suspension of Contract

11.1 The Bureau shall be at liberty at any time to suspend temporarily this Contract on giving 24 hours notice in writing the Bidder for breach of any of the terms and conditions of this Contract for insufficient service or misconduct of the Bidder as to which the decision of the Bureau shall be final and the Bidder shall not be entitled to any change or compensation by reason thereof.

11.2 An event of default on the part of the Bidder, which results from the Bidder being unable to fulfill its Service obligations under the Contract, shall be deemed as a serious default, and is said to have occurred due to any of the following causes:

- (a) In the opinion of the Bureau, the Bidder has repudiated the Contract,
- (b) Without reasonable excuse has failed to provide the Services in accordance with this Contract within the time stipulated for completion;
- (c) Despite previous warning from the Bureau, in writing, or otherwise persistently or flagrantly neglecting to comply with any of its obligations under the Contract;
- (d) If the Bidder is in breach of any law or statute governing to provide the services;
- (e) The Bidder, in the judgement of the Bureau, has engaged in corrupt or fraudulent practices in competing for or in carrying out the Services under the Contract.
- (f) The Bidder enters into voluntary or involuntary bankruptcy, or liquidation;
- (g) The Bidder becomes insolvent;
- (h) A receiver, administrator, trustee or liquidator is appointed over any substantial part of its assets;
- (i) Any act is done or event occurs with respect to the Bidder or its assets, which, under any applicable law has substantially similar effect to any of the foregoing acts or events;

12. Termination by the Bureau

- 12.1 It shall also be lawful for the Bureau to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage which the Bidder may suffer by reason of such termination, by giving the Bidder 15 days' notice in writing by the Bureau for such termination. Any such termination shall be without prejudice to any other right of the Bureau under the Contract. However, this shall be subject to compensation to the bidder in accordance with clause 18.1 of Schedule 1.

13. Bidder's right to terminate

- 13.1 Bidder shall not be eligible to terminate the contract before completion of the contractual obligations.

14. Force Majeure Clause

- 14.1 Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.

15 Corrupt or Fraudulent Practices

- 15.1 The Bureau requires that the Bidders under this Bid observe the highest standards of ethics during the procurement and execution of such Contracts. Accordingly, the Bureau defines the terms set forth as follows:
- (a) **"corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
 - (b) **"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Bureau, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Contract Prices at

artificial non-competitive levels and to deprive the Bureau of the benefits of the free and open competition.

15.2 The Bureau will reject a proposal for award if it determines that the bidder/Bidder has engaged in corrupt or fraudulent practices before, during or after the period of contract; The Bureau will hold the bidder/bidder ineligible to be awarded a contract, either indefinitely or for a period of 24 months from the date of declaring the bidder/bidder ineligible if it at any time determines that the bidder has engaged in corrupt and fraudulent practices in competing for, or in executing the Contract.

16. Confidentiality

16.1 The Bidder shall not divulge or disclose proprietary knowledge obtained while providing services under this Contract to any person, without the prior written consent of the Bureau.

17. Publicity

17.1 Any publicity by the Bidder in which the name of the Bureau is to be used, should be done only with the explicit written permission of the Bureau.

18. Disputes & Arbitration

18.1 The Bureau and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. In case of any dispute with respect to the rights, obligation, liabilities of both the parties to this RFQ cum RFP, or interpretation of any clause, the same shall be referred to sole arbitrator appointed by Director General, Bureau of Indian Standards, whose decision shall be final and binding upon both the parties. The provisions of Arbitration and Conciliation Act, 1996, shall be applicable.

19. Mode of serving Notice

19.1 Communications between Parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).

19.2 All notices shall be issued by the authorized officer of the Bureau unless otherwise provided in the Contract. In case, the notice is sent by registered post to the last known place or abode or business of the Bidder, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

20. Governing language

20.1 Governing language for the entire contract and communication thereof shall be English only.

21. Law

21.1 The contract shall be governed and interpreted under Indian Laws.

22. Legal Jurisdiction

22.1 The Hon'ble Courts at New Delhi alone shall have the jurisdiction to try and decide the suit arising out of this RFP/ agreement.

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23 Stamp duty:

23.1 The Bidder shall bear and pay any stamp duty and registration charges in respect of the Contract.

24. Other Conditions:

24.1 The responsibility of safety and security of the material/ manpower provided by the bidder at the exhibition site will rest entirely on them. The Bureau will not be responsible for any safety of the manpower and or loss or damage to the items.

