

No. U11011/1/2012/NAD-9
Ministry of Statistics & PI
Central Statistics Office,
(National Account Division)

4th Floor, Sardar Patel Bhawan,
Sansad Marg,
New Delhi – 110001
7th February, 2012

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound **Professional Conference Organisers (PCOs)** for providing conference related services for the **4th OECD World Forum** (International Conference) to be organized at New Delhi during **16th to 19th October 2012**.
2. The services are to be provided at Vigyan Bhavan Complex/ Ashok Hotel or any other hotel of appropriate standard, as the case may be to be booked/blocked by the PCO.
3. Selection/ empanelment of PCO will be on basis of fulfillment of the eligibility criteria conditions and as laid out in detail in **Annexure-II** and procedure for evaluation of the tenders as mentioned in **Annexure-III**.
4. Separate quotations are to be submitted for each proposed venue i.e., Vigyan Bhavan/Ashok Hotel/ any other 5 star venue with separate financial bids filled in the specific proforma.
5. **A pre-bid meeting** will be held at Room No. 414, 4th Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi – 110001, on **22th February, 2012 at 11.30 A.M.** to sort out any queries/ clarifications on the points mentioned in the tender document. Interested PCOs may confirm their participation to the undersigned by **21st February, 2012 (AN)** positively.
6. **“Tender Bid for the 4th OECD World Forum”** should be written on the envelop.
7. The sealed tender may be sent by post or submitted in person so as to reach by **5.00 p.m. on 28th February, 2012 (Tuesday)** to the address given below:-

Shri Suvendu Hazra,
Deputy Director General,
National Accounts Division,CSO,
Room No.404A, 4th Floor, Sardar Patel Bhawan,
Parliament Street, New Delhi – 110001

8. Tender bids received after the closing date and time shall not be considered.
9. The technical bids shall be opened at **11.30 a.m. on 29th February, 2012 (Wednesday) in room No. 414** at the above address in the presence of such tenderers or their authorized representatives who may wish to be present. The technical bids received will be evaluated by a committee constituted for the purpose.
10. The tenderer whose technical bids are accepted will be informed about the date of the opening of financial bid.
11. Specification of items which will be used for evaluation of the financial bids are also given herewith.


(S. Hazra)
Deputy Director General
M. No. 9899151646

Email: suvenduhazra58@gmail.com

ANNEXURE-I
TERMS AND CONDITIONS

* * *

1. The bidder should be well-established and must have organised a minimum of four meetings/conferences of international participation with a total of at least 1000 participation (both International and National) for Government Ministries / Departments/CPSU at Vigyan Bhavan/other reputed 5-star hotels since 01.01.2009.
2. All the documents in support will have to be attached. Meetings/conferences will not include exhibition, fair, cultural events, etc. The tenderer must have blocked a Conference Hall of 1200 capacity and four halls of minimum 300 capacity each for parallel sessions in Vigyan Bhavan/ Ashok Hotel or any other Five Star Hotel (optional) in the NDMC area of New Delhi for four days i.e. from **16th to 19th October, 2012** for organizing this conference.
3. The tenderer must also block 1200 hotel rooms in Ashok Hotel or any other Five/four Star Hotel in the NDMC area of New Delhi for six days i.e. from **15th to 20th October, 2012** for the delegates. The document(s) in support of this should be enclosed with the **technical bid** and is a pre-condition for meeting the eligibility criteria stipulated in the tender document.
4. The estimated number of participants is 1200. However, the actual number may vary. In all the cases, like, accommodation for the participants, the no. of food plates, etc., which are to be determined by the no. of participants, **will be paid as per the actual numbers. The actual nos. has to be assessed by the PCO in consultation with the MoSPI representatives.**
5. The tenderers are required to submit **two separate bids - Technical and Financial**, as per proforma given in this tender document, in two separately sealed envelopes superscribed "Technical Bid for providing conference related services" and "Financial Bid for providing conference related services", respectively. Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for providing conference related services". The procedure for the evaluation of the Tender, combining the "Technical Bid" and "Financial Bid", is given in **Annexure-III** of this document.
6. The tenderer may submit bid with single/multiple options of hotels. For each bid made by a tendered, he/she has to block the proposed hotel on the scheduled dates at the time of the tender document. A confirmation in this regard will have to be submitted along with the tender documents. It may be noted that the conference will be held at the same venue on all the four days. Submission of false information may invite rejection of bid summarily.
7. The tenderer should mention the type of cuisines (international/continental standard) (day-to-day menu should be provided in a separate sheet) it

proposes to offer for the entire period of conference and cultural programme – i.e. classical/folk/dance (with artistes/groups of national repute) to be offered by him during one Gala Dinner and 2 more official dinners all in southern part of New Delhi within 10 Kms from the Conference venue. This will form part of technical bid.

8. Places for the the three (3) Dinners (as mentioned above) should be proposed along with the distance in Km. from the main hall. The ambience type i.e., 5-star hotel, etc., should also be mentioned
9. If the cost of an item in Financial Bid Form is covered by any other item(s) of the form, a note should be provided in a separate sheet for all such items giving details.
10. The declaration in the prescribed proforma as given in this tender document should be submitted along with the Technical Bid.
11. The Technical bid should be accompanied by an **Earnest Money Deposit (EMD) of Rs.20,00,000/- (Rs. Twenty Lakh only)** in the form of **Demand Draft (D.D.)/Banker's Cheque (B.C.)** from a commercial bank drawn in favour of **"Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi"**. The EMD should be valid for a period of 3 months from the date of issue of the bid invitation. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders. The successful bidder would get back the EMD on submission of the performance security deposit.
12. The successful bidder should submit **Performance Security Deposit of Rs. 1.00 crore (Rupees one crore only)** or 10% of the value of the contract whichever is higher in the form of **Bank Guarantee** within a period of 10 days from the **date of award of contract**, which will remain with this office for **three months after completion of the work**. The Bank Guarantee will be in favour of **"Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, Government of India, New Delhi"** and will remain valid till the settlement of the final bill.
13. If the successful bidder fails to provide the Performance Security Deposit within 10 days from award of the bid, bid would stand cancelled and the EMD of Rs. 20,00,000/- would stand forfeited.
14. The successful bidder will be required to execute all the agreed items of work to the full satisfaction of this Ministry. The **taxes and other rates/charges should be quoted separately** in the bid and no additional charge/claim will be entertained afterwards.
15. The Estimated Numbers/Quantity, indicated in tender should be used to arrive at the total cost for assessment of the PCOs. However, **the payment would be made on the basis of actuals only** .

