Request for Proposal (RFP)

for Selection of an Event Partner

for organizing

World Food India 2024

Ministry of Food Processing Industries
Government of India
Panchsheel Bhawan, August Kranti Marg
Khelgaon, New Delhi-110049

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Request for Proposal (RFP) for Selection of an Event Partner for organizing World Food India 2024

Ministry of Food Processing Industries (MoFPI), Government of India invites e-bids from Industry Associations/ Industry Chambers registered in India under relevant Act, of National and International repute for appointment as 'Event Partner' for **World Food India 2024**.

The details of submission of e-bids are available in the RFP document available at the Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app).

The timeline for submission of e-bids/proposals are given below:

Sl. No.	Details of RFP	Tentative Date	Time
1.	Date of uploading of RFP	03.01.2024	5:00 PM
2.	Date for Pre-bid meeting at Panchsheel Bhawan, New Delhi	09.01.2024	11:00 AM
3.	Last date of bid Submission	25.01.2024	05:00 PM
4.	Date of Technical bid Opening	29.01.2024	11:00 AM
5.	Date of Technical presentation	07.02.2024	11:00 AM
6.	Date of financial Bid Opening	14.02.2024	11:00 AM
7.	Declaration of results	20.02.2024	05:00 PM

The Ministry reserves the right to cancel any or all the e-bids or annul the bidding process without assigning any reason thereof. All proposals are to be submitted online through the portal (https://eprocure.gov.in/eprocure/app) only.

(S K Verma)
Consultant & Nodal Officer-WFI
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Government of India Panchsheel Bhawan,
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Chapter 1

DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of MoFPI or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the MoFPI to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their proposals i.e. technical proposals and financial offers pursuant to this RFP.

This RFP includes statements, which reflect various assumptions and assessments arrived at by MoFPI in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that a Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for MoFPI, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MoFPI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. MoFPI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment,

assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this bid stage. MoFPI also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in this RFP. MoFPI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that MoFPI is bound to select a Bidder or to appoint the Selected Bidder as Event Partner for the Assignment and that MoFPI reserves the right to reject all or any of the Bids or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MoFPI or any other costs incurred in connection with or relating to its Proposal. MoFPI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

Chapter 2

INSTRUCTIONS FOR E-TENDERING

The bidding process for this RFP will be completed online through e-Procurement portal. The RFP document can be downloaded free of cost from the e-Procurement portal. The bidder must register with its Digital Signature Certificate (DSC) in the e-tendering system and subsequently it will be allowed to carry out its e-bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register its DSC, the bidder should first log on to the e-Tendering system using the User Login option on the home page with the Login Id and Password with which it has registered.

For successful registration of DSC on e-Procurement portal (*https://eprocure.gov.in/eprocure/app)*, the Bidder must ensure that it possesses Class- 2/Class-3 DSC issued by any certifying authorities approved by Controller of

Certifying Authorities, Government of India, as the e-Procurement website *https://eprocure.gov.in/eprocure/app* is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise even before e-Bid submission date starts.

The Bidder shall be required to use its own Digital Signature while uploading its Bid. Failure to comply with this requirement or usage of Digital signature of other firm (not approved by Controller of Certifying Authorities) shall be liable for rejection of the Bid. The Bidders must upload all the required documents electronically in the PDF file format except for the Financial Proposal Submission Form (BOQ) which will be electronically uploaded on the prescribed XLS format only on e-Procurement portal.

It is suggested that the PDF files should be made in grey scale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Procurement portal (https://eprocure.gov.in/eprocure/app). The required electronic documents for each document label of Technical (Fee details, Annexure etc.), schedules/packets can be clubbed together to make single different files for each label. The size of Single label file should not exceed 20-25 MB.

Along with the bids, the bid processing fee of Rs.25,000/- and the *EMD of Rs.60 lakh must be submitted on or before the bid closing date by way of separate demand drafts/ NEFT/RTGS payable to PAO, MoFPI at New Delhi to the Nodal Officer-WFI, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049. The e-bids will be opened in the office of MoFPI.
*EMD exemption shall be applicable as per Govt of India Guidelines.

Chapter 3

ENGAGEMENT OF AN EVENT PARTNER FOR ORGANIZING WORLD FOOD INDIA 2024 IN NEW DELHI, INDIA

Background

The Ministry of Food Processing Industries, the nodal line Ministry of GoI for development of Food Processing Industries in the country, aims at facilitating and acting as a catalyst to attract quality investments into this sector from within India and abroad. Ministry recognized that organizing an international event in the country, on scale comparable to other such International Events like SIAL- Paris, Anuga-Germany and Gulfood- UAE etc is important for vibrant Food Processing Sector in the country, where sectoral strengths, past achievements & investment potential are showcased to domestic and Global stakeholders. Towards this end, Ministry has organized World Food India in 2017 and thereafter in 2023, which were largest gathering of investors, manufacturers, producers, food processors, policy makers, and organizations in the country from the global food ecosystem. World Food India aims to provide opportunities for both investment and trade in the food processing sector for leading Indian and International companies. Encompassing the entire food spectrum from production to consumption, WFI 2023 looked at creating a better sourcing environment, thereby enabling higher returns for farmers, creating employment, and fostering entrepreneurship.

World Food India (WFI) 2023

World Food India 2023 provided a platform to explore Indian market across the value chain in food processing and food retail. The event was inaugurated by Hon'ble Prime Minister of India, Shri Narendra Modi, on 3rd November 2023 at Bharat Mandapam. Hon'ble President of India, Smt Droupadi Murmu, graced its Valedictory Session. WFI 2023 was organized during 3rd – 5th November 2023 in Ground Floors of Halls Nos 1,2,3,4,5,6 & 14 (measuring 49,174 Sq meter of area) apart from open spaces of about 10,000 sq meter area in Pragati Maidan, New Delhi. Technical Sessions, Ministerial

Meetings, Industry Roundtables apart from inaugural and valedictory sessions were held in Bharat Mandapam.