24.2 The quantity mentioned in the RFP is as per the scope of work as on date. Quantities can be increased or decreased one week prior to the event or as the case may be

24.3 At any time till 3 days before the deadline for submission of bids, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, the Client may modify the bidding document by amendment. All prospective Bidders who have received the Bidding Document shall be notified of the amendment by uploading on the web site referred to above/CPP portal, and all such amendments shall be binding on them. The bidders are requested to visit the said web site on regular basis for checking necessary updates, if required. the Bureau reserves the right to extend the deadline for the submission of bids.

24.4 Agency should ensure no unauthorized distribution of audio / video recording of the event / conferences should be shared to anyone.

24.5 The Agency would solely be responsible for all its staff, whether permanent or temporary, and ensure their safety and security. The Bureau will not be, under any circumstances, responsible for this.

24.6 No change in the composition of a Bidder will be permitted by the Bureau after submission of the bid.

SCHEDULE – 3: SCOPE OF WORK

AGENCY REQUIREMENTS

1. Purpose

To mobilise all stakeholder involved in the Standardisation process regarding “Smart Cities”, the Bureau is hosting an event **“*Smart Standards, Smarter Cities*” on Smart City Standardization scheduled at Varanasi, UP on 10th December 2018**. This conference would provide an opportunity to discuss the challenges and key issues in the Smart cities eco system with the experts. The event at Varanasi would see an engagement of individuals from around 30 countries. Participants to the conference would mainly entail technical committee members, government bodies, academia, industry associates, Bureau’s Officials etc.

The event is likely to attract an active/ live audience of around 250 participants including international and Indian delegates. An event of this magnitude requires concerted efforts, coordination and liaison on parallel multiple fronts. A national seminar of this stature requires the services of agency having prior experience in management of such events. The agency is required to be well versed with Event Management, guidelines, systems of organising such international events and drafting and executing appropriate publicity strategy to amplify the outcome of the event to all stakeholders through all possible media on national and international level. The agency is expected to proactively work with proficient organisational and event management skills.

2. Publicity Services for the event:-

The event shall be organized at hotel The Clarks, Varanasi, UP.

- 2.1 Printing and designing of event docket and publicity material like brochures/literature/ badges/ handouts/ banners/ posters/ standees
- 2.2 Display Units/exhibits at the Event
- 2.3 Media management including development of overall publicity strategy for the event with stage wise execution to generate pre-buzz before the event, publicity during the event and generating an impactful prolonged post buzz.
- 2.4 Planning and execution of pre event, during the event and post event publicity through print, electronic and digital media (including social media)
- 2.5 High end video recording with multi-cam setup with editing the same in shorter capsules
- 2.6 Montage production and designing of logo for the event
- 2.7 Construction/decoration work at the venue
- 2.8 Development and execution of PR strategy.
- 2.9 Hiring audio-visual equipment for photography and videography
- 2.10 Arranging well trained ushers, a professional Master of the Ceremony for the event and a moderator having fair understanding of the theme to conduct the panel discussion
- 2.11 Getting sponsorship/barter deals for the event
- 2.12 Designing and preparation of set/stage with full LED backdrop
- 2.13 (i) Production of a 2 mins duration film on the theme “Smart Standards Smarter Cities” to be screened during the event

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- (ii) Production and telecast and repeat of half an hour show for pre buzz to generate curiosity and publicity for the event. Telecast and repeat is to be done on top English news/ business channel of the country.
- (iii) Telecast and repeat of one hour coverage of the event post event. The telecast is to be done within one week of the event taking place on top English/ business news channel of the country.
- 2.14 Inviting relevant media and issuing press release for the event for good coverage of the event
- 2.15 Publishing a half page print ad (designing and printing) in one of the leading national English business newspaper on all India basis.
- 2.16 Digital Publicity on social media and leading English business websites
- 2.17 Any other job that BIS may prescribe in relation to the event

3. Target Audience /Stakeholders

- ☐ International delegates - IEC officials
- ☐ Indian delegates - - industry, academia, technical experts
- ☐ Government Officials
- ☐ Local Civic Bodies Associated with Smart City
- ☐ Press and Media

4. Objectives

4.1 Primary:-To appoint a Knowledge cum Publicity Partner

4.2 Secondary:-

- To manage and conduct the seminar, inaugural session etc. as knowledge cum publicity partner
- Effective branding, publicity of events, use of modern infrastructure in designing venues, display units/exhibit design and installation etc.