16. Inclusion of '**top artists**' for the cultural programmes as per their availability and **changes in the facilities** has to be made as per the requirements of MoS&PI/OECD. However, the payment will be on **actual cost only**, like, the payment made to the artists etc.
17. The bidder shall, in the financial bid, indicate the charges, if any, payable to him, if the conference is cancelled or rescheduled.
18. All entries in the tender forms should be legible and filled clearly. Any cutting in the Bid Application must be signed by the authorized signatory.
19. Tender, if incomplete in any form, is liable to be rejected outright.
20. The declaration in the prescribed proforma given in the tender document should be submitted along with the technical bid and should be put in the same envelope containing the technical bid.
21. Conditional or incomplete bids will be rejected outright.
22. The closing date and time for receipt of tenders will be **5.00 P.M. on 28th February, 2012 (Tuesday)**. Bids received after the specified date and time for receipt of bids would not be entertained.
23. Any enquiry after submission of bids will not be entertained.
24. No bidder will be allowed to withdraw/decline after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
25. The Technical bid shall be opened at **11.30 AM on 29th February, 2012 (Wednesday)**, in Room No 414, 4th Floor, Sardar Patel Bhavan, Parliament Street, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time.
26. The technical bids received will be evaluated by a committee constituted for the purpose based upon the criteria described in **Annexure-III** of the tender documents. The bidders, whose Technical Bids are accepted, may be requested to make a **presentation on 5th March 2012 (Monday)** or thereafter.
27. The financial bids of the eligible bidders will be opened on **7th March 2012 (Wednesday)**. Final evaluation of each tender will be completed thereafter based on the procedure for evaluation of tender as laid down in **Annexure-III**.
28. In case the successful bidder fails to render the required services as agreed in the tender document, this office will have full authority to cancel the order and forfeit the performance security. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency may be forfeited by this Office besides annulment of the contract.

29. The successful bidder will be required to visit S.P.Bhavan, Vigyan Bhavan /venue of the conference i.e. hotel and the other places of conference, at his own cost, as and when called for, in connection with making arrangements for the meeting.
30. Tax registration numbers should be printed on the bills raised by the successful bidder.
31. The competent authority in Ministry of Statistics and Programme Implementation reserves right to withdraw/relax any of the terms and condition mentioned above in public interest, so as to overcome any problem that may arise at a later stage.
32. The competent authority in Ministry of Statistics and Programme Implementation, reserves full authority to cancel, reject, any / all offers, without giving any reason. The decision of competent authority in Ministry of Statistics and Programme Implementation shall be final in this regard.
33. The Event manager shall complete preparation of the entire site of conference as per scope of work prescribed above a day before the commencement of the conference to the satisfaction of the host. The entire event to be treated as a turnkey project in which the event manager has to manage activities with responsibility, dedication and foresight.
34. The Ministry reserves the right to have a panel made out of the tenders received and in case the tenderer fails to perform the assigned tasks as required or leave the job in the middle of the contract period, the next tenderer will be offered the assignment for the remaining period of conference at his risk and cost.
35. The tenderer shall not transfer or assign the contract to any other agency/company/person.
36. The successful bidder will be paid an amount of 30% of the value of the contract as advance on submission of **Performance Security Deposit**, 40% advance on start of the conference, 20% on completion of conference and balance amount on final settlement by the Ministry. Every advance would be against a Bank Guarantee of equal amount. Deduction of TDS, etc. would be as per rules.
37. There should be no case or charge under investigation / enquiry / trial against the agency, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground.
38. The opinion / decision of MOSPI regarding the bid shall be final and conclusive. MOSPI reserves the right to reject any or all the bids at any time without assigning any reason thereof.
39. The tenderer is not entitled for any interest on EMD nor can he claim any right for award of the contract. The deposit amount shall be forfeited if the tenderer,

after opening the price bid, withdraws/modifies his offer or modifies the terms and conditions thereof.

40. MOSPI reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by MOSPI due to failures on the part of the agency or due to termination of contract or agency becoming disqualified because of liquidation / insolvency or change of composition. The decision of MOSPI in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the agency and the decision shall not be questionable.
41. The Agency shall engage sufficient number of competent employees having sufficient experience in the field of activity for running the entire project entrusted to them.
42. The MOSPI reserves the right to direct the Agency to remove such personnel from the project who are found to be unfit on disciplinary or other grounds detrimental to the interest of MOSPI.
43. The Agency shall fully indemnify MOSPI for any default or non-observance by the Agency or any of his representatives of any of the provisions of the above mentioned enactments and the rules framed there under. Even though the Agency shall be solely liable for settlement of any claim made by any person due to the non-observance by the Agency of any of the provisions otherwise of the enactments cited, MOSPI reserves its rights to settle directly any amount due by the Agency as mentioned above and to recover such amounts from any of the amounts payable by MOSPI to the Agency or in the absence of the same should be treated as debt to MOSPI by the Agency.

