

जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद
(बाइरैक)
(भारत सरकार का उपक्रम)

**BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANCE COUNCIL
(BIRAC)**
(A Govt. Of India Enterprise)



प्रस्ताव हेतु अनुरोध (आरएफपी)
REQUEST FOR PROPOSAL (RFP)

इवेंट मैनेजमेंट एजेंसी
बायोटेक स्टार्टअप एक्सपो हेतु – बाइरैक के 10 वर्ष
**Event Management Agency
For Biotech Startup Expo - 10 years of BIRAC**

[No. BIRAC/HR&A/007/2022/ENQ - 33]

कार्यालय पता/ OFFICE ADDRESS

प्रथम तल, एमटीएनएल बिल्डिंग, 9, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली – 110003
(स्कोप कॉम्प्लेक्स के बगल में, गेट नंबर 13 के सामने, जेएलएन स्टेडियम)

First Floor, MTNL Building, 9, CGO Complex,
Lodhi Road, New Delhi-110003
(Next to Scope Complex, Infront of Gate no. 13, JLN Stadium)
फोन/ Phone: + 91-11-24389600
सीआईएन सं./ CIN No.: U73100DL2012NPL233152
वेबसाइट का पता/ Website address: www.birac.nic.in



जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद
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विषय-वस्तु
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प्रस्ताव हेतु अनुरोध (आरएफपी) - अल्प सूचना (शॉर्ट नोटिस)
REQUEST FOR PROPOSAL (RFP) - SHORT NOTICE

1.0. आमंत्रण पत्र/ Letter of Invitation

जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद (बाइरैक), नई दिल्ली ने बायोटेक स्टार्टअप एक्सपो – बाइरैक के 10 वर्ष हेतु एक इवेंट मैनेजमेंट एजेंसी को शामिल करने के लिए अल्प सूचना (शॉर्ट नोटिस) पर सीलबंद बोलियां आमंत्रित की हैं।

Biotechnology Industry Research Assistance Council (BIRAC), New Delhi invites sealed BIDS on Short Notice for Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC

बोली की अहम बातें:

The salient features of the bid are:

बोली सं/ Bid No:	No. BIRAC/HR&A/007/2022/ENQ - 33
संक्षिप्त विवरण/ Brief Description:	Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC
श्रेणी/ Category:	Services
अनुमानित मात्रा/ Approximate Quantity:	Need Based
अनुबंधनकाल/ Contract Period:	Completion of project
बोली आरंभ करने का स्थान/ Bid Originating Location:	BIRAC Office, New Delhi
बोली का प्रकार/ Type of bid:	Request for Proposal (RFP)
बोली दस्तावेज़ की लागत (रु में)/ Cost of bid document (IN INR):	NIL
बयाना राशि जमा (रु में)/ Earnest money Deposit (IN INR):	10,00,000/-
प्रदर्शन बैंक गारंटी (रु में)/ Performance Bank Guarantee (IN INR):	15,00,000/-
बोली दस्तावेज़ का निर्गम/बिक्री/ Issue / Sale of Bid document:	Downloadable from BIRAC Website & Central Public Procurement Portal (CPPP)
बोली प्रकाशन तिथि/ Bid Publication Date:	28 th May 2022
साइट विज़िट तिथियां/ Site Visit Dates:	Not applicable
बोली पूर्व बैठक, तिथि, समय/ Pre-bid Meeting, Date, time:	30 th May 2022, 02:00 PM



जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद
(भारत सरकार का उपक्रम)
Biotechnology Industry Research Assistance Council
(A Government of India Enterprise)

बोली जमा करने की अंतिम तिथि/ Last Date & Time for Submission of BID:	31 st May 2022, 06:00 PM
बोली खुलने की तिथि और समय/ Bid Opening Date & Time:	01 st June 2022, 09:30 AM
बोली जमा करने और खोलने का स्थान/ Place of submission& opening of bid:	Biotechnology Industry Research Assistance Council (BIRAC), 1st Floor, MTNL Building, 9 CGO Complex, Lodhi Road, New Delhi -110003
काम पूरा होने का समय/ Job completion time:	Completion of project
साइट की जगह/ Site Location:	Pragati Maidan, New Delhi
पूर्व योग्यता मानदंड/ Pre-Qualification criteria:	As per Clause – 7.0
बोली वैधता/ Bid Validity	90 days from the Bid Closing Date