World Food India had extensive participation from stakeholders across the board, including more than 1200 national and international exhibitors, representatives from 90 countries, 15 overseas ministerial and business delegations and MoU/ Investment promises of above Rs. 33,000 crores. The event had participation across the length and breadth of country with 5 Partner States, 7 Focus States apart from other 9 states exhibiting their strengths in exhibition pavilion. 12 Central Ministries/ Departments apart from all the Commodity Boards of D/o Commerce and D/o Agriculture & Farmers Welfare partnered/ actively participated in the event. Different activities like Exhibitions, exclusive pavilions on Technology, Machinery, Sub-sectors etc, B2B, B2G meetings, 47 conferences/seminars were key attractions of the event. A global Reverse Buyer Seller Meet in association with D/o Commerce & its associated bodies were also organized as a part of the Event.

World Food India 2024

Ministry has proposed to organize next edition (3rd) of World Food India during 14th-17th Oct, 2024 in Pragati Maidan, New Delhi. It is envisaged that this year's event will be on a scale larger than its previous edition and will firmly establish the event in league with other such events like SIAL- Paris, Anuga- Germany and Gulfood- UAE etc. The proposed World Food India is envisioned to showcase sectoral strengths, past achievements & investment potential as well as act as a catalyst to attract quality investments into this sector. The event aims to bring together various stakeholders in the food value chain around the world on a single platform. This would enable these stakeholders to exchange knowledge, ideas and innovation.

The event aims to host a series of activities including but not limited to, domestic and international roadshows, high impact roundtables with government and corporates, knowledge sessions etc and is envisaged to focus on entire food value chain including (a) Fruits and Vegetables; (b) Dairy & Value-added dairy product; (c) Machinery and Packaging; (d) Ready to Eat/ Ready to Cook; (e) Technology and Innovations; & (f) Nutraceuticals and Health Foods etc

Chapter 4

INSTRUCTIONS TO BIDDERS

The World Food India 2024 is being envisaged on a scale larger than WFI 2023. An event of this magnitude requires concerted efforts, coordination and liaison on multiple fronts. An international event of this stature requires the services of agency having prior experience in management of similar events. The agency is required to be well-versed with protocols, guidelines and systems of organizing such international events. The Bidder is expected to proactively work in the following areas:

1. Event management from concept to execution and post event follow ups.
2. Road shows for Domestic and International outreach.
3. Hospitality, Protocol & Transportation & liaison support for Indian and International delegates (including non-financial administrative assistance for visa support etc. wherever required).
4. Organizing Country Seminars, State Seminars, Ministry/ Department Seminars, B2B & B2G Meetings, food processing summits, round tables etc.
5. Media & Publicity activities (Print advertisement, Audio Visual advertisement, Newspaper advertisement, Magazine advertisement, Domestic & International branding of the Event, Press conferences, Social media promotion, Website management, digital wall displays etc.)
6. Development / maintenance of event specific website, creation / development & management of event specific App
7. Management and execution of specialized events such as Food Street, Theme Pavilion, Hackathon, Start Up awards, etc.
8. Printing of event documents, collaterals and publicity materials.
9. Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.
10. Any other work assigned by the Ministry related to the above event.

Chapter 5

SCOPE OF WORK

The selected Bidder will have to provide requisite competent manpower and services as below in addition to any other activity for successful implementation of the event:

A. Tentative preparatory programmes for the proposed World Food India in October 2024:

All activities to be organized in coordination with Investment Facilitation Partner (Invest India), the Knowledge Partner identified for the World Food India and other relevant stakeholders

Domestic Food Processing Summits/ WFI Roadshows	Around 20 domestic food processing summits & WFI Roadshows in major industry centers/ production clusters/ State & UT capitals within the country
International Roadshows	Around 10 International Roadshows in priority countries for food processing & allied sectors
Roundtables	• CEOs of major food processors, retailers, technology providers, exporters etc. • Foreign Missions in India; Indian Missions abroad • State Governments & UT Authorities • International Business Chambers, Multilateral Agencies • All relevant bodies dealing with quality/ standards – BIS, FSSAI, EIC, QCI along with FIEO, TPCI etc.
Curtain Raiser	To be organized in March 2024 in New Delhi (tentative)
*Any other activities finalized by the Ministry time to time	

Pre-Event Responsibilities:

B. **Conceptualization and Planning for the Event**

1. Conceptualize the Event Plan, its scope, objectives and deliverables based on the venue and World Food India's requirements and maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
2. Design the Event flow which would include the inaugural ceremony, various parallel sessions/activities, business meetings (B2B/B2G), publicity events, conferences, seminars, exhibitions, closing ceremony, dinner, cultural programs, etc.
3. Create the Event Execution Plan for executing the Event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out.
4. Coordinate with Investment Facilitation Partner (Invest India), Knowledge and other Partners, selected by Ministry and give inputs on the ways and means for promoting & smooth execution of the World Food India including garnering of investments & exports, signing of MoUs etc.
5. Prepare and present the financial estimates for this event in consultation with MoFPI.
6. Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.

C. **Venue Development**

1. Overall development of exhibition area (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decoration and branding, audio, video, photography, videography and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally required in large scale events) as per plans approved by MoFPI. In case the venue gets changed, the agency will have to make necessary arrangements accordingly.
2. Help Desks with registration desk, country-wise coordination with adequate support (Liaison Officers, provision for ushers, coordinators, etc.).
3. An advance Helpdesk (for handling email, phone, and postal queries/ assistance sought) should be set up as one of the very first deliverables and at the earliest within six months up to the actual event proposed in October 2024. Helpdesks at event location should be an extension of this facility. This team will also take up aspects related to online registration of international and/or Indian delegates, offline registration at Venue as and when directed by MoFPI.
4. Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.