ARBITRATION:

44. Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the Scope of Work, Terms & Conditions, hereinbefore mentioned and as to the quality of service or materials used or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, Scope of Work, Terms & Conditions, instructions, orders or otherwise concerning the works or the execution of/ failure to execute the same whether arising during the progress of the contract or after the completion thereof shall be referred to the sole arbitration of the Secretary (Law) or to the sole arbitration of some other person appointed by him to act as such arbitrator. The case referred to arbitration shall be other than those for which the decision of the MoSPI as expressed in the contract is to be final and conclusive. The arbitrator to whom the matter is originally referred being transferred by vacating his office or being unable to act for any reason, Secretary (Law) as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.
45. Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the

time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time, for making and publishing the award. The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to be payable to the Agency shall be withheld on account of such proceedings. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

Risk clause

46. Notwithstanding anything contained in any other clause, MOSPI reserves the right to terminate the contract due to any failure on the part of the Agency in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the MOSPI about the failure on the part of the Agency shall be final and binding on the Agency.
47. If there is any stoppage/failure of service for any reason, the Agency is liable for penalty action as decided by MOSPI. In the event of any failure on the part of the Agency, MOSPI shall have the right, without any prejudice, to get the work done through any other alternate agency at the risk and cost of the Agency. The additional cost, loss, if any incurred by MOSPI will be recovered from the Agency.

Annexure-II

Eligibility Criteria

The bidder will be considered for selection, only if the following conditions are fulfilled:

- a) The bidder should convey his acceptance to all the terms and conditions laid down by Ministry of Statistics and Programme Implementation.
- b) The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted along with the technical bid. The above declaration, along with a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions should be enclosed with Technical bid.
- c) The bidder should have Registered or Branch Office in Delhi/NCR.
- d) The agency should be in the business of organising the Conferences since the past five years.
- e) The bidders should be well-established and must have organised a minimum of four meetings/conferences of international participation with a total of at least of 1000 participation (both International and National) for Government Ministries / Departments/CPSU at Vigyan Bhavan/other reputed 5-star hotels between 01.01.2009 to 31.12.2011. Copies of work orders, certificates of satisfactory performance from the concerned Department(s) in support of the works in respect of the conference/meeting arranged with the participants (both international and national) of 1000 should be enclosed with the technical bid. Events other than meetings or conferences should not be mentioned. Meetings/conferences with less than one thousand participants should not be mentioned.
- f) The tenderer must block a Conference Hall of 1200 capacity, 1200 rooms in 4 star/5star and four halls each of 300 capacity for parallel sessions in Vigyan Bhavan or a Five Star Hotel in the NDMC area of New Delhi for four days i.e. from 16th to 19th October, 2012 for organizing this conference before the bid. The tenderer should also block 1200 hotel rooms in Ashok Hotel or any other Five/ four Star Hotel in the NDMC area of New Delhi for six days i.e. from 15th to 20th October, 2012 for the delegates (Tariff for 450 rooms in a four star hotel would be borne by the Ministry and 750 rooms in 5 star hotels would be paid by the delegates) before hand. The document(s) in support of this should be enclosed with the technical bid and is a pre-condition for acceptance of technical/financial bid.
- g) The agency should have a turnover of minimum of Rs. 30 crores in each of the last three financial years. A specific certificate duly certified by a Chartered Accountant must be attached.

- h) The technical bid should be accompanied by **Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Rupees Twenty Lakh only)** in the form of Demand Draft/ Bankers Cheque from a commercial bank drawn in favour of " Pay & Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi". It should be remain valid for a period of 3 months from the date of issue of the bid invitation.
- i) The bids should be submitted in two bid format, viz. , separate bids- Technical and financial, as per proforma given in this tender document and should be put in a third sealed envelope superscribed " Tender for providing conference related services to Ministry of Statistics and Programme Implementation.
- j) The tenderer should submit a certificate that the Agency has never been blacklisted in the past by any of the Government Department/ Ministry.
- k) The tenderer should also submit the Tax Registration Numbers (such as Income Tax, Service Tax, VAT etc.)


(S. Hazra)
DDG, NAD

Annexure-III

Procedure for evaluation of the Tender

Selection of the PCO will be on basis of highest score in technical evaluation of eligibility criteria and lowest rate quoted in financial bids. Technical and financial bid shall carry weightage of 35% and 65% respectively.

Technical bid

Criterion-1 : Average annual turnover from 1st April, 2009 to 31st March, 2011 as calculated in Annexure-V (copy of Income Tax Return to be enclosed).

- **Max Score - 10.**

- Scores:** a) 6 - Rs.30 crore ≤ total turnover ≤ Rs.50 crore.
b) 8 - Rs.50 crore < total turnover ≤ Rs.100 crore.
c) 10 - total turnover of > Rs.100 crore.

Criterion-2 : Number of meetings/conferences organised in three years, as shown in the tender document (Annexure-V), with participation of more than 1000 participants since 1st January 2009 to 31st December, 2011

- **Max Score - 10.**

- Scores:** a) 6 - No. of meetings/conferences organised ≤ 6.
b) 8 - 7 ≤ No. of meetings/conferences organised ≤ 10.
c) 10 - No. of meetings/conferences organised > 10.

Criterion-3 : Venue for grand gala dinner and two official dinners-**Max Score -15**

(Max score 5 for each dinner)

- Scores for each venue:** a) 5 - Five star and within 3 km. from the main venue.
b) 3 - Non-five star and within 3 km. from the main venue.
c) 4 - Five star and between 3 to 7 km. from the main venue.
d) 2 - Non-five star and between 3 to 7 km. from the main venue.
e) 3 - Five star and between 7 to 10 km. from the main venue.
f) 1 - Non-five star and between 7 to 10 km. from the main venue.

Financial bid

Criterion-1 : Total Amount quoted as per the Financial Bid - **Max Score - 65.**

Scores: Score of the financial bid =

$$65 * \frac{\text{(Total Amount quoted in the financial bid by the lowest bidder)}}{\text{(Total Amount quoted in the financial bid of the PCO)}}$$

The score based on technical and financial bids for each case of each bidder will be calculated in terms of the procedure mentioned above. The names of the bidders will be arranged on the basis of descending order of score. The highest scorer will get the opportunity for award of the contract. In case, the bidder fails to meet the requirement of acceptance within 10 days, the bidder with second highest score will be offered the contract. In case of multiple bidding done by a tenderer, the highest score obtained by all the bids of that tenderer will be considered for the purpose of ranking the bidders. In case of multiple bidding done by the tenderer, the highest score obtained by all the bids of that tenderer will be considered for the purpose of ranking the bidder.

