

**Tender notice for Engagement of Event Management
Agencies for organizing Global Blockchain Congress.
-Consensus 2018-
On 18th and 19th December, 2018 at Biswa Bangla
Convention Centre Kolkata, West Bengal.**

**Tender No WEBEL/EOT/COM/18-19/00087
Dated: 22/11/2018**

**Issued By:-
West Bengal Electronic Industry Development Corporation Limited
(WBEIDCL)
Webel Bhawan, Block- EP & GP,
Sector-V, Salt Lake, Bidhan Nagar,
Kolkata-700091
West Bengal**

Disclaimer

This Notice Inviting e-Tender (NIT) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this NIT document is to provide applicants (bidders) with information to assist the formulation of their bid application (the “application”).

Whilst the information in this NIT has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither West Bengal Electronics Industry Development Corporation Limited (WBEIDC LTD.) , nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the NIT, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this NIT is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information (‘Information’) contained in this NIT document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of WBEIDC LTD. is provided to applicant(s) on the terms and conditions set out in this NIT documents and any other terms and conditions subject to which such information is provided.

This NIT document is not an agreement and is not an offer or invitation by WBEIDC LTD. to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. WBEIDC LTD. reserves the right to accept or reject any or all applications without giving any reasons thereof. WBEIDC LTD. will not entertain any claim for expenses in relation to the preparation of NIT submissions.

Abbreviation

Abbreviations	Descriptions
DSC	Digital Signature Certificate
DGM	Deputy General Manager
EMD	Earnest Money Deposit
GST	Goods & Service Tax
LOI	Letter of Intent
PBM	Pre Bid Meeting
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PSU	Public Sector Undertaking
PO	Purchase Order
NIT	Notice Inviting e-Tender
WBEIDC LTD.	West Bengal Electronics Industry Development Corporation Limited

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NOTICE INVITING E-TENDER

Tender Reference Number: WEBEL/EOT/COM/18-19/00087 Dated: 22/11/2018

West Bengal Electronics Industry Development Corporation (WBEIDC) Limited, nodal agency of Department of Information Technology & Electronics (DIT&E), Government of West Bengal (GoWB), invites e-tender on behalf of Department of Information Technology & Electronics, Government of West Bengal for the work mentioned in the Table 1 below. Bids are invited from reputed firms specialized in event management services. Submission of bid should be through electronic bidding process.

Table 1: Detail of the Scheme

Brief Description of Work	Tender Document Cost in INR (Non-Refundable)	Earnest Money Deposit in INR (Refundable)
Tender notice for Engagement of Event Management Agencies for organizing Global Blockchain Congress. On 18th and 19th December, 2018 at Biswa Bangla Convention Centre Kolkata, West Bengal.	Rs. 10,000 (Rupees Ten thousand only)	Rs. 30,00,000 (Rupees Thirty Lakh only)

- a) Intending bidders to download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary cost of tender documents (tender fees) and EMD to be submitted online.
- b) The bidder shall pay an EMD of Rs. 30, 00,000 (Rs Thirty Lakh Only) through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal. For detail payment procedure & guideline on the same bidders are advised to follow the same order. You may find the GO by clicking the link <https://bit.ly/2zZ4i6e>
- c) Digitally signed Technical Bid and Financial Bid, to be submitted through the website <https://wbtenders.gov.in>
- d) Submission of the Bid should be done as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATION” section of the RFP.
- e) The Financial Bid of the prospective bidder will be considered only if the Technical Bid is found qualified by the ‘Tender Evaluation Committee’. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.

GENERAL GUIDANCE FOR E-TENDERING

Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

i. Registration of Bidder:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature Certificate (DSC):

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iii. Submission of Tenders:

Tenders are to be submitted online to the website in two folders at a time for each tender (one is Technical Proposal & the other is Financial Proposal) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

IMPORTANT DATES & INFORMATION

Table 2: Fact Sheet

1.	Tender No. & Date	WEBEL/EOT/COM/18-19/00087 Dated:.22/11/18
2.	Tender Version	1.0
3.	Brief description of project	Tender notice for Engagement of Event Management Agencies for organizing Global Blockchain Congress. On 18th and 19th December, 2018 at Biswa Bangla Convention Centre Kolkata, West Bengal.
4.	Tender document Fee	Rs. 10,000 (Rupees ten thousand only) to be paid online only
5.	Earnest Money Deposit	Rs. 30, 00,000 (Rupees Thirty Lakh only) to be paid online only.
6.	Tender issuing entity	West Bengal Electronic Industry Development Corporation(WBEIDC) Limited
7.	Date of uploading of N.I.T. & other Documents (online)(Publishing Date)	22/11/18
8.	Documents download start date (Online)	23/11/18
9.	Last Date and time of sending the queries	Date: 26/11/2018 4:00 PM
10.	Corrigendum, if any, will be published On Line	Date: 27/11/2018 11:00 AM
11.	Bid Submission start date & time (On line)	Date: 27/11/2018 11:30 AM
12.	Bid Submission closing date & time (On line)	Date: 30/11/2018 12:00 PM
13.	Bid opening date & time for Technical Proposals (Online)	Date: 03/12/2018 3:00 PM
14.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	Date: To be notified later on

15.	Opening of Financial Bid (Online) and declaration of result	Date: To be notified later on
16.	Presentation Part of Technical Bid	Date: To be notified later on
17.	Contact Persons	Mr. Pratul Show, DY. G.M.(COMMERCIAL) E Mail: pratul.show@webel-india.com Mr.Rama Shankar Ray, Adviser (CPR) Email: ramashankar.ray@webel-india.com .