5. Engage all Vendors/ Sub-Vendors required for carrying out all the above-said services as per the sample/option approved by MoFPI. It must also to ensure the deliverances of all services to the fullest satisfaction of MoFPI.
6. Coordinate the arrangements of main hall for the inaugural and closing ceremonies, seminar halls for conducting parallel sessions, round tables, smaller meeting rooms for B2B and B2G discussions, meetings with partner countries and other miscellaneous arrangements such as press conference rooms, business centre, registration counters etc.
7. Procure all the necessary clearances and make arrangements for the security protocols of the VIP movement during the event.
8. Arrange for artists for the cultural programs planned in the event.

D. **Participation Arrangements**

1. The selected agency should coordinate with Investment Facilitation Partner and Knowledge Partner to ensure participation from prospective investors across the globe and should confirm the presence of at least 50+ global CEOs of major top/global food, retail and agri-business companies 60 days before the event.
2. Ensure participation of Ambassadors/Diplomats, Consulate Generals, CXOs of Indian/ Multinational Food processing companies and State Governments & UT Administrations etc.
3. Co-ordinate with the Investment Facilitation Partner, Knowledge Partner for obtaining the list of speakers, panelists and invitees and arrange for printing invitations and posting of the same. Invites would be sent out to speakers, VIPs, Guests, Dignitaries, Delegates etc. at least 90 days before the event and ensure attendance/ participation.
4. To support/provide information on bookings for accommodation and that of travel for the incoming delegation.
5. Arrange for food stalls/ Food Court (for exhibition) and catering on the days of the event.
6. To ensure local conveyance, shuttle buses and cars from airport or hotels and within exhibition area during the event.
7. Set up facilitation counters and digital kiosks at the airport to provide a smooth experience to all participants.

E. **Marketing and Promotion**

1. Organize domestic and international road shows, stakeholders' meeting, CEO forums, dialogues with international agencies etc., leading food research institutions and academic bodies to promote the World Food India, Ambassadors and High Commissioners Round Tables, and State Government Round Tables, etc. in coordination with Investment Facilitation Partner and Knowledge Partner.
2. To create a sense of inclusivity and participation along with "buzz" about the World Food India in the months leading up to the actual event as proposed to be organized in October 2024, the agency may suggest the tentative plan for the pre-launch activities such as Curtain raiser event (proposed to be organized in March 2024) and related financials as an optional item. If it is selected, the agency will be executing the pre-launch activity.
3. Updating and maintaining World Food India website and event app.
4. Placement of billboards, hoardings, road maps and flags in the city of event as also obtaining necessary permissions/clearances from respective authorities.
5. Arrangements for banners, badges, fliers, pamphlets, program brochures, fair guide etc. in conjunction with the theme provided by Media Partner and produce a final print.
6. Propose and arrange for appropriate mementos/delegate kit to be given away at the Event as per instruction of MoFPI.
7. End to end invitee management including printing of cards, inviting the participants for various events and workshops, follow-up, maintaining the invitee database etc.
8. Coordinate with Knowledge Partner and all other related agencies for collaterals to ensure content and quality of publication.
9. Mobilizing sponsorships of at least 50% of the total expenditure(includes expenditure of venue booking, cost of knowledge partner & Event Partner) incurred on the event. The sponsorships value to be mobilized will include sponsorships from the Central Government, State Government, Private sector, including funds received from partner & focus countries & states for being accorded this status.
10. Arrange for adequate & quality participation in the event and sale of exhibition area.

F. **Coordination and Staffing**

1. Coordinating with other Central Ministries, State Governments, Indian and Foreign Embassies, industry captains and associations, Knowledge Partner(s), Investment Facilitation Partner & other agencies hired for the said purpose and associated with the World Food India to ensure smooth functioning of the event.

2. Coordinating with relevant agencies for getting requisite permission, NOCs and approval for various activities like blocking of venue, power/water supply, firefighting arrangements, traffic authority, security, visa approvals, insurance and other such activities.

3. Report the progress of activities to MoFPI along with Investment Facilitation Partner, Knowledge Partner and other agencies every week on a designated day, as decided by the Ministry, till March 2024 and twice every week thereafter till the Event or as per schedule decided by MoFPI.

4. Event Partner should nominate a team of 5 people from its team which should work as the single contact point for MoFPI / Investment Facilitation Partner / Knowledge Partner(s) for all coordination purposes. Members of the team would require concurrence from Ministry and need to be replaced with suitable substitute, in case Ministry so requests, as preparation of the Event progresses. *This team should, however, be assisted by the back office, senior management and international offices of the eventual Event Partner. The Team of 5 members should be augmented in first week of August, 2024 to at least 15 members with one dedicated member assigned exclusively one broad area of preparation.*

5. To provide experienced manpower as per requirement of event having domain knowledge and expertise to handle the allocated work efficiently and provide details of their team members with experience as decided in consultation with MoFPI.

Post-Event responsibilities:

1. To prepare a final report of the Event including key outcomes/ achievements accorded through the mega event such as number of B2B discussions organized, MoUs/ LOIs signed, orders received etc.

2. Reports of sectoral seminar proceedings along with recommendations and way forward.

3. Film on the event (with visual info-graphics of the event outcomes).

4. Post event souvenirs (Table calendars, Wall calendars, Dairies etc.)

5. Follow up Thank You letters to the delegates.

6. Follow up of investment MoUs signed during the Event with the support of Investment Facilitation Partner

7. Coordination of follow up & Handholding of the Startup winners & Hackathon winners.

8. Communication of post event report to the concerned Government agencies, Departments, Ministries and other organizations about the conclusion.