Annexure-IV
DECLARATION FORM

1. I, _____ Son/Daughter of
Shri _____ Proprietor / Partner / Director /
Authorized Signatory of M/s _____,
am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and are fully acceptable to me;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

(Company's Seal)

- N.B.: 1. The above declaration, along with a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions, should be enclosed with Technical bid.**
- 2. The Declaration should be made on Company letterhead using the same format.**

Annexure-V
TECHNICAL BID FORM

1.	Name of the Bidding Firm		
2.	Full Address		
3.	Telephone & Fax Nos.		
4.	D.D. / B.C. No. & Date of the EMD		
5.	Amount of EMD (Rs.)		
6.	D.D. / B.C. Drawn on Bank		
7.	D.D. / B.C. Valid upto		
8.	Turnover during the last four years (Rs. Crore) (Attach the audited balance sheets / IT return).	Years	Turnover (Rs. Crores)
		2008-09	
		2009-10	
		2010-11	
		Total	
		Average Turn over = Total ÷ 3	
9.	The Tax (Income Tax, Service Tax, VAT etc.) nos. of the PCO.	a) PAN/TAN	

Annexure-V
TECHNICAL BID FORM

					b) Service Tax No.		
					c)		
					d)		
10.	Details of works carried out by the bidder for Government Departments / Ministries/CPSUs between 01.01.2009 to 31.12.2011. (Copy of orders and certificates to be attached). Only in respect of the conference/meeting arranged with at least 1000 delegats/participants.						
	Name of the Ministry/Dept./ CPSU etc.	Name of the concerned officer with designation and address	Tel. No.	FAX No.	Date(s) on which the meetings/Conferencs were held in Vigyan Bhavan/5-star hotels		Total Value of work order (Rs.)
Dates					Venue		
a							
b							
c							
d							
e							

Note:- Separate sheets may be used, if required.

Annexure-V

TECHNICAL BID FORM

11.	Additional information: A write-up about the organisation of inaugurationsession, gala and other dinners, arrangement of artists,Delhi & Agra visits of delegates, etc., as visualised by the bidder should be attached
12.	Certificate to the effect that the PCO has never been blacklisted in the past by any of the Govt. Deptt/Ministry/CPSU be attached.

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

Signatures -----

Name in bold capitals -----

Name of the Bidding Firm -----

Date: _____

(Company's Seal)