SECTION-A: INTRODUCTION

Introduction

What is Blockchain –?

1. A “Blockchain” is a distributed ledger stored as time stamped series of blocks at each server.
2. The ledger is distributed because each node has the full blockchain which makes the system safe against any failures
3. A node is any computer (servers) that is connected to the blockchain and used to execute and verify transactions
4. Blocks are added in a linear chronological order.
5. Once a block gets added in the chain, it cannot be erased
6. Every block consists link of the previous block, hence the chain cannot be changed.
7. All the data are stored in encrypted format which cannot be easily tampered
8. For hacking the blockchain, all the servers needs to be hacked which makes blockchain secured
9. Although each use of blockchain technology have different goals in mind, which can be achieved through the coding protocols put in place.

Simply: Blockchain is a decentralized, distributed digital ledger that records time-stamped transactions across multiple nodes transparently, following business logic, in linear chronological order, maintaining an immutable auditable trail, and secured by the art of cryptography.

Why Blockchain –

1. Transparent
2. Secured
3. Immutable
4. Practically hack proof system
5. Auditable

Some of the potential sectors for blockchain implementation:

1. Banking and insurance
2. Cybersecurity
3. Education & academia
4. eVoting
5. Transport
6. Stock trading
7. Real estate
8. Crowdfunding
9. Healthcare
10. Supply chain management
11. Cloud storage
12. Energy management
13. Record keeping
14. Government functions
15. Corporate governance
16. Telecom

Background:

Department of IT&E has taken focused approach towards leveraging Blockchain technology to establish West Bengal as a front runner in creating a Blockchain Technology Hub. Blockchain is a vast distributed ledger or database running on millions of devices, where not just information but anything of value – money, titles, deeds, music, art, intellectual property etc. can be stored securely and privately. The world is looking at Blockchain as the next biggest disruptive technology after internet. Among the financial institutions, almost 50% of the banks are expected to be using this technology by 2020 and there is a huge transformation expected to take place in the non-financial sector as well within next few years. Already jobs are getting created because of the fast, transformative effects of blockchain and substantial volume of creation of jobs are expected in coming days.

Journey so far:

Department of IT&E had already started deep diving into the insights of the technology from September'2017. A national level strategic meeting for promotion of blockchain in West Bengal was held at Department of IT&E on 6th Dec'2017 which hosted industry players from all corners of the country. This included representations from both big players like IBM, SAP, Infosys, TCS etc. as well as medium & startups like Snapper Future Tech, Indus Net Technology, Kryptotech, Induja Technologies etc. Besides, Department of IT&E had also participated in major blockchain related workshops/events organized by ISI-Kolkata, Chamber of Commerce and others in order to share knowledge and take appropriate steps towards promoting the blockchain revolution in West Bengal.

Department of IT&E has also held a day long knowledge workshop on Blockchain – 'Genesis' on 13 April 2018, hosting national and international level participants. Around 400 people from the Industry, Corporate, Academia and Government sector participated in the event. The event was welcomed and the effort of the Department was unanimously appreciated by all sector representatives. They were very happy in mentioning that the primary intention of the Department in creating awareness on Blockchain in Eastern India was very well achieved through the knowledge workshop. With this a message was also passed on to the Industry that how Government of West Bengal is seriously considering to build a holistic ecosystem around Blockchain in the State. Experts from Industry are now expecting Govt. of West Bengal to come up with opportunities to implement blockchain based applications in Govt. sectors so that slowly but steadily awareness gets generated among industry-academia-administration circle that West Bengal is keen on hands-on promoting emerging technology like blockchain and Government is taking proactive steps in making that happen.

To fully explore the potential of this rapidly evolving technology, Department of IT&E is developing several blockchain based applications. The first project that went LIVE is a Blockchain enabled crowdfunding platform developed to ensure transparency in the process. A Centre of Excellence on Blockchain is also being created in partnership with Indian Statistical Institute (ISI) Kolkata to accelerate development of the blockchain ecosystem.

Why Blockchain Congress:

To take the initiative further and develop a collective understanding on different aspects of Blockchain, a **2 days long Global Blockchain Congress - Consensus 2018 is being organized in December 2018** where blockchain experts, corporates, startups, individuals around the globe may be invited to share their insights on the technology, applications, use cases & best practices on capacity building and awareness generation.

Aim of the event:

To build a holistic ecosystem on Blockchain in West Bengal through awareness generation, knowledge sharing & workshops. To provide a single platform for all stake holders – Industry, Academia, Start-ups, Corporates, Governments, Investors to understand, collaborate & explore the potential of Blockchain technology. The event aims to expand the reach and depth of blockchain technology in industry and society.

When & Where:

Date: 18th & 19th December, 2018

Venue: Biswa Bangla Convention Centre,

Action Area I, DG Block, Newtown, West Bengal 700156

Showcase projects on Blockchain The event will provide a platform to corporates/ entrepreneurs/ start-ups/ institutions to showcase their Projects / Papers on Blockchain technology in this mega congregation where niche audience from all segments - industry, corporates, institutions, and governments will be present from the national & international arena.

Target Audience: The event is expected to host 2000+ participants from industry, academia, corporates, start-ups, governments and investors.