5. Scope of Work

- 5.1 Submission of a consolidated plan including all the relevant elements to execute the event publicity to get best mileage out of it.
- 5.2 To plan and execute a comprehensive promotional plan for the event “Smart Standards Smarter Cities” which is scheduled at Varanasi.
- 5.3 Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing. Printing of invitation cards for the event, information booklets, brochures, leaflets/ handouts etc as per requirements.
- 5.4 The agency shall be responsible for coordination, production and dissemination all publicity material and collaterals.
- 5.5 Creation and processing of feedback forms from the conference participants.
- 5.6 Creating backdrops and signage at Conference venue, airports, various points in the city, flags, welcome arches on approach roads.
- 5.7 Organising press conference, developing press release and ensuring media coverage of the event.

- 5.8 To provide regular inputs to the social media team of the Bureau for dissemination of conference news through social media, before and during and after the conferences.
- 5.9 Photography and videography of the Conferences.
- 5.10 In order to create a sense of inclusivity and participation along with buzz about events planned to be organised, the agency may suggest the tentative plan for the pre-launch activities.

SCHEDULE – 4: SPECIFICATION & ALLIED TECHNICAL DETAILS

- 1. Eligibility** – As per Clause 6 of Schedule 1
- 2. Proposed validity of the contract:** One time Knowledge cum Publicity Partner.
- 3. Earnest Money Deposit:** The Bidder shall deposit with the Bureau Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only) as an interest free Earnest Money Deposit (EMD) in accordance with clause 5 of Schedule 1. The EMD should be valid for a period of 90 days from the last date of submission of bids
- 4. Performance Security Deposit:** 10% of the total quoted and agreed price
- 5. Validity of Bids:** 90 days from opening of technical bid.
- 6.** The Bureau reserves the right to reject any or all the bids without assigning any reason.
- 7. Schedule of submission of bids:**

Availability of EOI/RFP Document	www.bis.org.in (for reference) and www.eprocure.gov.in (for bidding purpose)
Date and time of Issue/Publishing	28 th November, 2018, 1630 hrs
Document download start date & time	28 th November, 2018, 1630 hrs
Bid submission last date and time	3 rd December, 2018 by 1630 hrs
Date and time of opening of Technical bid	4 th December, 2018 by 1630 hrs at BIS, Bahadur Shah Zafar Marg, New Delhi- 110002
Presentation by eligible bidders	5 th December, 2018 at 1000 hrs at BIS, Bahadur Shah Zafar Marg, New Delhi- 110002

- 8. Opening of Bids:** The online Technical bids will be opened on the time and date specified above by the authorized Committee of the Bureau in the presence of Bidders or their authorized representatives who choose to remain present on the opening day, at the scheduled time. Date of opening of financial bid shall be decided after technical evaluation of the bid.
- 9. Method/manner for Submission of Bids** – Bids are to be submitted only online through the e-procurement portal. All the documents as per the Technical and Financial bid requirements are to be scanned and uploaded alongwith the bid. Bids submitted by any other mode shall not be accepted. The detailed procedure for online application is given in Annexure 6 of the Schedule 7.

10. Authorized Officer on behalf of the Bureau for this EOI/RFP/contract: Ms. Alka, Deputy Director (PR)

SCHEDULE – 5: FINANCIAL BID
(To be submitted in Financial Bid separately online as per the instructions given in Annexure 6 of Schedule 7)

Deputy Director (PR),
Bureau of Indian Standards,
9, Bahadur Shah Zafar Marg,
New Delhi-110002

Sir,

With reference to your Expression of Interest/Request for Proposal enquiry dated _____ for selection of Knowledge cum Publicity Partner, I/We quote the rates as given below:

Part A: Reimbursable Expenses					
Sl. No.	Particulars of the Work/ Service	Apprx. Qty	Rate per unit (in Indian Rupee)	Total Amount (in Indian Rupee)	Total amount in Indian Rupees (in words)
1.	Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing. Printing of invitation cards for the event, Information booklets, brochures, leaflets/ handouts etc	250			
2.	Creating backdrops and signage at Conference venue, airports, various points in the city, flags, welcome arches on approach roads.	50	(per sq ft)		
3.	Creation (designing and installation) of LED backdrop, set/	1 each	(per sq ft)		