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
A	VENUE:					
	<p>4th OECD World Forum (International Conference) Venue – Vigyan Bhavan or Ashok Hotel or a five star hotel in the NDMC area for all 4 days, i.e. from 16th to 19th October 2012 with following facilities for all the days:-</p> <p>Plenary/Valedictory sessions- to accommodate 1200 delegates.</p> <p>Four Parallel Sessions with capacity to accommodate 300 delegates each</p> <p>Elucidation: One hall having capacity of 1200 and four halls with capacity of minimum 300 each for parallel sessions. The main hall may be partitioned as well, at the time of tea break, for parallel sessions so that the programme is not deterred.</p> <p>Rate should be inclusive of Lunch – Vegiterian and Non-vegetarian (Indian plus continental both) with two times tea / coffee/ soft drinks/ fruit drinks with snacks during break,</p>	Per person			1500 persons * 4 days = 6000	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Pads, pencils and mineral water bottles for all delegates and Hall rental if any. <i>Note: Including coordinating guest/delegate's arrival/ departure, helping booking of tickets etc., pick up/drop facility to guests/delegates at airport, arranging private transport such as taxi in case a delegate desires.</i>					
B	Web site (Active for 24 months)					
1	Web site including Designing, Booking of domain and space, Regular Updating and maintenance for 2 year including venue, dates, duration, background, photographs, invitation by competent authority, India at a Glance, programme, presentation, daily schedule, uploading of technical papers, map showing venue and selected hotels, linking the web site with Ministry's website, responding to queries by delegates, message box for delegates, important telephone nos. etc.	No.			1	
2	Online Registration and Accommodation solution and management linked with payment gateway.	No.			1	
Subtotal of item 'B'		-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
C	Printing					
1	Programme at a Glance - Final Announcement with envelope	No.(per copy)			2000	
2	Printing of colour brochure, A4 size, 20 pages (Gloss paper), 120 gsm (cover page) and 100 gsm inner pages, central stitch with envelope	No.			2000	
3	Final Programme (Pocket note book style)	No.			2000	
4	Scroll binding note Pads	No.			2000	
5	Invitation Cards for Inauguration, single side printed in two colour with envelope (with national emblem embossing)	No.			2000	
6	Invitation Cards for Gala Dinner, single side printed in two colour with envelope (with national emblem embossing)	No.			2000	
7	Invitation Cards for two official Dinners, single side printed in two colour with	No.			4000	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	envelope(with national emblem embossing)					
8	All presentations in a 8 GB pen drive	No.			2000	
9	Mailing (Courier Service)	No.			2000	
10	CD-Rom of proceedings	No.			2000	
Subtotal of item 'C'		-	-			
D	Photography & Videography					
1	Photographer assignment with adequate no of photographers - Coverage charges	Per photog rapher per day			4 days *4 halls * 2 = 32	
2	Photo Development in CD	No			200	
3	Photographs (8" x 12") including Album	No			200	
4	Videographer assignment with adequate no of Videographer - Coverage charges	Per videogr apher per day			4 days *4 halls * 2 = 32	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
5	Video cassettes and conversion and dubbing	No			300	
Subtotal of item 'D'		-	-			
E	Floral Decoration					
1	At Head table during inaugural and plenary sessions	Sq Ft			10' * 10' * 4 * 4 = 1600 Sq Ft	
2	At Welcome / Entry Gates	Sq Ft			8' * 10' * 4 * 4 = 960 Sq Ft	
3	At Head Table in all Four halls-4 days	Sq Ft			10' * 4' * 4 * 4 = 640 Sq Ft	
4	At selected offices	No.			200 * 4 = 800 Rose sticks	
5	Bouquets during inaugural & Valedictory session (25 roses each)	No.			25	
Subtotal of item 'E'		-	-			
F	Stage and Décor in parallel Halls					
1	Stage with 1' height for Headtable	Sq Ft			1' * 20' * 4 halls = 160	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
					Sq ft	
G	Safety, Security and Communication					
1	Infra Red Metal detectors at entrance gate for luggage	No.			2 no. * 5 days=10	
2	Security Services : 5 days & 4 nights per guard charge (Day/ Night)	Per guard (with 8 hr duty)			13 shifts (Day/nights) *8 Guards =104	
3	Shortwave frequency systems	No.			1*5 days =5	
4	Walky Talkys	No.			5 days*4 halls*4 = 80	
	Subtotal of item 'G'	-	-			
H	Staff (8 hrs. daily)					
1	Kit Filling assistants (per head charge)	Per person			15	
2	Airport Assistants (Per head charge)	Per person			8 persons*3 shifts*2 days=48	
3	Coach Assistants (per head charge)	Per person			40*4 days =	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
					160	
4	Supervisor for all deployed staff	Per person			20 * 1 day = 20	
5	Person @2 per counter X 20 counters for one day prior to the conference	Per person			40	
6	Person @2 per counter X 20 counters for four days of the conference	Per person			20* 4 days= 80	
7	Hall escorts (well dressed)	Per person			12 * 4 days= 48	
8	Preview Room Coordinators	Per person			24 * 4= 96	
9	Exhibition Coordinators	Per person			24	
Subtotal of item 'H'		-	-			
I	Registration					
1	Delegate Badge Cards / Parking labels: Note: The Event Management Agency shall ensure the security of the participants/venue and no unauthorised person should enter the venue.					
2	Multicoloured Screen Printed Delegate Badge Cards with plastic pouch (card holder), matching colour printed nylon	Per card			1500	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	lanyard and hook / clip					
3	Machine for on site computerised digital printing and lamination of delegate badge cards, with matching colour printed nylon lanyard and card holder	Per machine Per day			2	
4	Laptop at registration Counters (incl. Networking)	Per laptop			20 * 4 = 80	
5	Registration counters / Stalls	No.			20	
6	Data Card for internet connectivity (5 days, 1300- delegates and officials which will be automatically deactivated)	Per card			1300	
	Subtotal of item 'I'	-	-			
J	Audio Visuals for Plenary Hall (Inauguration and Valedictory)					
1	Watch out system with LED Screen	per day per piece			1 * 4 days = 4	
2	Plasma TV 42" for Head Table	per day per piece			2 * 4 days=8	
3	Plasma TV 42" Outside Hall For Livetelecast & Programme	per day per			6* 4 days=24	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
		piece				
4	Laptop Core 2 Duo	per day per piece			2* 4 days = 8	
5	Laser pointer	per day per piece			1 * 4 day = 4	
6	Scan converter Switcher/ Splitter	per day per piece			1*4 days= 4	
7	DV Cam Camera For Livetelecast	per day per piece			2 * 4 days= 8	
8	Online editing table Mixer Monitor with talk back system etc.	per day per piece			1 * 4 days= 4	
9	DV Cassette extra (200 each)	per day per piece			200 * 4= 800	
10	DV to CD Conversion (200 each)	per day per piece			200* 4= 800	
11	DV to DVD Conversion (400 each)	per day per piece			200*4 = 800	
12	Imported sound System with 4 Tops, Amplifier, etc.	per day per piece			1* 4 days=4	
13	Mixer, 4 Monitor, Cultural Mic, etc.	per day per piece			8 * 4 Days =32	
14	Cordless Hand mic	per day			2*4 days=8	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
		per piece				
15	Cordless Neck Mic	per day per piece			6*4 days=24	
16	Podium Mic	per day per piece			4*4 days=16	
17	Table Mic	per day per piece			5 * 4 days=20	
18	Par Light for stage & Backdrop	per day per piece			16 * 4 days= 64	
19	Intelligent Lighting and Follow Spot	per day per piece			1	
Subtotal of item 'J'		-	-			
K	Equipment for parallel sessions Hall 1 to 4					
1	LCD Projector 5000 Ansi Lumens	per day per piece			4*4 days=16	
2	Projection Screen 8 X 10 with Masking	per day per piece			2*4 halls= 8	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
3	Laptop Core 2 Duo	per day per piece			2* 4* 4 days=32	
4	Laser pointer	per day per piece			4*4 days=16	
5	Imported Sound System with 4 Speakers, Amplifier, etc.	per day per piece			4*4 days=16	
6	Cordless Hand mic	per day per piece			4*4* 4 days=64	
7	Cordless Neck Mic	per day per piece			8*4 days=32	
8	Podium Mic	per day per piece			4*2* 4 days=32	
9	Table Mic	per day per piece			4*4*4 days=64	
10	DV Cam Camera For Livetelecast	per day per piece			4*4 days= 16	
11	DV Cassette extra (200 each)	per day per piece			200*4*4 days=3200	
12	DV to CD Conversion (200 each)	per day per piece			200*4*4 days=3200	
13	DV to DVD Conversion (400 each)	per day per			400*4*4	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
		piece			days=6400	
14	Plasma TV 42" Outside Hall For Livetelecast & Programme	per day per piece			4 * 4 days= 16	
15	Par Light for stage & Backdrop	per day per piece			4 * 10 * 4 days =160	
Subtotal of item 'K'		-	-			
L	Equipment for VIP Room					
1	Laptop Core 2 Duo	per day per piece			4 * 4 days = 16	
2	Fax Machine	per day per piece			1 * 4 days= 4	
3	Laser Printer	per day per piece			2 * 4 days = 8	
4	Plasma TV 42" for Livetelecast	per day per piece			2 * 4 days = 8	
5	Cabling for Livetelecast	No. (with required length)			1	
Subtotal of item 'L'		-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
M	Equipment for Press Room					
1	Laptop Core 2 Duo	per day per piece			5 * 4 days = 20	
2	Fax Machine	per day per piece			1 * 4 days= 4	
3	Laser Printer	per day per piece			2 * 4 days =8	
4	Photocopier Machine	per day per piece			1 * 4 days= 4	
5	Plasma TV 42" for Livetelecast	per day per piece			2 * 4 days = 8	
6	Cabling for Livetelecast	No. (with required length)			1	
7	Phonelines -ISD	per day per piece			2 * 4 days = 8	
Subtotal of item 'M'		-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
N	Equipment for Cyber Café					
1	Laptop Core 2 Duo	per day per piece			20 * 4 days = 80	
2	Laser Printer	per day per piece			4 * 4 days = 16	
3	Plasma TV 42" for Livetelecast	per day per piece			2 * 4 days = 8	
4	Cabling for Livetelecast	No. (with required length)	-		1	
5	High speed multifunctional printer(fax, Scan, Xerox)	per day per piece			1	
	Subtotal of item 'N'	-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
0	Simultaneous Interpretation					
1	Interpretation Booth	per day per unit			4 * 4 days = 16	
2	Digital Infra Red Interpretation Unit	per day per unit			1200 * 4 days = 4800	
3	Interpretors (English to French)	Per person per day			4 * 4 days= 16	
Subtotal of item 'O'		-	-			
P	Equipment for OECD Stand					
1	Laptop Core 2 Duo with Internet Connection	per day per unit			4 * 4 days = 16	
2	Fax Machine	per day per unit			1 * 4 days = 4	
3	Laser Printer	per day per unit			1 * 4 days = 4	
4	Plasma TV 42"	per day per unit			2 * 4 days = 8	
Subtotal of item 'P'		-	-			
Q	Equipment for Live Area for					