Event Partners:

1. Event Partner – Webel
2. Associate Partner – ASSOCHAM
3. Digital Partner – NASSCOM
4. Project Management Support – PricewaterhouseCoopers Pvt. Ltd.
5. Knowledge Partner – Bengal Blockchain Believers

Registration link: <https://gbck.nltr.org>.

SECTION - B: INSTRUCTION TO BIDDER

1. Submission of BID

Bids are to be submitted through online to the website stated earlier in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Only the Digitally Signed documents are to be uploaded after proper virus scanning. The documents will get encrypted (transformed into non-readable formats).

2. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. WBEIDC LTD. shall not be responsible for these costs regardless of the conduct or outcome of the bidding process.

3. Bid Document

Bidders to examine all instructions, forms, terms and requirement in the bid document. The invitation to bid together with all its attachment thereto shall be considered to be read, understood and accepted by the bidder. No deviations will be accepted. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result in rejection of the bid, subject to the discretion of tender evaluation committee

4. Amendment of Bid Document

At any time prior to the deadline for submission of proposals, WBEIDC LTD. reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents. Corrigendum can be published at least 3 days prior to the last date of Bid submission, with extension of 4 days of bid submissions deadline, such that the bidders gets at least 7 days to submit the bid after a corrigendum is published.

5. Modification and Withdrawal of Bids

The bidder may modify or withdraw its bid after submission, before the deadline prescribed for bid submission.

6. Language of Bid & Correspondence

The proposal will be prepared by the Bidder in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC LTD. will be in English language only. The correspondence by e-mail must be subsequently confirmed by a duly signed formal copy.

7. Earnest Money Deposit (EMD)

Earnest Money of Rs.30, 00,000/- (Rupees Thirty lacs) shall be deposited electronically along with the offer. Offers not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded within 30 days of signing of contract. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit.

- 8. The major responsibilities of the bidder shall include:** Bids are invited for “Engagement of Event Management Agencies for organizing Global Blockchain Congress. -Consensus 2018- On 18th and 19th December, 2018 at Biswa Bangla Convention Centre Kolkata, West Bengal.”. A bidder has to bid for entire work covered under part (i) NIT or (ii) BOQ or part (i) Technical & (ii) Financial both, the scope of works given herein the document. The rates should be quoted showing break up of various items associated with the designing and implementation of the events so as to analysis the bid in a transparent way. In order to integrate all the events associated with the programme of “Engagement of Event Management Agencies for organizing Global Blockchain Congress. -Consensus 2018- On 18th and 19th December, 2018 at Biswa Bangla Convention Centre Kolkata, West Bengal”, intention of the authority of WBEIDC LTD would be to have a complete proposal from the bidders. The authority

is, however, not bound to procure all services as suggested and/or specified by the bidder for the events. The said authority reserves the right to procure the entire or part services and value of the contract will be determined accordingly.

9. Forfeiture of EMD

EMD by Bidder may be forfeited under the following conditions:

- If Bidder withdraws the proposal before the expiry of bid validity period.
- During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process. The decision of WBEIDC LTD. regarding forfeiture of EMD shall be final and shall not be called upon for explanation under any circumstances.
- If Bidder violates any of the provisions of the terms and conditions of the proposal.
- In the case of successful Bidder, if Bidder fails to:
 - a) Accept the work order along with the terms and conditions.
 - b) Furnish performance security.
 - c) Abide by any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
 - d) Ensure submitting false/misleading information/declaration/documents/proof/etc.

The decision of WBEIDC LTD. regarding forfeiture of EMD shall be final and shall not be called upon to any explanation under any circumstances.

EMD of unsuccessful bidders shall be returned after the signing of LoA with the successful bidder.

10. Forms and Formats

The various inputs for the Technical as well as Price bid are to be submitted in the format specified. The bidder shall use the form, wherever specified, to provide relevant information. If form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.

11. Lack of Information to Bidder

The bidder shall be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not relieve the bidder of his responsibility to fulfil his obligation under the bid. If bidder has any queries related to bid document then they can send the queries before/during the Pre Bid Meeting.

12. Evaluation Procedure

- Bidders who have submitted the valid Bid Security, i.e., EMD, Tender Document Fee & NIT Declaration as per requirement shall be considered as pre-qualified for further evaluation. Absence of these pre-qualifying documents may lead to rejection of the bid.
- The Eligibility Criteria will be evaluated by Tender Committee and those who qualify will be considered for further evaluation.
- The Tender Committee would perform the Technical Evaluation for qualified bidders. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of **60% marks** in the Technical Evaluation including presentation will **only** be considered for Price Bid evaluation.
- Price bid will be opened for evaluation only for those bidders who have technically qualified.
- The basis of bid evaluation shall be “**Combine –Quality-cum-CostBased Selection (CQCCBS)**” with 70:30 ratio, where the weightage on the Technical part will be 70 percent and 30 percent weightage will be given to the price bid

13. Governing Laws

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Event Management Agency firm shall keep himself fully informed of all current national, state and municipal law and ordinances. The Event Management Agency firm shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law. These will be Event Management Agency firm’s entire obligation regarding any claim of infringement.

14. Termination for Default

In case the performance of consultant is deemed unsatisfactory (manifested in delays, lack of quality, unavailability of resources, lack of results/outcomes as expected and

agreed) the client reserves right to issue letter of dissatisfaction to the consultant stating the concerns. On issuance of two or more such letters of dissatisfaction the client (WBEIDC LTD.) reserves the right to terminate the contract by issuing a 30 days' notice period to the firm. In such eventuality WBEIDC LTD. will invoke the amount held back from the Event Management Agency firm as Security Deposit. Decision of WBEIDC LTD. in this regard will be final and abiding without any prejudice to any other remedy or right of claim for breach of contract for the consultant.