संभावित बोलीदाताओं को बाइरैक की वेब साइट www.birac.nic.in और/या सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (सीपीपीपी) से पूर्ण बोली दस्तावेज डाउनलोड करना होगा। साथ ही, बोली दस्तावेज में परिशिष्ट/शुद्धिपत्र, यदि कोई हो, केवल वेबसाइट पर अपलोड किया जाएगा। इसलिए, बोलीदाता बोली जमा करने की तारीख तक नियमित रूप से उसी का दौरा कर सकते हैं।

Prospective bidders should download the Complete Bid Documents from BIRAC's web site www.birac.nic.in and/or Central Public Procurement Portal (CPPP). Addendum/Corrigendum, if any, to the bid document shall be uploaded on website only. Hence, bidders may visit the same regularly till the bid submission date.

योग्य बोलीदाताओं को अपनी बोली सीलबंद लिफाफों में निर्धारित प्रारूप में भेजने हेतु आमंत्रित किया जाता है जैसा कि बोली दस्तावेज में दर्शाया गया है।

Eligible bidders are invited to send their bids in sealed envelopes in the prescribed format as indicated in the bid document.

धन्यवाद/Thanking you,

भवदीय/ Yours faithfully,

बाइरैक की ओर से/ For BIRAC

अस्वीकरण/ Disclaimer: This BID is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this BID is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this BID. This BID includes statements, which reflect various assumptions and assessments arrived at in relation to the Bid that may not be accurate. The Authority 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 BID.

प्रथम मंजिल, एमटीएनएल बिल्डिंग, 9, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003, भारत
1st Floor, MTNL Building, 9, CGO Complex, Lodhi Road, New Delhi - 110003, India
Phone: +91-11-24389600 Fax: +91-11-24389611 Website: www.birac.nic.in E-mail: birac.dbt@nic.in
सीआईएन सं./CIN No. : U73100DL2012NPL233152

2.0. Background

Biotechnology Industry Research Assistance Council (BIRAC), is a Public sector undertaking registered under the Indian Companies Act 2013 as a Section 8 ‘Not for profit Company’, as an interface agency of DBT, Ministry of Science & Technology, BIRAC was set up with a vision to stimulate, foster and enhance the strategic research and innovation capabilities of the Indian biotech industry particularly SME's, to make India globally competitive in biotech innovation and entrepreneurship and to create affordable products and services.

3.0. Objective

Biotechnology Industry Research Assistance Council (BIRAC), 1st Floor, MTNL Building, 9 CGO Complex, invites BIDS for Engaging an Event Management Agency for **Biotech Startup Expo - 10 years of BIRAC**.

In order to celebrate 10 years of BIRAC’s enabling efforts towards progressing India’s Biotech Sector, an event is being organized on 9-10th June, 2022 at Pragati Maidan, New Delhi.

4.0. Scope of Work

Sl. No.	Detail	Qty	Unit
1	EXHIBITION STALLS & FABRICATION		
	Wooden Exhibition Stalls for 150 Startups (24 Sq ft) in 2 blocks with all Utilities (Tables, Chairs, Lights- Picture light & focus lights, Carpet, Dustbin, 2 Electric Point, along with Stall, Table Facia with name/Startup/place)	150	Nos
	Wooden Exhibition Stalls for 150 Incubators & Universities & IITs (48 Sq ft) in 2 blocks with all Utilities (Tables, Chairs, Lights- Picture light & focus lights, Carpet, Dustbin, 2 Electric Point, along with Stall, Table, Facia with name/Startup/place.)	150	Nos
	Designing and Fabrication of DBT - BIRAC Pavillion, DPIIT, MHRD of 400 Sq ft each which is made of Industrial grade Plywood. The Agency shall provide one 55”LED TV, for display of schemes of BIRAC (DBT) with photographs, 1-2 Interactive zone with the latest technology (Like Sensor Based technology, Floor Projection, Augmented Reality, VR, Rotoscope & etc) A inside the BIRAC Pavillion, Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table & two chairs, sofa seating along with photographs of events/ schemes of Ministry inside the seating area, Spot & Picture Lights as per required, Floor Carpet/Wooden Floor, Good Quality Visitor Book with Pen, Drinking water Bottle (200 ml bottles) for guests	1200	Sqft
	Design & fabrication of VIP Lounge for 50 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55 inch screen TV mound on the wall, Good Quality Leatherette sofa seating with Center table with flower for VIPs along with Photo	1	Nos