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Presentation and debates					
1	LCD Projector 4500 lumens	per day per unit			2 * 4 days = 8	
2	Projection screen 8 x 10 masking	per day per unit			2 * 1 = 2	
3	Cabin from all halls to trade area	No. (with required length)			1	
4	Laptop Core 2 Duo	per day per unit			4 * 4 days = 16	
5	Plasma TV 42":	per day per unit			8 * 4 days = 32	
6	Imported sound system with 4 speakers, amplifiers etc.	per day per unit			1 * 4 days = 4	
7	Cordless hand mic	per day per unit			4 * 4 days = 16	
	Subtotal of item 'Q'	-	-			
R	Speaker's Preview Room (at 3 locations)					
1	Laptop Core 2 Duo with Internet Connection and LAN Connectivity with Halls during conference	per day per unit			8	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Optional (during Conference days)					
2	LCD Projector 3200 Ansi Lumens	per day per unit			4	
3	Projection Screen 5 X 7 on Tripod	per day per unit			4	
Subtotal of item 'R'		-	-			
S	Equipment for OECD Secretariat office (7 days)					
1	Laptop Core 2 Duo with Internet Connection	per day per unit			10 * 7 days = 70	
2	Fax Machine	per day per unit			1 * 7 days = 7	
3	Laser Printer	per day per unit			3 * 7 days = 21	
4	Colour Laser Printer	per day per unit			1 * 7 days = 7	
5	Photocopier Machine	per day per unit			1 * 7 days = 7	
6	Phonline with ISD	per day per unit			1 * 7 days = 7	
7	Plasma TV 42" for Live coverage with Cabling	per day per unit			4 * 7 days = 28	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Subtotal of item 'S'	-	-			
T	Signage, Exhibition (Unit in Sq. ft.) (Appropriate size as per the location)					
1	Welcome Hoardings with multicoloured printing on Flex mounted on iron frame work and installed at gate on self supporting stands	Per Sq. ft.			12'x15'x2no s.=360 sq. Ft.	
2	Car parking signs (double sided) with multicoloured printing on Flex mounted on iron frame work and installed at gate on self supporting stands	Per Sq. ft.			4'x2'x2no.= 16 sq. Ft.	
3	Car parking signs (single sided) with multicoloured printing on Flex mounted on iron frame work and installed at gate on self supporting stands	Per Sq. ft.			4'x2'x2no.= 16 sq. Ft.	
4	Alighting point indicator panel, Directional Panels, with multicoloured printing on Flex mounted on iron frame work and installed at vantage points on self supporting stands	Per Sq. ft.			4'x2'x8no.= 64 sq. Ft.	
5	Backdrop with multicoloured printing on Flex mounted on iron frame work and	Per Sq. ft.			12'x12'x3no. =432 sq. Ft.	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	installed on self supporting stands					
6	Podium Panel with multicoloured printing on Flex	Per Sq. ft.			4'x2'x3no.= 24 sq. Ft.	
7	Panel for business centre with multicoloured printing on Flex	Per Sq. ft.			4'x2'x3no. =24 sq. Ft.	
8	PUBLICITY SIGNAGES	Per Sq. ft.			576 Ft	
9	WELCOME PANEL AT ENTRY GATE OF VENUE	Per Sq. ft.			20 * 36 = 720 sq. Ft.	
10	PARKING PANELS	Per Sq. ft.			20 * 24 = 48 Sq Ft	
11	VERTICAL LOGO FOR THE DRIVEWAY	Per Sq. ft.			15 * 120 = 1800 sq. Ft	
12	DETAILED INFORMATION PANEL	Per Sq. ft.			10 * 32 = 320 Sq Ft	
13	SIGNGE FOR LEADING TO THE REGISTRATION HOSPITALITY AREA, CLOAK ROOM	Per Sq. ft.			70 * 12 = 840 Sq Ft	
14	SIGNAGE LEADING TO VARIOUS ACTIVITIES / SECRETARIAT / HALLS / GENERAL INFORMATION / EXHIBITION	Per Sq. ft.			4 * 112 = 148 Sq Ft	
15	PROGRAMME AT A GLANCE -Display	Per unit			10	
16	KEY PLAN OF THE CONFERENCE VENUE	Per Sq. ft.			5 * 120 = 600 Sq Ft	
17	BACKDROPS FOR LARGE HALLS	No			12	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
18	PODIUM LOGOS	Per Sq. ft.			6 * 50 = 300 Sq FT	
19	PANELS BEHIND THE PODIUM	Per Sq. ft.			600 Sq. Ft	
20	BACKDROP FOR THE CONVENTION HALL (FULL HALL)	No			60	
21	SEATING ARRANGEMENT BOARDS(small)	No			1200	
22	HALL WISE PROGRAMME PANEL	Per Sq. ft.			3 * 240 =720 Sq Ft	
23	Social evening Sjnage	No			1	
24	Exhibition Arch	Per Sq. ft.			2 * 240 = 480 Sq FT	
25	Exhibition Welcome	Per Sq. ft.			4 * 200 = 800 Sq Ft	
26	Exhibition Directory	Per Sq. ft.			4 * 200 = 800 Sq Ft	
27	Name plate Standard size	No			40	
Subtotal of item 'T'		-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
U	Trade Exhibition					
1	AC Hangar Structure	No.			1 * 4 Days = 4	
2	Exhibition Stall – 100 sq ft. each	Per unit			20 * 4 Days = 720	
3	House Keeping services including Labours & cleaning consumables	Per day			4	
4	Exhibitor Manual	Per unit			500	
5	Additional Power Consumption,If applicable	KWH			As per consumption (to be estimated by the vendor)	
Subtotal of item 'U'		-	-			
V	Other Rentals (if included in other charges do not quote but mention the itm no.)					
1	Lawns for Trade Exhibition and Food Court	per day			1 * 4 Days = 4	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
2	Rental for Banquet hall	per day			1 * 4 Days = 4	
3	Rental for Cocktail Lounge	per day			1 * 4 Days = 4	
4	Party Rooms	per day			1 * 4 Days = 4	
5	Room for SG, OECD and additional room for his personal staff (7 days)	per day			2* 7 days= 14	
6	Rooms/Halls for OECD Secretariat (20 persons)	per day			5 * 7 Days = 35	
7	Room for MOSPI Secretariat*	per day			2 * 5 Days = 10	
8	Speaker & Preview Rooms – 4*	per day			4 * 4 days = 16	
9	Larger Rooms/Halls for Presentation & Debate*	per day			8 * 4 = 32	
10	Room for simultaneous interpretation*	per day			1 * 4 = 4 Days	
11	Larger room/Hall for Cyber café*	per day			2 * 4 days = 8	
12	Press Room*	per day			1 * 4 Days = 4	
13	VIP Rooms*	per day			1 * 4 Days = 4	
*Includes tea / coffee, pads and pencils, mineral water to be sufficiently provided for all delegates/users						
Subtotal of item 'V'		-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
W	F & B Service (Dinner)					
1	Day 1- Banquet Gala Dinner with Liquor	per person			1500	
2	Day 2- Dinner with Liquor	per person			1500	
3	Day 3- Dinner with liquor	per person			1500	
Rate should be inclusive of Non-vegetarian lunch (exquisite Indian plus continental cuisin) with tea / coffee/ soft drinks/ fruit drinks with snacks including rental for venue if any.						
	Subtotal of item 'W'	-	-			
X	Transfer and transport: Transport / Transfers - (All A/C vehicles) – <i>Note: This include coordinating guest/delegate's arrival/ departure, helping booking of tickets etc., pick up/drop facility to guests/delegates at airport, arranging private transport such as taxi in case a delegate desires.</i>					