15. Jurisdiction Clause

Jurisdiction of the engagement would be limited only to courts in Kolkata.

16. Arbitration Clause

In case of any disputes, the arbitrator may be selected based on mutual agreement between the client WBEIDC Ltd. and Event Management Agency firm.

17. No Consortium allowed.

The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

18. Force Majeure

It is hereby defined as any cause, which is beyond the control of the Event Management Agency firm or WBEIDC LTD. as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist area.
- Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.
- Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, quarantine and plague.

- Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upto its or their performance of the Contract and to fulfil its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or non-performance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or non-performance. If, and to the extent, that such delay or non-performance is caused by the occurrence of an event of Force Majeure

19. Corrupt or Fraudulent Practices

The Tender Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force.

The Tender Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Tender Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

20. Binding Clause

All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tender Committee reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

21. Grafts, Commissions, Gifts, etc.

It is the Purchaser's policy to require that bidders, Event Management Agency firm and consultants under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the Event Management Agency firm or his partner, agent, officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with WBEIDC LTD. shall in addition to any criminal liability which it may incur, subject the Event Management Agency firm to the cancellation of this and all other contracts and also to payment of any loss or damage to WBEIDC LTD. resulting from any cancellation. WBEIDC LTD. shall then be entitled to deduct the amount so payable from any monies otherwise due to the Event Management Agency firm under contract.

22. Enforcement of Terms

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

23. Period of Validity of Offer

For the purpose of placing the order, the proposals shall remain valid till 180 days from bid submission date. During the period of validity of proposals, the rates quoted shall not change.

24. Taxes & Duties

- **The prices quoted shall be inclusive of all taxes.**
- Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
- Bidder submitting a tender shall produce up to date, Income Tax and Profession Taxes Certificate as well as the GST certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of submission.

25. Discrepancies in Bid

- Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate then the unit rate shall be regarded as firm.

26. Late Bid

Late bid shall not be accepted by WBEIDC LTD.

27. Contacting WBEIDC LTD.

Bidder shall not approach WBEIDC LTD. officers beyond office hours and/or outside WBEIDC LTD. office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence WBEIDC LTD. office in the decision on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of WBEIDC LTD., it should be in writing.

28. WBEIDC LTD's Right to Reject any or all Bids

WBEIDC LTD. reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

29. Bid Currencies

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, cess etc.

30. Price

Price should be quoted in the Price Bid format only. No deviation in any form in the Price Bid sheet is acceptable.

Price quoted should be firm, inclusive of all charges, taxes and duties.

31. Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Event Management Agency firms.

32. Non-Transferability of Tender

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

33. Formats & Signing of Bid

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory (ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialled by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialled with date by the authorized signatory after striking out the original words/figures completely.

34. Withdrawal of Bid

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible vendors for any item(s) of work, if so required.

35. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or in doubt as to the true meaning of any part thereof, it shall make a written request to the tender inviting authority for correction/clarification or interpretation or can put in a separate sheet along with his technical bid document.

36. Compliance with Law

The Event Management Agency firm hereto agrees that it shall comply with all applicable central, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required.

The Event Management Agency firm shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labour legislation.

37. Clarification of Bids

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (email) and no change in the substance of the bid shall be offered or permitted.

38. Authentication of Bids

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

39. General Obligations of the Bidder

- An agreement is to be signed between the successful bidder and WBEIDC Ltd within thirty days from the date of placement of order
- Tender conditions will be part of the agreement

- Successful bidder must have/must set-up branch office setup in Kolkata, West Bengal, India
- Exit Management: The Bidder shall provide all such information as may reasonably be necessary to effect as seamless a handover as practicable in the circumstances to the WBEIDC LTD. and which the Bidder has in its possession or control at any time during the exit management period.
- The Bidder shall commit adequate resources to comply with its obligations under Exit Management Schedule.

SECTION - C: ELIGIBILITY CRITERIA

Table 3: Eligibility Criteria

#	Eligibility Criteria	Document Proof
1	The bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	Valid documentary proof of: <ul style="list-style-type: none"> ➤ Trade License ➤ GSTIN number. ➤ IncomeTax registration/PAN number ➤ Certificate of updated Income tax Return ➤ Audited balance sheet for the last 3 financial years. ➤ Financial turnover in the last year (Audited Balance Sheet) in tune of Rs. 1 Crore. ➤ Work experience including work of Government of West Bengal in last three years in the tune of Rs 3.0 crore minimum
2	The Bidder must have conducted and managed at least 5 events in last 3 years. <ul style="list-style-type: none"> ✓ Out of these 3 events must have been conducted for any department of government of West Bengal. ✓ The combined amount of work done against a single event / work order should not be less than Rs 1 crore. ✓ 	<ul style="list-style-type: none"> ➤ Self-certification by authorized signatory with relevant documents in its support. ➤ Work Orders/ Completion Certificate confirming previous experiences.
3	The bidder should have a turnover of minimum Rs 3.0 crore in last 3 FYs.	Self-certification by authorized signatory with relevant documents in its support.
4	The Bidder must have conducted and managed one event any I&CA department of Government of West Bengal.	<ul style="list-style-type: none"> ➤ Self-certification by authorized signatory with relevant documents in its support.