RESPONSIBILITIES OF MINISTRY OF FOOD PROCESSING INDUSTRIES

1. Overall organization of the Event and provide all necessary support and consultation to the Event Partner.
2. Intimate each Government Department & Organization for working jointly with Event Partner & other partners.
3. Support in acquiring all Government permissions and clearances for organizing the International/Domestic Road Shows.
4. Providing all the required guidance, support, permissions or approvals, as required, to Event Partner, in terms of regulatory approvals and permissions and blocking of venue, permission and allotment of necessary power, water supply, etc. for organizing the Event, as and when required.
5. Overall structuring the event and concepts of different programmes, suggestions on speakers, if any.
6. Provide support to Event Partner in terms of marketing the event in and outside India as may be mutually agreed.
7. Facilitate permission for Event Partner's Facilitation Desk at the Delhi airport and other places, as may be required.
8. Effective and timely coordination and approvals with the senior government officials i.e. regular review meetings between senior government officials and Event Partner and continuous process of communication and information dissemination.

Chapter 6

PER-QUALIFICATION CRITERIA

The Industry Bodies/ Industry Associations/ Industry Organizations intending to bid for engagement as Event Partner shall fulfil the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

Serial	Criteria	Minimum Requirement
	Incorporation	The bidder should be a Legal entity ~~Company~~ registered in India under the Companies Act, 1956/2013 or a partnership registered under the Limited Liability Partnership Act, 2008 or a trust/body registered under societies Act having its registered office in India for the last 5 (Five) years as on 31st March2023. **[Submit Certificate of Incorporation/Registration]**

2.	Financial turnover	Average annual Turnover of at least INR 15 crore in the 3 (three) Financial years preceding FY 2023-24, i.e., 2022-23, 2021-22 and 2020-21. **[Audited Balance sheet and Income statements should be submitted for the three financial years mentioned above along with CA certificate]**
	Manpower Strength	A dedicated team for organizing events duly assisted by its senior leadership, overseas offices, associate and MoU partners. The bidder should have its own manpower strength of at least 150 persons. **[Submit Certificate from the HR/head of the entity cited]**
4.	Project Team	A dedicated team reporting directly to the MD/Chief of the prospective Event Partner for the event/Team Leader shall be assisted with experts and the back office/international offices for every task as defined in the "Scope of Work" and shall be available at all times. **[Submit Authorization letter from MD/Chief cited]**
5.	Minimum Experience	The Bidder should have organized and completed at least 1 (one) exhibition/fair/ international trade/investment promotion events for Central/ State Governments during the last 6 (six) Financial Years & the current financial year i.e. current FY (2023-24) and last 5 FY i.e. 2022-23, 2021-22, 2020-21, 2019-20, 2018-19. The expenditure incurred for each individual event should be at least INR 24 crore. **Or** The Bidder should have organized and completed at least 2 (two) exhibition/fair/ international trade/investment promotion events for Central/ State Governments during the last 6 (six) Financial Years & the current financial year i.e. current FY (2023-24) and last 5 FY i.e. 2022-23, 2021-22, 2020-21, 2019-20, 2018-19. The expenditure incurred for each individual event should be at least INR 15 crore. **Or** The Bidder should have organized and completed at least 3 (Three) exhibition/fair/ international

		trade/investment promotion events for Central/ State Governments during the last 6 (six) Financial Years & the current financial year i.e. current FY (2023-24) and last 5 FY i.e. 2022-23, 2021-22, 2020-21, 2019-20, 2018-19. The expenditure incurred for each individual event should be at least INR 12 crore. **[Copy of work orders and completion certificate as cited above to be submitted]**
	International outreach	The bidder should have its offices or offices of its associates/ MoU partners (international industry associations / business chambers etc.) in at least 5 countries. **[Details of the registered office address as cited above to be submitted]**
7.	Blacklisting	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentality. There should not be any criminal case pending before any court of competent jurisdiction. **[Self-Declaration signed by authorized signatory of the agency with seal to be submitted]**
	*Earnest Money Deposit(EMD)	Bidder should have submitted refundable EMD of an amount of INR 60,00,000/-. Bids without EMD shall be summarily ignored unless until supported with exemption document as per Government of India policy/notification. **[Copy of proof cited to be submitted]**
	Bid Processing Fees	Bidder should have submitted non-refundable Bid processing fee of an amount of INR 25,000/- **[Copy of proof cited to be submitted]**

*Bidders having valid UDYAM/NSIC/MSME certificate shall be given exemption from depositing EMD as per Govt of India Guidelines. Bidders need to submit the adequate proof for claiming exemption. EMD of unsuccessful bidder will be refunded within 45 days after finalisation of RFP while EMD of successful bidder will be adjusted against performance guarantee.

Chapter 7

Technical Evaluation

1. Tender Evaluation Committee (TEC) appointed by the Ministry shall scrutinize the eligibility of bidders as prescribed in Pre-Qualification criteria mentioned in **Chapter 6.** Based on the scrutiny, TEC shall pre-qualify the bidders for Technical Evaluation Round.
2. Responsiveness to the RFP shall be done by the TEC to determine whether the documents have been properly signed, pre-qualification criteria fulfilled, and all relevant papers submitted and whether the response to RFP is generally in order.
3. TEC can seek additional information from the applicants and ask for presentations to be made, if needed.
4. The Bidders not conforming to eligibility criteria mentioned in chapter 6 shall be rejected.
5. The selection of agency shall be based on the evaluation of the technical and financial bids by the TEC.