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	stage				
4.	Creation and processing of feedback forms from the conference participants.	250			
5.	Digital display boards	5			
6.	3-4 Multicam HD video coverage of full day event and editing the same in smaller capsules (8-10 edited clips)				
7.	Development of half page print ad and printing one of the leading national English business newspaper on all India basis				
8.	Inviting media, coverage of the event and issuing press release				
9.	Production of a 2 mins duration film on the theme “Smart Standards Smarter Cities” to be screened during the event				
10.	Production and telecast and repeat of half an hour show for pre buzz to generate curiosity and publicity for the event on top English news/business channel of the country				
11.	Telecast and repeat of one hour coverage of the event post event within one week of				

	the event taking place on top English/business news channel of the country.				
12.	Digital Publicity on social media and leading English business websites				
13.	Arranging professional moderator and master of the ceremony with proper understanding of the theme.				
14.	Montage production with creation of logo				
Total					
Part B: Management Fee					
Grand Total					

Note: The quoted amount shall be exclusive of Goods & Services Tax or any other applicable taxes. The tax(es) as may be levied by the Government from time to time shall be charged by the contractor accordingly on the rates quoted above.

I/We have read the tender/EOI/RFP document and understood all the terms and conditions as indicated in the **Schedule-2** of the tender/EOI/RFP document.

Signature: _____

Date:

Name: _____

Address: _____

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SCHEDULE - 6: CONTRACT FORM

SERVICE LEVEL AGREEMENT

THIS AGREEMENT made on this _____ day ofbetween M/s _____ (Name and Address of the Bidder) (hereinafter referred to as the BIDDER, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi-110002 (hereinafter referred to as the BUREAU, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Bidder is a service provider.

AND WHEREAS the Bureau is a body corporate, enacted by Parliament. The Bureau intends to purchase/procure _____ on contract basis, therefore, invited bids through Open or Advertised / Limited / Single Tender enquiry dated _____

WHEREAS the Bidder (successful bidder) submitted his bid vide _____ in accordance with the bid document and was selected as 'successful bidder' pursuant to the bidding process and negotiation on contract prices, awarded the 'Letter of Acceptance' (LoA) No. _____ to the Bidder on _____.

All the terms and conditions as mentioned in the RFP/ Tender document dated _____ shall form a part and parcel of this agreement.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in **“Schedule-2 (Conditions of Contract) of Tender/Expression of Interest cum Request for Proposal Document”**.

(Signature of Bidder/
Authorized Representative)
Name _____
Designation _____
Address _____

(Signature of Authorized Officer of the Bureau)
Name _____
Designation _____
Address _____

Seal of the Firm/Company

Seal of the Bureau

Witness:

Witness:

(Signature)
Name of Witness _____
Address _____

(Signature)
Name of Witness _____
Address _____

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**SCHEDULE - 7: OTHER STANDARD FORMS, IF ANY, TO BE UTILIZED
BY THE BIDDERS**

1)	Annexure-1	Form of bank guarantee bond (to be submitted by the bidder as earnest money and by successful bidder as performance security as applicable)
2)	Annexure-2	Details to be furnished by the bidders
3)	Annexure-3	Details of the similar type of services provided by the bidder during last 3 years
4)	Annexure-4	Declaration regarding black-listing by central/state govt./autonomous body/psu/corporation
5)	Annexure-5	Declaration for abiding by the code of integrity in public procurement
6)	Annexure-6	Instructions for online bid submission:
7)	Annexure-7	Tender/EOI/RFP acceptance letter

Annexure –1 of Schedule 7

FORM OF BANK GUARANTEE BOND

1. In consideration of Bureau of Indian Standards (hereinafter called 'The BUREAU') having agreed to exempt _____

(hereinafter called "the said Bidder(s)") from the demand under the terms and conditions of an Agreement dated _____ made between

_____ and _____ for

_____ (hereinafter called "the said Agreement of security deposit for the due fulfillment by the said Bidder (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.

_____ (Rupees _____ Only)

we, _____ (hereinafter referred to as 'the bank')

(indicate the name of the bank)

at the request of _____ [(Bidder (s) do hereby undertake to pay the Bureau an amount not exceeding Rs. _____ against any loss or demand caused to or suffered or would be caused to or suffered by the Bureau by reason of any breach by the said Bidder (s) of any of the terms or conditions contained in the said Agreement.