		➤ Work Orders/ Completion Certificate confirming previous experiences.
5	The Bidder must have conducted and managed least 1 cultural Programme with artists of repute in last 3 years.	Work Orders/ Completion Certificate confirming previous experiences.
6	The Bidder must have Experience for any one event management considering VVIPs presence.	<ul style="list-style-type: none"> ➤ Self-certification by authorized signatory with relevant documents in its support. ➤ Work Orders/ Completion Certificate confirming previous experiences.
7	The bidder must be empanelled with HIDCO/ must have experience in handling events at Biswa Bangla Convention Centre.	Attach relevant documents.
8	The bidder should not have defaulted /blacklisted / debarred regarding bad performance / delivery in any State Govt., Central Govt. and PSUs of India at the time of bidding.	Self-declaration regarding the same on the bidder's Letter Head
9	The bidder should have offices in Kolkata, West Bengal to render timely support and services.	Attach relevant documents
10	Bidder should submit Earnest Money Deposit (EMD) of Rs. 30,00,000 (Rupees Thirty lakh only).	Electronically submitted in the e-tender portal.
11	Bidder should submit Tender Document Fee of Rs. 10,000(Rupees ten thousand only)	Electronically submitted in the e-tender portal.
12.	The bidder must be empanelled with HIDCO and must experience in handling events at Biswa Bangla Convention Centre.	Attach relevant documents.

SECTION - D: TECHNICAL EVALUATION CRITERIA

1. Technical Evaluation

Evaluation of Technical Bids will be as follows:

1	Suggested Marking System		Total Marks	Marks Score d
A.	Technical Offer Evaluation			
1	Presentation of concept plan for the entire venue considering the presence of VVIPs / high officials and dignitaries including / Demonstration of credentials / capacity to deliver services in emergency situation/ at short notice considering the presence of VVIPs		25	
2	Layout Plan, with design, for the designated venue.		10	
3	Prior experience in handling large indoor programmes (documentary evidence)		10	
4	Experience/ Credentials of handling similar nature of work for any Department/ agency of the State Government in the past 3 years (documentary evidence)		20	
5	Plan for stage management considering VVIPs'/VIP presence including vehicle movement and parking.		10	
6	Whether the Agency has an office in Kolkata (with documentary proof), and the number of permanent staff/ technical persons at its disposal for handling such a large/ important event		5	
7	Financial solubility / capacity to undertake an event on a large scale, and meet unforeseen contingencies. Financial turnover during the last financial year: (1) Rs.3,00,00,001 and above = 20 marks (2) Rs. 2,50,00,001 to Rs. 3,00,00,000 = 16 Marks (3) Rs.2,00,00,001 to Rs. 2,50,00,000 = 12 Marks (4) Rs. 1,50,00,000 to Rs. 2,00,00,000 = 10 Marks (5) Rs. 50,00,000 to Rs. 1,50,00,000 = 5 Marks		20	
	Total: Marks for Technical Evaluation.		100	

2. Selection Methodology

The evaluation committee will evaluate each of the bids on the basis of Technical Evaluation criteria and presentation. At the stage of technical evaluation, WBEIDC LTD. will assign points (quality of services score) to the pre-qualified bidders based on the technical evaluation criterion mentioned in this RFP.

To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks.

The commercial bid of the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive in respect of commercial considerations. **The**

evaluation will be made on the basis of Combined-Quality-cum-Cost-based-selection (CQCCBS) with 70:30 ratio, where the weightage on the Technical part will be 70 percent and the weightage on commercial bid would be 30 percent. The bidder with the highest total score would be declared successful.

The cost indicated in the Commercial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. In the commercial proposal bidder is required to quote the fee required to execute the project. The lowest Commercial Proposal (Fm) will be given a score (Sf) of 100 points.

The Financial scores (Sf) of the other Commercial Proposals will be determined using the following formula:

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

In which Sf is the Commercial score, Fm is the lowest Commercial Proposal, and F is the Commercial Proposal (in INR) under consideration.

Proposals will be 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 Commercial Proposal that will be in the ratio of 70:30.

For Additional information/clarification (if reqd.), WBEIDC LTD. reserves the right to ask for any additional information. Bidders that fail to submit additional information or clarification as sought by evaluation committee within 10 days of the receipt of letter requesting for such additional information and/or clarification from WBEIDC LTD., their bids will be evaluated based on the information furnished along with the bid proposal.

SECTION-E: SCOPE OF WORK

1. Scope of Work

Particulars	Details	Particulars	Qty
Outside work at Covention Centre			
Gen Food Hanger with AC & all Necessary Items	Geman Hanger Structure (RODER HTS HOCKER)	6060 Sqmt.	1
	AC for Hanger	6060 Sqmt.	1
	Double Ply Platform with Carpet	6060 Sqmt.	1
	General Lighting with Cabelling & Technician		88
	Table with Cover		50
	Chair With Cover		3000
	Dustbin & Water Besin		30
Media Food Hanger with AC & all Necessary Items	Geman Hanger Structure (RODER HTS HOCKER)	809 Sqmt.	1
	AC for Hanger	809 Sqmt.	1
	Double Ply Platform with Carpet	809 Sqmt.	1
	General Lighting with Cabelling & Technician		60
	Led Scéen With Live Setup	120Sqft	1
	Dealy Sound System	As per	1
	Plug Points for Media		20
	Table with Cover		20
	Chair With Cover		200
	Dustbin & Water Besin		10
Registration Area	Pagoda For Registration		8
	Platform for Pagoda	25 Sqmt.	8
	Table with Cover		16
	Chair With Cover		35
	Printer With Laptop & Internet Connectivity		8
	Plug Points		16
Pathways,Connectings Corridors	Platfrom with Carpet	1972 Sqmt	1