Sl. No.	Detail	Qty	Unit
	frames on wall with photographs of events/ schemes of Ministry inside the VIP seating area, separate Pantry with provision for Tea/coffee & Snacks arrangement & Drinking water as per requirement.		
	Design & fabrication of PM Lounge made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, 8mm thick Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting, Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, Separate Air-condition washroom with staff to maintain the hygiene, including paint, 65-inch screen TV mound on the wall, Side Tables with some artifacts on it along with good quality planters to beautify the room and increase the good air quality by absorbing toxins, increasing humidity, and producing oxygen, Good Quality Executive Leatherette sofa seating with Center table with flower for Prime Minister along with Photo frames on wall with photographs of events/ schemes of Ministry inside the PM lounge seating area, separate Pantry with provision for Lunch, Tea/coffee & Snacks arrangement & Drinking water with silver service as per requirement.	1	Nos
	Design & fabrication of Pitching Area for 150-200 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, Side Tables with electric power point connection on stage for a laptop with the podium, 1 nos Laser pointer, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the seating area, provision of Drinking water as per requirement.	3	Nos
	Design & fabrication of B2B AREA for 25-30 roundtables made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, electric power point connection for a laptop, Round table with 4 chairs each x 25 nos. with numbering, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the seating area, provision of Drinking water as per requirement.- Running tea/coffee required for entire event : Post inauguration.	1	Nos

Sl. No.	Detail	Qty	Unit
	Design & fabrication of CXO Room for 40 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, customized Semi round table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, 65 Inch screen TV mount on the wall, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the CXO room, provision of Tea / Coffee Machine with Drinking water as per requirement.	1	Nos
	Design & fabrication of Workshop/Meeting Room for 30 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, customized Semi round table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, one projector with projector screen along with long HDMI cable, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the room, provision of Drinking water as per requirement.	1	Nos
	Design & fabrication of Control Room along with CCVT monitoring to cover the entire exhibition which is made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, with 24 hours security guard, warm white lighting, tables with electric power point connection for a Monitor screen and laptop, 3-4 Nos 55 Inch screen TV mount on the wall, banquet chairs as per requirement, Branding collaterals Standee and Banners, provision of Drinking water as per requirement. <i>(CCTV Cameras (HD Quality) set up all over the venue the cameras shall have night vision & recording)</i>	1	Nos
	Design & fabrication of Secretariat Room for 20 Pax made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, warm white lighting, fabricated long table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, 55 Inch screen TV mount on the wall, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, provision of Tea /	1	Nos

Sl. No.	Detail	Qty	Unit
	Coffee Machine with Drinking water as per requirement.		
2	LICENSES AND PERMISSIONS		
	All Licenses / NOC from relevant Govt. authorities for show operation		Lumpsum
3	REGISTRATION & INFORMATION DESK		Lumpsum
	Registration & Help Desk Counters for 1500 delegates, 500+ visitors made of Octanorm Structure with two-tier registration system, Chairs plug points and general lighting etc with a minimum of 2 units divided into 4 blocks		as per requirement
	Printing of lanyards & Badges for delegates & VIPs with multi color logo of event BIRAC-DBT with multiple category with RFID scanning facility/ Magnetic code reading, no use of plastic in the badge unit, the badges to be printed at site and well laminated with 300 GSM of paper, property laminated		as per requirement
	Software development with relevant fields as per BIRAC-DBT registration data needs, linking the software to the BIRAC WEBSITE for online registration and scanning of lanyard		as per requirement
	Providing of 15 manpower along with computer and printers for registration for Entire Event Duration	15	Nos
4	REGISTRATION KITS & MEMENTO		
	Registration Kits for Delegates (Bag, L- Folder, Pen, Notepad) along with Branding	2000	Nos
	T-Shirt with Branding of DBT-BIRAC	500	Nos
	Media Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ BIRAC (DBT) Badges + Lanyard + Chest Card) with proper BIRAC - DBT (Azadi ka Amrit Mahotsav)Branding	50	Nos
	Memorabilia / Memento as per the standard norms for Delegates as approved by BIRAC-DBT	200	Nos
	Memorabilia / Memento as per the standard norms for VIP as approved by BIRAC-DBT	30	Nos
5	ENTRY GATES		
	Welcome gate Designing & fabrication of Welcome theme based pillar gate outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as per required. Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support.	2	Nos
	VIP gate Designing & fabrication of Welcome of VIP theme based pillar gate outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as	1	Nos