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
1	Coaches (35 Seaters) for shuttle movement from hotels to venue and back	Per Coach			35	
2	8 hours / 80 Kms local running using Air conditioned car (Honda City)	Per car			10	
3	8 hours / 80 Kms local running using Air conditioned car (Indigo / Esteem/Accent)	Per car			10	
4	8 hours / 80 Kms local running using Air conditioned car (Indica)	Per car			10	
5	8 hours / 80 Kms local running using Air conditioned car (Innova)	Per car			10	
6	Extra Km. Rate for car (Honda City)	Per Km.			-	-
7	Extra Km. Rate for car (Indigo / Esteem/Accent)	Per Km			-	-
8	Extra Km. Rate for car (Indica)	Per Km			-	-
9	Extra Hour rate for car (Indigo / Esteem/Accent)	Per Hr.			-	-
10	Extra Hour rate for car (Honda City)	Per Hr.			-	-
11	Extra Hour rate for car (Innova)	Per Hr.			-	-
12	Extra Hour rate for car (Indica)	Per Hr.			-	-
13	Night charges, if any.	Per Hr.			-	-
14	Airport Placards of 4 X 2 sq. ft with holder	No.			2	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Subtotal of item 'X'	-	-			
Y	Delhi City Tour					
	Full Day guided city tour using 35 seater A/C VOLVO Coach / mineral water, wet wipes. Itinerary includes visit to two heritage monuments, lunch at a 5 star hotel and drive past in city / shopping including entry fee and guide charges.	Per person			1000	
Z	Tour to Agra					
	Full Package for tour to Agra by exclusive Chartered Train departing from Safdarjang Railway Station including breakfast, lunch and dinner at 5 star hotel/5 star standards. This should Include charges of pick and drop from hotels to Safdarjang railway station and vise-viz, entry fee, guides having command over 5 UN language.	Per Person			1000	
	Additional Information: Similar package (as above) for tour to Agra by A/C	Per Person			-	-