	Shade for Pathway	1972 Sqmt	1
	General Signages		50
	Police Signages		400
	General Lighting on Pathways & connecting roads	As per required	100
Toilets	Shed for Toilets	318 Sqmt	1
	Bio Toilet with attender & Water Supply		30
	Masiking for toilet all side	420 Sqmt	1
	Light for All Tiolets		30
Kitchen	Pandal for Kichen	560 Sqmt	1
	Platfrom	560 Sqmt	1
	Tables		20
	Light	As per required	20
Parking Area (20 Acar Land)	Pandal at Parking Area	360 Sqmt	1
	Platfrom	360 Sqmt	1
	Tables		10
	Meatl Lights		85
	Announcement Sytem	As per required	1
	Stand Fan		10
	Power Points		5
OB VAN Area	OB Van Area	912 Sqmt	1
	Platforming & Carpeting	912 Sqmt	1
	Lights,Power Boards,fan,Table for both days	As per required	1
	OV out connectivity for Both days	As per required	1
	UPS For Media	20KVA	1
Power Connection	Genset for Ac for Genaral Food Hanger	250KVA	3
	Genset for Ac for Media Zone & Food Hanger	250KVA	2
	Genset for Kitchen & Toilet Power	125KVA	3
	Genset For Total Walkway area Light	125KVA	2
	Genset For Parking Area (20 Acar Land)	125KVA	3

	Cabbelling For All Connectivity(95cables)	As per required	1
F&B for Genaral Guest & Media	Morning Braekfast with Tea & Coffee for Genaral People & Media		3500
	Lunch For Media & Gen Guest		3500
	Evening Snacks with Tea & Coffee for Gen Guest & Media		3500
	Lunch Packet for Police		1500
Branding & Venue Light	Venue Branding	24248 Sqmt	1
	Installation at Venue		100
	Look & feel at Venue		
	LED Metal		40
	Standaloon Fan		50
	Plug Points		
	Intelligent Lights arrangements at Out side area of Conention Centre	As per	1
	Cutouts	As per	40
	Overhead Gate	As per	3
Logistics	Car Logistics for Guests	As per Quality	20
	Production Team full Logistics	As per required	15
	Mis Items for Setup & logistics	As per required	1
	Transpotations for All types of Décor team & technicals team.	As per required	1
Others	Manpower for Management	As per required	120
	Ushers Girls for management	As per required	20
	Houskeeping	As per required	80
	Security Guard	As per required	80
	Internet WIFI Connectivity	40 mbps	1
	CCTV Coverage for all Zone & Area	As per required	100
	Fire Extinguishers for All Zone	As per required	1

Inside work at Covention Centre			
Stage Décor Setup(Hall No-1.)	Thematic Setup on Main Stage		1
	Letter cut with base		1
	LED Platform/Riser Support and Structure		1
	Podium		2
	Scaffolding for LED		1
	Truss pillars masking's		1
	Lamp for Lamp lighting	Digital	1
	Camera Platform		3
	Console with Masking		1
	Cue Managers		20
	Dias Chairs		30
	Coffee Table - On stage		30
	Banquet Chairs for Back stage		30
	Table for Backstage		10
	Florals for tabe top bouque and stage		25
	Flore Decaration on stage		1
	Black Cloth Masking on Upstairs Seattng	As per	1
Video(Hall No-1.)			
	LED Wall	448 Sqmt.	1
	Preview LED	37 Sqmt	1
	Watchout Server		2
	Switcher Extron 405		2
	Splitters		2
	Cue Master		1
	Laptop		4
	DVD Player		1
	Cabelling		1
	Technicians		1
	Plasma With Stand		6
	Videographer		4
	Recorder		1
	HD VIDEO MIXER		1
	Still digital photographer		4
	Video Floating Cameras		3
	Web Casting		1
	Online Editing Setup		1

	OV Feed for Media		10
Sound(Hall No-1.)			
	Stage Monitor		8
	Side Fill Spekers		4
	Low Base Spekers for Outer line		4
	Corless Mic		14
	Podium Mic		4
	Ear Mic		4
	Talk Back Mic		2
	64 Channel Mixer		1
	UPS -15KVA		1
	Cabelling		1
	Technicians		1
Light(Hall No-1. & Lobby)			
	Trussing for Lights	As per	1
	LED Par		120
	Par-64		45
	Ponty		38
	LED Blinder		48
	GOBO		2
	Haze		2
	Avolite Board		2
	Cabelling		1
	Technicians		1
	LEVEL -2 Inteligents Lights	As per	1
Stage Décor Setup(Hall No-6 & 7.)			
	LED Raiser with carpet & flex finished		2
	Podium		2
	Console		2
	Thematick Setup for Stage	As per	2
	Dias Chair		30
	Coffee Table		30
	Backstage Table		20
Technicals (Hall No-6 & 7.)			