Sl. No.	Detail	Qty	Unit
	per required. Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support		
6	ADVERTISEMENT & BRANDING		
	Publishing of Newspaper Advertisement in Hindi & English newspaper - 01 on the day of the Event (i.e. 09-06-2022) with Hon'ble Prime Minister's Photo.		Lumpsum
	Design, Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages for venue branding along with provision of branding inside & Outside of the venue, branding on Roads, street poles Graphics, branding on circles etc. <i>The Flex to be used for branding must be Blackout of STAR QUALITY for Good Get-up of printing to be done on flex. (Including printing, stretching and installation)</i>	30000	sqft
	Vinyl Branding with sun board (with 3M pasting) for Podiums, Table facia, and another area as required. <i>(Including printing, stretching and installation)</i>	5000	sqft
	Designing of E Invitation Cards		
	Car Stickers	200	as per requirement
7	ACCOMODATION, TRAVEL & LOGISTICS		
	Setup for information help desk at Airport, & Hotels		as per requirement
	Deploy skilled persons for logistic works and technical persons for entire event for 2 Days	50	Nos
	Air travel for Delegates Both side (250x2) <i>(250 pax - Travel by economy class only and accommodation in upto 4 star Hotel)</i>	500	Nos
	Accommodation for two nights with Breakfast and pick up & drop only from venue, airport to hotel <i>(250 pax - Travel by economy class only and accommodation in upto 4 Star Hotel)</i>	250	Nos
	Accommodation for one night with Breakfast and pick up & drop only from venue, airport to hotel <i>(75 pax - Travel by economy class only and accommodation in upto 4 Star Hotel)</i>	75	Nos
	Taxi service: Innova (25) & Sedan (upto 100) (12 hours, 120 km per day) for 2 Days <i>(250 pax - Local travel can be on a shared basis) Sedan car as per the consumption.</i>		Lumpsum
8	STAGE & MEDIA RISER		
	Stage for Inaugural with specifications suitable for Hon'ble Prime Minister at the height of 4 ft with carpet finish on top alongwith both side stairs with proper masking (80' x 40' x 4')	3200	sqft
	Media Riser (16 x 12 x 4) with carpet finish on top along with stairs with proper masking	240	sqft
	Sound Console Riser (12 x 8 x 1.5) with carpet finish on top along with stairs with proper masking	96	sqft
	Camera Riser (8 x 8 x 4) with carpet finish on top along with stairs with proper masking 2 nos	128	sqft

Sl. No.	Detail	Qty	Unit
	Three (03) Customized Circular Stage at 3 ft height which is made of plywood with synthetic carpet on top for Presentation, 2 side steps with complete masking along with round trussing structure around the stage for Hanging the LED Screen from the ceiling to show case the schemes, and presentations of BIRAC (DBT), trussing should be wrap with fabric. With spot light, mikes. White colour finish.	3768	sqft
9	SOUND, LIGHTING & VISUAL		
	Provision of Light & Sound for entire exhibition & all room Sound equipment's including interface cables, support person & usher's Sound Systems as per requirement of performing artists like (with linear Array) with 4 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and Jacks. video equipment's including interface cables, support person & usher's Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4, Lights & Recording LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required. <i>Any other item as per required (Sound- JBL/Bose/ sound system)</i>		Lumpsum
	Indoor LED wall-seamless for Indoor for Stage (min 80 feet by 16 feet)	1280	sqft
	Indoor LED wall-seamless for Indoor (min 24 feet by 12 feet) 5 nos	1440	sqft
	Complete Electrical Plug points in all area as required (Earthing & Cabling per venue norms)		Lumpsum
10	FURNITURES		
	Sound Console table with Masking	10	Nos
	Buffet table with frill and table top (Chair cover need to be changed on daily basis).	100	Nos
	Good Quality VIP Banquet chairs with Cover and bow. (Chair cover need to be changed on daily basis).	1200	Nos
	Good Quality Leatherette sofa (2 Seater) as required	30	Nos
	Coffee Table with flower pot as per required	30	Nos
	Round Table with Chairs & Cover (Cover have to change on a daily basis)	40	Nos
	Cocktail Table at 4 ft height with cover (Cover have to change on a daily basis)	20	Nos
	Dustbins, - Drums with Bin on wheels having plastic black disposable bags.		as per required
	Podium with Logo	5	Nos
	Carpet (Red & Grey) as per required	120000	sqft
	SS Railing / mojo 4ft height	500	R. ft
	Single seater Sofa	60	Nos