Technical Evaluation: The bidders found eligible as per above, shall be considered for technical evaluation and called for technical presentation. Technical Evaluation criteria are as follows:

Technical Evaluation criteria:

Sl. No.	**Evaluation Criteria**	**Maximum marks**	***Reference document***
1	**Company Profile**	**60 marks**	
1.1	Number of Business Events with value not less than 12 crores organized in the exhibition/fair/ international trade/investment promotion events for Central/ State Governments during the last 6 (six) Financial Years & the current financial year i.e. current FY (2023-24) and last 5 FY i.e. 2022-23, 2021-22, 2020-21, 2019-20, 2018-19 • Upto 3 events: 10 marks • 4 - 6 events: 15 marks • More than 6 events: 20 marks	20 marks	*Form C and brief profile of firm etc.*
1.2	Sponsorship/ revenue generated for a single similar event obtained in the 6 (Six) financial years i.e., the	20 marks	*Form C*

	current financial year (2023-24) and last 5 FY i.e. 2022-23, 2021-22, 2020-21, 2019-20, 2018-19 • Sponsorship/ revenue generated of INR 5 crores: 10 marks • Every additional amount of INR 2 crore: 1 mark each (max marks up to 20 cumulatively)		
1.3	International connectivity in terms of global presence in major foreign countries (own office or office of associates and MoU partners) that is reflected in terms of outreach and network. • Up to 5 locations: 5 marks • Every additional location 1 mark subject to max marks 10 cumulatively.	10 marks	*Form G*
1.4	The organization should have a Pan-India presence in the major cities of India in terms of regional chapters/offices/infrastructural support and other networking facilitation. 1. less than 10 states/ UTs: 0 marks 2. Presence in 10 - 20 States/ UTs: 05 marks 3. Presence in more than 20 States/ UTs: 10 marks	10 marks	*Form B*
2	Technical Presentation including Team Strength	40 marks	
2.1	a. Understanding of work		
	b. Comparative arrangements/ participation of other Global Events like SIAL- Paris, Anuga-Germany and Gulfood- UAE and Plan for World Food India 2024 for event management, branding and advertisement – social, portal, mass media etc to make WFI similar to these events in scale. c. Ideas for cultural events (at-least three) d. Innovative ideas for the event planning and execution e. Sample design of collaterals f. Business plan with a tentative list of sponsors g. Team strength h. Strategy for International outreach i. Top Global companies outreach j. Strategy for mobilizing investments		

	k. Other innovative ideas		
	Total	**100 marks**	

6. The qualifying score will be 70 marks out of 100. Firms which qualify in the technical evaluation will be short listed for opening of financial bids.

7. The agency is expected to submit the documents as mentioned in Chapter 10 (soft copies). Each of the item type has been allocated marks based on which the final technical score will be calculated.

Chapter 8

Financial Evaluation

1. Financial bids of technically qualified bidders shall be opened i.e., those who score minimum 70 Marks out of 100 Marks in technical evaluation.
2. Bidder is required to indicate the cost for each activity (unit cost per event as well as the cost for total number of such events/activity as mentioned in Form J). However, inter-se evaluation of financial bid will be done on the basis of Total cost of the proposal considering all the activities as submitted in financial proposal.
3. 100 Marks will be awarded to the bidder with the Lowest Total Financial Bid Quotation (LTFBQ) and the rest of the bidders will be awarded marks inversely proportional to the LTFBQ.

Formula: - (LTFBQ/TFBQ) *100

LTFBQ: Lowest Total Financial Bid Quotation
TFBQ: Total Financial Bid Quotation

Combined Evaluation The final evaluation/ ranking of proposals will be done as per the following criteria:

QCBS - 70:30 Criteria – Technical: Financial shall be followed

1. Technical Scores will be assigned and will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%.

2. The total score shall be obtained by weighing the technical and financial scores and adding them up. Based on combined weighted technical and financial score, the total score shall be obtained and the bidder shall be ranked in terms of total score obtained.

3. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weightage of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 70. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of financial bid opening to the successful participants. Assuming that the evaluation committee examines the financial proposals and the quoted total bid values are as under:

Proposal		Total Bid Value
A	:	Rs.120
B	:	Rs.100
C	:	Rs.110

Using the formula LTBV / TBV, where LTBV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A	:	100 / 120 = 83 marks
B	:	100 / 100 = 100 marks
C	:	100 / 110 = 91 marks

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A	:	75x0.70 + 83x0.30 = 77.4 marks
Proposal B	:	80x0.70 + 100x0.30 = 86 marks
Proposal C	:	90x0.70 + 91x0.30 = 90.3 marks

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 marks: H3

Proposal B: 86 marks: H2

Proposal C: 90.3 marks: H1

Proposal C at the total bid value of Rs.110 will, therefore, declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

NOTE

1. Ministry shall bear all the direct and indirect costs, expenses, fee, charges, taxes etc., and adjust the funds released to event partner with actual expenses, the cost and expenses so incurred by event partner (including taxes), including but not limited to promoting, organizing and executing the event, for and on behalf of Ministry for all the activities performed by event partner as covered in the scope of work. The cost of organizing the event including payment to vendors, media, etc will be paid to the successful bidder as and when applied for with due justification. Out of pocket expenses for domestic/ international travel for above event shall be adjusted on actuals on prior approval of MoFPI

2. In addition to (1) above, the event partner will be provided with manpower & organizing fees as per amount quoted in the bid document. The quoted fee should be inclusive of all expenses relating to the personnel establishment of the event partner.

3. The Payment will be disbursed to the Event Partner as per the following milestones:

Payment Terms

Sl No	Instalment	Out of Total Estimated cost finalized with Event Partner	Milestone
1	1st instalment	@10%	On signing of Agreement with MoFPI as Event Partner*
2	2nd instalment	@10%	Two months after signing of Agreement with MoFPI as Event Partner and on utilization of the first instalment as well as utilization of sponsorship & exhibition space hiring revenue collected by Event Partner.
3	3rd instalment	@10%	Four months after signing of Agreement with MoFPI as Event Partner and on utilization of the 2nd instalment as well as utilization of sponsorship & exhibition space hiring revenue collected by Event Partner.
4	4th instalment	@20%	Six months after signing of Agreement with MoFPI as Event Partner the event and on utilization of the 3rd instalment as well as utilization of sponsorship & exhibition space hiring revenue collected by Event Partner.
5	5th	@25%	Eight months after signing of Agreement with MoFPI

	instalment		as Event Partner the event and on utilization of the 4th instalment as well as utilization of sponsorship & exhibition space hiring revenue collected by Event Partner
6	6th instalment	@25%	On completion of "Post event" responsibilities as indicated in scope of work**

*The applicant must submit a security deposit of equal amount i.e.10% of Total Estimated cost finalized with Event Partner, in the form of Bank Guarantee.