	LED for stage	62 Sqmt.	2
	Splitter & Switcher		2
	Videographer		2
	Still digital photographer		2
	Sound System (With Mixer,Amp,& Cabelling)	300pax	2
	Podium Mic		4
	Corless Mic		8
	Coller Mic		4
	LED Par		60
	Par-64		40
	Blinder		20
	Avolite Board		2
	Technicians		2
	Stalls (Hall No- 3 & 5.)		
	Octonum Stall With Branding & Decotation	9 Sqmt	20
	Table		20
	Consil Light		60
	Power Points		40
	Plasma for each Stall	With Stand	20
	Furniture & Lounge		
	lather dauble Seatter Sofa for Speakers & official lounge		40
	Lather Comfortable Chair for Speakers & official lounge		30
	Centre Table for Speakers & official lounge		60
	Maxima Wall for Separation of Lounge	2646 Sqmt	1
	Manpower for Management		
	Ushers Girls for management		20
	Male Volenteers		60
	Supervisor		20
	Housekeeping		30
	Housekeeping Supervisor		10
	Security		10
	Cleaning Matarials	As per	1

	Q-Manager		30
	Laptop & Printer		1
Look & Feel			
	Convention Centre Thematic Decoration with Branding & Installation	As per	1
	Digital Standee		10
	Light Decoration on Main Bulding	As per	1
	Flower Table Top		100
	Maxima Standee		60
	Digital Name plate		30
F&B			
	Break fast for VIP Guest,Official & Organizer		150
	Lunch for VIP Guest,Official & Organizer		150
	Evening Snaks for VIP Guest,Official & Organizer		150
	Full day Tea,Coffe & Cookies Arrangement on every floor		300
	Table With Frill		30
	Banquets Chair		150
DG Set & Fuel			
	DG & Fuel for Light(Hall No-1.) including backup	256KVA	4
	DG & Fuel for Sound(Hall No-1.) including backup	125KVA	4
	DG & Fuel for Video(Hall No-1.) including backup	256KVA	4
	DG & Fuel for Light(Hall No-6 & 7.)	256KVA	2
	DG & Fuel for Sound(Hall No-6 & 7.)	125KVA	2
	DG & Fuel for Video(Hall No-6 & 7.)	125KVA	2
	DG & Fuel for Building Lights	256KVA	1
Miscellaneous			
	Production Team Cab & Logistics	As per	1
	Digital printing & misc items purchasing for activation	As per	1
	Badges with lanyards & Pouches		500

OOH	Designing and installation of Digital Signage and Physical Hoardings	15
	Designing creative graphics and lucrative digital signage and hoarding to be installed in the exits of the airports and in an important road leading the airport and in two prominent crossings in the cities of Bangalore and Hyderabad and Kolkata Installation and maintenance of the hoardings and signage Agency would be responsible for acquiring authorization and payment of taxes for such hoardings	
	Cost for additional 25 hoardings in Kolkata	25
	Prime areas like Park street, Gariahat etc. and sector 5 area	

Digital	<i>Promotion in Digital Media, Search Engine Optimisation and Perception reporting – complementing NASSCOM in their digital promotion initiatives (Event Month & 5 months post event)</i>	1 month
	Social Media Bloomberg Quint (One time activity) Indian Express & Financial Express (One time activity) ET Tech (One time activity) CNN (One time activity) SMS (90k + 10k) Emailers Services fee for 1 month	
	Details of activities for 5 months post event	5 months
	Social Media (Facebook, Twitter, LinkedIn)	

Third party
 (Bloomberg/IE/TOI/Moneycontrol etc)
 once a month)
 Services fee for 5 months

Print	Press ads (quarter page and Half page)
	Business dailies (Front page): Financial Express, Business Standard, Mint, Hindu Business Line (2 quarter page pre-event and 1 half page on event day)

PR	National, Regional and International Press and TV
	<p>Press Release on Run-up to the event – 15 days prior to the event</p> <p>Promote and profile 5 – 7 marquee national / international speakers participating at the Congress</p>

Select one-on-one interview key officials as a pre-cursor to the event (1-2 Interviews with Key Newspapers). Suggested talking points

Mega event in the emerging technology space
 Assembly of global think tanks, academicians, politicians
 Key highlights of the event
 Engaging with the brightest of the young minds
 Mega event in the emerging technology space
 Assembly of global think tanks, academicians, politicians
 Key highlights of the event
 Engaging with the brightest of the young minds

During Event

Invitation, registration and assistance to the media who will attend the conference

Facilitate a series of interactions, session-wise with participants
Preparation and dissemination of notes and End of Day press releases during the 2-day conference

Create a media conference / roundtable on the sidelines of the event

Create photo opportunities at various sessions simultaneously

Content creation:

Speeches for the spokespersons

Session briefs

Day-wise press releases

Transcription of the event

Draft briefing for spokesperson (including key messages & Q&A)

Prepare media information kit-profiles

Post Event

Content based Approach

- Identify industry verticals on which GoWB wishes to implement blockchain processes to bring tangible benefits for those industries; e.g. agriculture, power, etc.

- Create content on each of those target industries, highlighting GoWB's specific plan of implementing blockchain into these industries and story-tell the humongous benefits that each industry will enjoy, post implementation of blockchain

- Select publications (with favourable stance towards GoWB) and place content either through advertorials or editorials (largely through 1-1 media interactions)

- Amplify newspaper coverage through digital platforms like Facebook; LinkedIn etc.