Sl. No.	Detail	Qty	Unit
11	FOOD & BEVERAGES		
	Dining Area for VIPS (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day)	250	Nos
	Provisions of Lunch / Hi-Tea / Evening tea (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day) Day 1 (1500 pax) & Day 2 (850 pax)	2350	Nos
	Provision of F&B for Support Staff & Crew Members - 500 Pax on a daily basis (Lunch packets)	500	Nos
	Provision of water dispenser for the entire event as per requirement.		as per requirement
12	DECOR & ARTISTIC INSTALLATIONS		
	High quality Flower Decoration on Informative Desk, Stage, Podium, VIP Lounge along with greeting with Rose for vip & VVIP guests. <i>(Rate for the entire event, flower need to be changed on daily basis with all areas)</i>		lumpsum
	Provision of Good quality Planters with Pot for Indoor & Outdoor, Entrance Gate, Walkway Corridor, All Lounges & Rooms, other nicknack areas to add a green touch to the Exhibition as required (Size 2.5-4 ft height -to 4-8 ft height		lumpsum
	Artistic Selfie Points with different themes with adequate lighting .	3	Nos
	Creating brand recall value through artistic and branding element which is made of MS and graphic with lit effect as per the requirement	6	Nos
	Artistic Installation Hashtag #10 years of BIRAC with riser (25' x 4') with adequate lighting .	1	Nos
	Artistic Installation DBT with riser (12' x 9') with adequate lighting .	1	Nos
	1 Digital Selfie Booth with Email provision for instant Email. of the photographs to the Visitors.	1	Nos
	Entrance and Entire Exhibition area is to be Decorated with the theme of the exhibition with cloth triangular Jhandis, dropdowns, Colorful Drapes with serial lights on all and bush/shrubs inside the venue Artist Sculpture, Hanging Elements, Artist Work as per required.	1	lumpsum
13	EVENT MANAGEMENT INCLUDING FACILITATORS		
	Emcee for Inaugural	1	Nos
	Deploy MTS / volunteer skilled persons for Registration/ Help desk/ VIP rooms / Conference room / other area to manage Entire Event (Male / Female)	15	Nos
	Ushers (male & female)	25	Nos
	Housekeeping Staff from reputed Agency i.e., Male/Female (supervisors and housekeeping/sweepers from 8.00 AM to 11.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement. (According to area and no. of pax 14) x 2 days	28	Lumpsum