**6th& final installment would be paid as per actual expenditure incurred subject to maximum ceiling of estimated cost accepted at the time of approval and extra revenue generated to be reimbursed to the Ministry within 30 days of closing date of event.

Payment to event partner from 2nd Instalment onwards should be released after submission of Utilisation Certificate of previous instalment released by MoFPI on PFMS Portal or the signed statement of expenditure (SoE) in respect of previous installment may be submitted before release of next installment.

Bid Proposal Sheet

Along with the technical documents and presentation, agency is required to submit their financial quotes separately (2 packet system online). The financial quotes must be submitted in the attached format given in **FORM H** and uploaded as pdf document.

Project Duration

Duration of the assignment would be for a period of 18 months from the date of signing of the Agreement. The contract for the assignment may be extended after completion of duration of 18 months as per terms and conditions mutually agreed upon.

Chapter 9

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. The technical evaluation of the bidder will be done based on the documents submitted online. Physical documents submitted by the bidders will not be considered for evaluation.

Registration

1. Bidders are required to enrol 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 Enrolment" 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 / TCS / Encode / 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 DSCs 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 several 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 consider 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 must 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 must digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder must 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 /PDF 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/PDF 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/PDF 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 subject 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 opener.

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

9. Upon the successful and timely submission of bids (i.e. 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.

10. 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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91- 7878007972 & +91-7878007973.

General Terms of Bid Submission:

1. The offers should be made strictly as per the formats enclosed.

2. The offers submitted should preferably not bear any corrections, alterations, over writings and additions. In such cases, the person/s signing the bid should authenticate such corrections.

3. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.

4. All content/documents prepared for the event shall also be handed over in soft copy to the concerned authority-MoFPI.

5. Any technical or Financial Bid submitted cannot be withdrawn / modified after the closing date and time for submission of the bid offers. However, the bidder may modify or withdraw its offer after submission provided that, MoFPI, prior to the closing date and time receives a written notice of modification or withdrawal.

6. MoFPI reserves the right to accept or reject all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more Applicants, or to cancel the process in part or whole. No Applicant is obligated to respond to or to continue to respond to the RFP. Additionally, MoFPI reserves the right to alter the specifications, in part or whole, during the RFP process, and without re-issuing the RFP. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes.

7. MoFPI may revise any part of the RFP, by providing a written addendum on MoFPI's website till 48 hours before the last timeline for submission of the bids.

8. The bid and all supporting documentation submitted by the Applicant shall become the property of MoFPI.

9. Responses submitted by an applicant to this RFP represent a firm offer to contract on the terms and conditions described in the Applicant's response. The bid must be signed by an official authorized to commit the Applicant to the terms and conditions of the bid. Applicant must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.

10. The Applicants submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the Applicants, such bids may be disqualified and may not be considered for the selection process.

11. The RFP and all supporting documentation/templates are the sole property of MoFPI and shall NOT be redistributed without the prior written consent of MoFPI. Violation of this would be a breach of trust and may, inter-alia causes the Applicant to be irrevocably disqualified. The material must be returned to MoFPI when submitting the Applicant proposal, or upon request. In case the Applicant is not interested in responding to the RFP, the RFP documents and any annexure must be returned to MoFPI immediately.

12. The bid and all supporting documentation submitted by the Applicant shall become the property of MoFPI.

13. By submitting a signed bid, the Applicant certifies that:

- The Applicant has arrived at the prices in its bid without agreement with any other Applicant of this RFP for restricting competition.
- The prices in the bid have not been disclosed and shall not be disclosed to any other Applicant of this RFP.
- No attempt by the Applicant to induce any other Applicant to submit or not to submit a bid for restricting competition has occurred.

14. Each Applicant must indicate whether they have any actual or potential conflict of interest related to contracting services with MoFPI. In case such conflicts of interest do arise, the Applicant must indicate the way such conflicts can be resolved.

15. MoFPI is not responsible for any assumptions or judgments made by the Applicants for arriving at any type of sizing or costing. MoFPI will benchmark the performance of the Applicant to the RFP documents circulated to the Applicants and the expected service levels as mentioned in these documents. In the event of any deviations from the requirements of these documents, the Applicant must make good the same at no extra costs to MoFPI, to achieve the desired service levels as well as meeting the requirements of these documents. MoFPI shall not be responsible for any assumptions made by the Applicant.

16. The Applicant represents and acknowledges to MoFPI that it possesses necessary experience, expertise and ability to undertake and fulfill its obligations, under all phases involved in the performance of the provisions of this RFP. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Applicant at no additional cost to MoFPI. The Applicant also acknowledges that MoFPI relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Applicant of responsibility for the performance of all provisions and terms and conditions of this RFP, MoFPI expects the Applicant to fulfil all the terms and conditions of this RFP.

17. MoFPI shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. MoFPI reserves the right to make any changes in the terms and conditions of this RFP. MoFPI will not be obliged to meet and have discussions with any Applicant, and / or to listen to any representations.

18. MoFPI reserves the right to alter the requirements specified in the RFP. MoFPI also reserves the right to delete one or more items from the list of items specified in the RFP. MoFPI will publish on its website about changes, if any to the RFP.