Annexure-VI

FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Volvo Bus					
AA	Accompanying Persons Program (to be paid by the delegates)					
	Daily programs for accompanying persons, Variety of Programs to be offered and charged. Delegates should be informed well in advance through web casting. {Some Social events plus trip to Delhi,Jaipur, etc.}	Per person			500	
AB	Social Evening					
1	Artist Fee and hospitality including stage, sound, lighting etc at the same venue. Three day social evening. Mixture of six cultural programmes depicting dances of india by the best artistes (local) in the respective category, each of 35 minute duration. Any two programmes would be offered in a given day from the chosen six(i. Bharatnatyam (ii) Manipuri dance (iii) Odissi dance (iv) Kuchipudi dance (v) Punjabi Dance (vi) Kathakali (vii) Kathak & (viii) Marathi) <i>(However, 'Top Artists'/ ustad/pandits should be invited separately in consultation with the MoS&PI, as per their availability and</i>	Per Troupe per performance			2(Troupes)* 3 days programme =6	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	<i>payments will be made as per actual cost only)</i>					
2	For Cocktail reception	Per day			1 * 3 days= 3	
3	PPL Licenses, DCP (Licensing), ETO Office, Liquor license,	Per day			1* 3 days=3	
Subtotal of item 'AB'		-	-			
AC	Permissions					
1	Fees for permissions from local government, trade tax, police, fire, municipal authorities etc.	Per day			1 * 4 days = 4	
AD	Professional Conference / Event Manager Fee					
1	Towards Professional Conference management fees from date of appointment till event is over in all respect: <i>Note: This include coordinating guest/delegate arrival/departure, pick up, helping booking tickets,</i>	Total charge			-	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	<i>dropping guests and delegates at airport, arranging private transport such as taxi in case a delegate desires.</i>					
2	Compere	Per person.			1	
3	Office Assistants, well versed in computer operations, viz., MS Word, Excel, etc., and have excellent communication skills to attend to telephone calls, for facilitating registration process, providing secretariat services and manning the registration desk.	Per person			20* 4 days = 80	
4	Hostesses for facilitating participants,	Per person			20 * 4 days = 80	
5	ushers	Per person			20 * 4 days = 80	
6	Registration Assistants	Per person			20 * 1 day = 20	
7	Luggage Assistants etc.	Per person.			5 * 4 Days = 20	
8	Saraswati Vandana or a suitable theme on Indian Culture at inauguration with instruments	Per Group.			1 Troupe of 5 persons	
9	Lamp lighting kit (Includes oil, cotton, camphor, candle and matchbox etc)	Per kit			2	
10	Flower decoration (10' x10"0)- Rose, Lily,	Sq Ft			Sq Ft / No	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Marigold				of petals	
11	Airport Facilitation Counter (for a 12 hr. Shift) with adequate manpower.	Per shift/per son			3 Counters of 4 persons each (2 at T-3 and 1 counter at Domestic) for 5 days (2 days pre and 2 days post conference and 1 day, the day of conference)	
12	Permission & coordination charges with Airport Authority of India, Bureau of Civil Aviation, Airport Counters etc for 2/3 days	Per day			2	
Subtotal of item 'AD'		-	-			
AE	Accommodation for stay of delegates					

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
1	Accommodation for invited guests at 4 star hotels in the NDMC area of the City. The room rate should include Breakfast and taxes. Per person per day rate. This charge would be borne by MOSPI (450 Rooms). Booking/blocking/reservation of rooms should be supported with documents	Per Person per day per room.			450	
2	Accommodation for invited guests at 5 star hotels in the NDMC area of the City. The room rate should include Breakfast and taxes. Per person per day rate. This charge would be borne by delegates themselves (approximately 750 rooms). Booking/blocking/reservation of rooms should be supported with documents	Per Person per day per room			750	
Subtotal of item 'AE'		-	-			
AF	Media and Publicity (Print, TV)					
1	Designing of one full page colour adv. in English and Hindi.	Per design cost			1 * 2 days = 2	
2	Designing of one minute video clipping.	Per clipping			2	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
3	Media Coverage and Corner i. Inviting Media People ii. Seating Plan for Media iii. All arrangements in connection with media coverage including their hospitality like, high tea, etc..	Per day			1 * 4 days = 4	
Subtotal of item 'AF'		-	-			
AG	24 hours. help desk dedicated to tourist information. Information staff be available to answer all queries concerning registration, accommodation, travel reconfirming return flights, information and other questions.	Per day			5 Days	
AH	First Aid and Medical Facilities: Identifying & coordinating with nearby Doctors and Hospitals for attending to medical emergencies. Cost of consultations / treatment to be borne by individuals.					
1	Rental charge for Medical room + Emergency kits	Per day			1 * 4 Days = 4	

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
2	Hiring of well quipped Ambulance	Per day			2 * 4 days = 8	
3	Hiring of Doctors (Male/Female): per shift of 8 hours	Per doctor			(3 + 1 lady Doctor) * 4 days =16	
4	Hiring of Nurses (Male/Female): per shift of 8 hours	Per Person			4 Nurses * 4 Days = 16	
Subtotal of item 'AH'		-	-			
AI	Secretariat Set up for MOSPI					
1	<i>On site registration management</i>	Total cost	-	-	-	
2	Desk Top Computers P-IV with internet (wi-fi)	Per PC			2 * 5 days = 10	
3	Laser printer with cartridges and paper	No			2 * 5 days = 10	
4	Hi-speed Photocopier (75 cpm)	No			2 * 5 days = 10	
Subtotal of item 'AI'		-	-			

Annexure-VI
FINANCIAL BID FORM

Sl. No.	Particulars	Unit	Rate in Rs.	Taxes & rates	Estimated No./ Quantity	Total cost (In Rs.)
	Grand total (item-A to AI except item-AA)	-	-	-	-	
	Additional Information, if any					
	Charges, if any, payable, if the conference is cancelled or rescheduled.	-	-	-	-	

- Note:-
1. In case space provided in the above sheet is insufficient, the Financial Bid can be prepared on any sheet, using the same format.
 2. Requirements for the No. of plasma TVs should be assessed for Plenary and other 4 Halls/locations and should be stated separately.
 3. The Event Manager will work in close coordination with the designated members of the organising committee.
 4. All rates mentioned above should be inclusive of the taxes levied by Govt.
 5. **The quantity indicated in respect of Rooms and Food and Beverages are indicative and payment would be made on the basis of actuals only.**
 6. **Any items would be increased/decreased by MOSPI owing to government guidelines and other requirements/constraints.**

Signatures -----

Name in bold capitals -----

Name of the Bidding Firm -----

Date: _____

(Company's Seal)