Some possible themes on which we can generate content and engage with the media:

The agency will discuss with the client to identify more such industries, craft content and leverage the content through appropriate media platforms

I. Agriculture: Digitising land records of Bengal and its advantages to the farming community of the State

- Transparency in land related transaction
- Benefits of aggregation of land owned by multiple small farmers
- Better allocation of land for industries

II. Power: Scope of developing captive power capacities in rural regions of Bengal through alternative energy options

- Better efficiency in generating alternative power and distribution across rural Bengal
- Balancing supply dynamics - surplus versus shortfall
- The next best way to electrify rural Bengal

Infographic based approach

- Create info-graphics (with growth charts and data) which demonstrates the potential benefits that diverse industries of Bengal will reap post adoption of blockchain

- Leverage the info-graphics through digital/social media platforms; ATL and BTL media formats; explore placements in media stories

Audio-visual approach

- Create a bank of videos (4-5 such in an interview format with key spokespeople from GoWB; Dept of IT/WEBEL and Knowledge Partners of Census 2018, wherein the certain spokesperson demystifies “Block Chain’ in lay-man terms and explains its benefits
- These interviews also narrate the GoWB’s vision with Blockchain into its State and explains the tangible benefits for the stakeholders of diverse industry sector of Bengal
- Application and Use of these videos: Played at appropriate forums; conferences; leveraged through social media;

Annexure-1: NIT Declaration

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To,

The Deputy General Manager(Commercial)

WBEIDC Ltd

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Ref: WEBEL/EOT/COM/18-19/00087 Dated:.22/11/18

Sub: Submission of proposal in response to Tender notice for Engagement of Event Management Agencies for organizing Global Blockchain Congress.

Dear Sir,

- We have examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP no. _____ dated _____ for “Engagement of Event Management Agencies for organizing Global Blockchain Congress” in full conformity with the said RFP document.
- We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- In the event of acceptance of our bid, we do hereby undertake:-
 - To commence services as stipulated in the schedule of delivery forming a part of the attached proposal.
 - We affirm that the price quoted is inclusive of all charges and all taxes.
- We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- The EMD and Tender fee as given in Notice Inviting Tender Section is attached with this proposal.
- We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions other requirements related to the said tender and we will abide by the same as mentioned in the tender document while participating and executing the said tender.
- We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
- We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
- We understand you are not bound to shortlist / accept any proposal you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure–2: Format for Bidder’s Particulars

<<To be printed on bidder company’s letterhead and signed by Authorized signatory>>

To,
The Deputy General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, and Kolkata:-700091

Bidder information Format

#	Description	Details (to be filled by the responder to the RFP)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company’s Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	Quality Certificates and its validity	
11.	GST registration No.	
12.	Permanent Account Number (PAN)	
13.	Corporate Identity Number (CIN)	

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax:

E-mail address :

Annexure-3: Bidder's Annual turnover over last 3 financial years

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

Date: dd/mm/yyyy

To,
The Deputy General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, Kolkata:-700091

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document. I hereby declare that below are the details regarding Overall turnover over last 3 financial years for our organization.

#	Details	FY 2015-16 (in Crores) (a)	FY 2016-17 (in Crores) (b)	FY 2017-18 (in Crores) (c)	Average Turnover [(a+b+c)/3]
1	Overall Annual Turnover				

Yours Sincerely,

Signature of Statutory Auditor (with official seal)

Name :

Designation :

Address :

Telephone& Fax:

E-mail address :

Annexure-4: Declaration for not being blacklisted

(Self-declaration for not being blacklisted by any Government Entity)

(To be submitted on the Letterhead of the responding firm)

(Place)

(Date)

To,

The Deputy General Manager(Commercial)

WBEIDC Ltd

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Ref: Tender notice for Engagement of Event Management Agencies for organizing Global Blockchain Congress. Ref: RFP No. WEBEL/EOT/COM/18-19/00087 Dated:.22/11/18

Dear Sir,

In response to the above mentioned RFP I/We, _____, as _____ <Designation> of M/s _____, hereby declare that we are not blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Annexure-5: Technical Bid Details.

1	Presentation of concept plan for the entire venue considering the presence of VVIPs / high officials and dignitaries including / Demonstration of credentials / capacity to deliver services in emergency situation/ at short notice considering the presence of VVIPs
2	Layout Plan, with design, for the designated venue.
3	Prior experience in handling large indoor programmes (documentary evidence)
4	Experience/ Credentials of handling similar nature of work for any Department/ agency of the State Government in the past 3 years (documentary evidence)
5	Plan for stage management considering VVIPs'/VIP presence including vehicle movement and parking.
6	Whether the Agency has an office in Kolkata (with documentary proof), and the number of permanent staff/ technical persons at its disposal for handling such a large/ important event

ILLUSTRATIVE POINTS TO BE COVERED IN CREATIVE BID & Technical Presentation:

I Designing:

a. Designing & Implementation of the entire programme to be held in the concerned venue as mentioned in the tender notice

II Method of Implementation

a. Details of implementation of all parts of work

b. Illustrative components for Implementation of programme in short time on emergency.

III Delegates Management

IV Projection on branding ideas

V Creative ideas in documentation of the events

VI Printing:

a. Design, Art work, Production of black & white positive and 4-colour positive and process till completion of progressive proof

b. Photography, whenever required

VII Audio-Visual Presentation:

a. Design, Art work, Production including editing and submission of two sets of final deliverables

b. Hiring of equipments for presentation, display, etc.

VIII Stage Management

- IX Ground Management
- X Hospitality Management
- XI Staff Management
- XII In case of urgency, separate plan of implement, if any