19. The Applicant is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel. The Applicant shall be vicariously liable for any acts, deeds or things done by their employees which is outside the scope of power vested or instructions issued by MoFPI. Applicant shall be the principal employer of the employees engaged by Applicant and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the purchase contract to be issued for this RFP. No right of any employment shall accrue or arise, by engagement of employees by the Applicant, for any assignment under the purchase contract to be issued for this tender. All remuneration, claims, wages, dues etc. of such employees of Applicant shall be paid by Applicant alone and MoFPI shall not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of Applicant's employee. The Applicant shall hold MoFPI, its successors, Assignees and Administrators fully indemnified and harmless against loss or liability, claims actions or proceedings, if any, that may arise from whatsoever nature caused to MoFPI through the action of its employees, agents, contractors, subcontractors etc. However, the Applicant would be given an opportunity to be heard by MoFPI prior to making of a decision in respect of such loss or damage.

20. MoFPI shall inform the Applicant of all breaches and claims of indemnification and shall grant the Applicant sole authority to defend, manage, negotiate or settle such claims; and make available all reasonable assistance in defending the claims (at the expense of the Applicant). The written demand by MoFPI as to the loss/ damages mentioned above shall be final, conclusive and binding on the Applicant and Applicant shall be liable to pay on demand the actual amount of suchloss / damages caused to MoFPI.

Two stage bidding process:

For selection of the successful bidder, a two-stage online bidding process will be followed under the Quality and Cost Based Selection System.

1. The response to the present RFP is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid

2. The bidder must upload the Technical and Financial bid document via the Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app)

Chapter 10

Preparation of Proposals:

1. Brief CVs of the Key Personnel who will be engaged for this event shall be submitted. The key personnel whose CVs are provided will continue to be engaged and available for the project. Substitution, will, however be permitted with prior written approval of MoFPI if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of MoFPI. Key Personnel of the team would require concurrence from Ministry and need to be replaced with suitable substitute, in case Ministry so requests, as preparation of the Event progresses.

2. The Technical Proposal should provide the following information using the attached Standard Forms:

- All documents required for pre-qualification and evaluation criteria as mentioned in chapter 6.
- Standard technical proposal submission form (FORM A)
- General information format (FORM B)
- Summary of Events provided in support of Firm Experience in the format provided (FORM C).
- The list of Key Personnel by specialization and the tasks that would be assigned to each Key Personnel as per the format for Curriculum Vitae (CV) provided (FORM D).

- The formats provided shall be signed by the proposed Key Personnel or by an authorized official of the Firm. Each page of the CVs provided shall be signed.
- A description of the detailed approach and methodology and work plan for performing the Project (FORM E)
- A brief profile of the Consultant (FORM F)
- Details of international connectivity of the firm in terms of global presence in major foreign countries (FORM G)

3. The Financial proposal should be provided in prescribed format (FORM H)

Other terms and conditions-

Registration in PFMS:

The selected event partner firm/ agency will be required to mandatorily register themselves in Public Finance Management System (PFMS).

Conflict of Interest:

The event partner shall not receive any remuneration in connection with the assignment except as provided in the contract. The event partner and its affiliates shall not engage in consulting activities that conflict with the interest of the client.

Breach of Contract

Save as provided hereunder, any activity in violation of the Contract to be executed shall be termed as breach of Contract.

Force Majeure

The failure of a Party to fulfil any of its obligations shall not be a breach of, or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In the event of a Force Majeure event, the parties shall take the following measures:

a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.

b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

c. The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.

d. For the purposes of this RFP, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) consider at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

Termination for Default:

MoFPI may terminate the Contract if:

a. The Event Partner fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, within fifteen (15) days of receipt of notice of default or within such further period as MoFPI may have subsequently granted in writing;

b. The Event Partner becomes insolvent or bankrupt

c. If the Event Partner fails to comply decisions / mandate of MoFPI.

d. any document, information, data or statement submitted by the Event Partner in its Proposals, based on which it was considered eligible or successful, is found to be false, incorrect or misleading; or

e. If the acts of Event partner are found to be unethical by MoFPI.

The Event Partner may also terminate the Contract for Default if MoFPI is in material breach of its obligations pursuant to the Agreement and has not remedied the same within thirty (30) days (or such longer period as the Event Partner may have subsequently agreed in writing) following the receipt by MoFPI of the Event Partner's notice specifying such breach.

In the event of termination for default, the party at default shall be liable to pay damages to the party not at fault. In addition, MoFPI shall forfeit the Performance Security.

Termination without Default:

MoFPI shall be at liberty to terminate the Agreement without assigning any reason by giving 30 days written notice to the other party.

Penalty for delay:

a. The event partner will submit a work plan with clear deliverables as per scope of work for execution within one month of signing the agreement. If progress of the assignment is not as per the agreed scope of work, the Selected Bidder shall be liable to pay penalty to MoFPI. For delay in the deliverables as per work plan a penalty up to 15% of payment will be deducted from the next due payment. This provision will be without prejudice to the right of MoFPI to exercise its right to terminate the contract and claim damages.

Closure of event:

The selected organization will dismantle and clear the area of exhibition and all other temporary construction/ arrangements made. The selected organization will settle all the dues of each outsourced service providers. In addition, the selected organization will submit the final accounts/ bills/ statements establishing no financial pendency relating to event.

MoFPI shall not be liable for any breakage and damage or any cost which may be incurred to wrap up/close the event

Risk Mitigation and Insurance:

Selected organization will also undertake measures to mitigate the risk associated with event and to safeguard MoFPI from liabilities in the event of any unforeseen eventuality.

Integrity, Indemnity & limitation:

Agencies shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the MOFPI. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the MOFPI. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the MOFPI or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the MOFPI on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

Disputes Resolution:

In the event of any legal disputes between parties, the appropriate civil court in New Delhi will have sole and exclusive jurisdiction to settle the disputes.