2. We _____ do hereby undertake to

(indicate the name of the bank)

pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Bureau of Indian Standards stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Bureau by reason of breach by the said Bidder (s) of any of the terms or conditions contained in the said Agreement or by reasons of the Bidder (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.

3. We, undertake to pay to the Bureau any money so demanded notwithstanding any dispute or disputes raised by the Bidder (s) / Supplier (s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for

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9 Bahadur Shah Zafar Marg
New Delhi-110002**

payment there under and the Bidder (s) / Supplier (s) shall have no claim against us for making such payment.

4. We, _____ further agree that the Guarantee herein contained (indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Bureau under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the authorized officer of the certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Bidder (s) and accordingly of the said Agreement have been fully and properly carried out by the said Bidder (s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the we shall be discharged from all liability under this guarantee thereafter.

5. We _____ further agree with the Bureau that the Bureau Shall _____ (indicate the name of Bank) have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said Bidder (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Bureau against the said Bidder (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Bidder (s) or for any forbearance, act or commission on the part of the Bureau or any indulgence by the Bureau to the said Bidder (s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder (s).

7. We, lastly undertake not to revoke this guarantee during _____ (indicate the name of bank) its currency except with the previous consent of the Bureau in writing.

Dated theday of20

For

(indicate the name of bank)

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New Delhi-110002

Annexure–2 of Schedule 7

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Company:
2. Class of Registration with validity date:
3. Value of Registration:
4. Address for Communication:
5. Telephone No.:
6. E-mail:
7. Details of Partners/Directors

Name	Address	Qualification and Experience

8. Annual Turnover of the Firm/Company during previous three Financial Years (Certified copies of audited Balance Sheet to be submitted):

Financial Year Previous Financial Year (Y-1) 2017-18	Annual Turnover (Rs)	Copies of audit Balance Sheet enclosed (Yes/No)
2nd Previous Financial Year (Y-2) 2016-17		
3rd Previous Financial Year (Y-3) 2015-16		

9. PAN Number of the Firm/LLP/Company :
10. GST Registration No.:
11. EMD Draft Number/Date & Name of the Bank:

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the

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terms and conditions of the Tender/EOI/RFP Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender/EOI/RFP and agree to abide by these terms and conditions.

Name and Signature of the Firm/LLP/Company

Seal of the Firm/LLP/Company

Dated:

Place:

Annexure –3 of Schedule 7

Details of the similar type of Services provided by the Bidder during last 3 years

Name of the Bidder:

Year	Details of the service provided as Knowledge cum Publicity Partner	Name & Address of the Client	Value of Contract	Whether His Excellency President of Indian or Hon'ble Prime Minister were present in the event	Total	Remarks
2017-18						
2016-17						
2015-16						

Note: - The value of contract should be certified and audited by CA of firm and separate sheet should be enclosed

Also attach Curriculum Vitae of Key Professional containing at least the following:

- 1) Qualification
- 2) Experience
- 3) Potential Clients
- 4) No. of events conducted as Key Professional
- 5) **No. of events conducted as Key Professional His Excellency President of Indian or Hon'ble Prime Minister were present**

Signature of Bidder_____

Name & Address of Bidder_____

Seal of the Firm/LLP/Company

Annexure-4 of Schedule 7

Declaration regarding black-listing and/ or litigations and authenticity of the documents/certificates produced

I/we hereby declare that our company is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

I/we further declare that we have not abandoned any work in the past before its completion.

Date the day of 201

Signature of Bidder_____

Name & Address of Bidder_____

Seal of the Firm/LLP/Company

ANNEXURE 5 of Schedule 7

Declaration for abiding by the Code of Integrity in Public Procurement

I/we hereby declare that I/we will abide by the Code of Integrity for Public Procurement (CIPP) as envisaged and prescribed in General Financial Rules, 2017.

I/we hereby further declare that in case of any transgression of this code, my/our name shall not only be liable to be removed from consideration for the present tender and from the list of registered suppliers/contractors/consultants/service providers (if already registered), but I/we will be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India as provided in the GFR, 2017.

Date the day of 2018

Signature of Bidder_____

Name & Address of Bidder_____

Seal of the Firm/LLP/Company

Annexure 6 of Schedule 7

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP

Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Annexure 7 of Schedule 7
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)