Performance Bond/ Security

1) Within twenty eight days after the issue of Letter of Award by MoFPI, the contractor/bidder shall furnish to MoFPI a performance security, valid up to sixty days after the date of completion of all contractual obligations by the contractor, including the Defect Liability obligations.

2) The amount of Performance security shall be @ 10% of the contractual value denominated in Indian Rupees and shall be in one of the following forms:

Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque is drawn on any commercial bank in India, favouring the "PAO, Ministry of Food Processing Industries", payable at New Delhi,

OR

Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in **Form I**

Chapter 11

STANDARD FORMS

Form A

Technical Proposal Submission Form

To:

[Location, Date]

Ministry of Food Processing Industries

Subject: Selection of an Event Partner for conducting World Food India 2024

Dear Sir,

We, the undersigned, offer to provide the services of an Event Partner to Ministry of Food Processing Industries for conducting World Food India 2024 in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Bid.

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

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed Key Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Yours sincerely,
Authorized Signature [In full and initials]:

Name and Title of
Signatory: Name of Firm:
Address:

Form B
General Information Form

1. Name of the Company/ Firm:……
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm:
4. Registered Address, telephone, Tele-fax: ……
5. Contact Person, Designation and Address including email ID……..

   ……
6. Length of experience in the field of conducting Investment Facilitation……
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent/Subsidiary/others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent Company in the project
9. State whether the in-house expertise is available for all services/sub-systems. If not, details of sub-consultants to be involved in the project.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any organization at any time? If so, give details
11. Financial Strength (as per the audited statements):
12. Has the applicant or any constituent partner in case of partnership firm, ever been convicted?
13. Bids shall remain valid for 180 days after the date of Bid opening prescribed by the MoFPI.
14. Details of all-India presence of the firm in major cities (Regional Chapters/ Offices and their addresses)

Signature of the
Authorized
Representative

Form C

Firm Experience (summery of Events)

[Using the format below, provide information on each event organized/ sponsorship obtained by your firm in the attached format with not more than 2 pages per event as appendix]

No.	Name and location of the Event	Name and address of the client	Details of the Event(including year of the event, total expenditure incurred in the event, completion certificate/report, sponsorship generated etc)	Nature of support with specific area highlighted	Any Other Details

The bidder(s) are required to provide Proof of award of work for the Firm Experience mentioned above for event organized/ sponsorship obtained.

Firm's Name:

Authorized

Signatory

Form D

Curriculum Vitae of Key Personnel

The prescribed format for the CV is provided below.

1	Position in the Proposed project (describe degree of responsibility also)
2	Name of the Staff
3	Designation
4	Name and address of the firm presently employed, if any
5	Years with the firm
6	Qualifications (Technical and General)
7	Membership in professional bodies
8	Relevant Experience including on field experience: i. Project Management ii. Investment Climate iii. Working with State Governments iv. Access to Industry Leaders
9	Employment record with other firms

The formats provided shall be signed by the proposed Key Personnel and by an authorized official of the Firm. Each page of the CVs provided shall be signed.

Form E

A description of the detailed approach and methodology and work plan with timelines for the event.

Form F

A Brief profile of the Team Leader and other KMP

Agency Information	**Details**
Agency Name	
Details Address Phone number Email Fax Website	
Contact Person: ***Chief Executive/ Head of Operations*** Name Designation Mobile Number Email Fax	

Contact Person: ***Project Leader*** Name Designation Mobile Number Email Fax	

Form G

Details of international connectivity of the firm in terms of global presence in major foreign countries (it may indicate briefly the location, manpower deployed, area of work catered by such office/branch etc)

Form H
FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

Tender inviting Authority :
Tender ID :
Bidder name :

Sl.No	**Description**	Financial proposal to include manpower & organizing fees as per chapter 8 of the bid document in INR*.
1	Event Partner for organizing World Food India 2024	

*The financial proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown in the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

Validity of proposal shall be 120 days from the last date of submission of bid.

Signature of the Bidder along with stamp/seal

Form I: Bank Guarantee Format for Performance

To

The President of India, through
Head of PA Division
Ministry of Food Processing Industries
Panchsheel Bhavan, August Kranti Marg,
New Delhi – 110049

Whereas…… (name and address of the contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract no ……. date…… to delivery …… (description of Services) (hereinafter called "the contract").
And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of …… (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the sail debt from the contractor before presenting us with demand.

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

This guarantee shall be valid until the ……day of …….20…… Our……branch at……*(Name & Address of the ……*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our ……* branch a written claim or demand and received by us at our ……* branch on or before Dt…… otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of goods/ service or at the concerned district headquarters or the state headquarters.

Form J

S.No.	Activity	Description	Cost per unit (to be filled by applicant) [A]	Number of events [B]	Total Cost AXB=[C]
1.	**Domestic Food Processing Summits / WFI Roadshows**	Domestic food processing summits & WFI Roadshows in major industry centers / production clusters / States & UTs capitals within the country (At locations to be conveyed by Ministry) Duration: 1 day per event		20	
2.	**International Roadshows**	International roadshows in priority countries for food processing & allied sectors (At locations to be conveyed by Ministry) Duration: 1 day per event		10	
3.	**Curtain Raiser**	To be organized in March 2024 in New Delhi (tentative) Duration: 1 day		1	
4.	**World Food India 2024**	To be organized tentatively in October 2024 in New Delhi. Duration:4 days		1	
5.	**Remaining Miscellaneous Activities not included in S.No 1 to 5 above.**			As per chapter 4 and chapter 5 (except activities mentioned above)	

Total cost of the financial proposal as per activities mentioned in chapter 4 and chapter 5 in INR*. (i.e. Summation of total cost of activity from S.No 1 to 6 above.)	

*The financial proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown in the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.