Sl. No.	Detail	Qty	Unit
	Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient No of Security Guards (Males & Females) during day time with proper uniform and required equipments. (22 Male & 8 Female) x 2Days	60	Nos
	Security Guards from reputed Agency (8 Male) in nights with proper uniform and required equipments. x 4Days	32	Nos
	Security Supervisors during visiting hours 5 x 2Days	10	Nos
	Hand Held Metal Detector	10	Nos
	Door Frame Metal Doctors along with 4 Frisking (<i>Cabin for Female</i>).	2	Nos
	Walkie Talkie	30	Nos
	Waste Management (All garbage on daily basis and maintain cleanliness of the venue)		Lumpsum
	Conceptualization and Planning		Lumpsum
	Post-event responsibilities		Lumpsum
	Event Management Team Plan to be deployed for management of the whole Exhibition (Coordination and Staffing)		Lumpsum
	Golf Cart with Branding	10	
14	LIVE STREAMING, PHOTOGRAPHY & VIDEOGRAPHY		
	Provision of Hybrid Setup and Live streaming of the entire event Exhibition with the installation of the necessary, suitable and proven web based web streaming software broadcasting along with recording of events. 10 Years of BIRAC (DBT) logo watermark and creation of Landing Page to add on the digital video event. Integrate Power Points for meeting webinars, Audio- Videos for live streaming as presentations, source, speeches/lectures per the requirement of BIRAC. Provide live HD adaptive webcast/streaming services with live feeds for websites and existing social media platforms integrating with global reputed Content Delivery Network services Live Recording and Video Editing + Management of the recorded videos, Editing Features, Trimming, Replacements, Markings, Highlight Clips, Library and Management Tools Search after each webinar.		Lumpsum
	Anamorphic content for the short film.		Lumpsum
	Photography and Videography during the exhibition should cover all aspects of the exhibition, and events, and should be compiled on various platforms. Also 5 Min. Short film & 1 min, Teaser of the 2 day exhibition. 2 Photographer & 2 Videographer for the inaugural function (separate). Soft copy of video/photos to be given in Hard Disc on daily basis.		Lumpsum
15	COVID PROTOCOL		
	One Separate Health Desk Counter Octanorm Structure for First Aid near at best suited place along with one qualified Doctor & Nurse and necessary medicines, equipments etc.	2	Lumpsum
	3 Ply Face Mask with Global Bio - India 2022 & BIRAC logo branding.	3000	Nos

Sl. No.	Detail	Qty	Unit
	One Isolation ward in Octanorm structure with Frist Aid, in case of COVID-19 emergency along with oxygen cylinders.		Lumpsum
	Sanitization of the entire area (To be done before & after the event)		Lumpsum
16	OTHER UTILITY		
	Provision of Wheel Chairs for disabled people.	5	Nos
	Provision of Lamp Lighting ceremony with all accessories (necessities like wick, oil, camphor and matchbox/big candle).	1	Lumpsum
	Provision of Air condition VIP Toilet Van with sanitation staff for cleaning/sanitizing for maintaining hygiene.	2	Nos
	Provision of 55 inch TV with Stand along with long HDMI Cable for connecting Laptop & USB extension cables for connecting Pen drives.		as per requirement
	Queue Managers		Lumpsum
	Providing of Fire extinguishers in exhibition area 10 kg ABC type cylinders with sand buckets as per requirement.	100	Nos
	One Fire Brigade Van from 9:00 AM to 9:00 PM daily. PIA can approach the Fire Brigade office of requisitioning Fire tender with crew.	1	Nos
	Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine.		Lumpsum
	Hi - Speed Internet (wifi Zone) with Technical Assistant for 2 days		Lumpsum
	IT & Basic Office stationery (Notepad, pen, scale, scissors, scotch tape, fevistick, markers and staplers) along with Printer and copier (LaserJet printer with laptop and A3/A4 printing provisions)		Lumpsum
	Transport & Labour		Lumpsum
	Misc Expense		Lumpsum

5.0. Instructions to Bidders

- 5.1. Bidders may visit the official website of BIRAC India <https://www.birac.nic.in/> to understand the activities carried out by BIRAC. The bidders are expected to examine all the instructions in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document up to the satisfaction of the BIRAC in every respect will be at Bidders' risk and responsibility and may result in the rejection of its Bids. Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.

5.2. Language of Bid

The bid prepared by the bidders and all correspondence and documents exchanged between the bidders and BIRAC relating to the Bid submitted shall be in English or bilingual (Hindi and English) language. However, printed literature furnished by the bidders may be in any other language as long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

5.3. Signing the Bid

The bid shall be signed by the bidders or a person duly authorized to bind the bidders to the contract. The authorization shall be indicated by written letter of authorization/ board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

5.4. Cost of Bidding

The bidders shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, BIRAC will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

5.5. Validity of Bids

- 5.5.1. Bids shall remain valid for 90 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the BIRAC.
- 5.5.2. In exceptional circumstances, BIRAC may solicit the bidders' consent to an extension of the period of validity.

5.6. Submission Details

Bidders are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t. technical / financial capabilities for acceptance and submission of documents for verification by BIRAC.

Bids are to be submitted in sealed covers as per the details given below.:

- i) Authorization letter (*Annexure-I*)
- ii) The bid shall be submitted in sealed envelope super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office. This envelope shall contains the following:
 - a) **1st Inner Sealed Cover** - The first inner sealed cover should contain all the documents pertaining to **Pre-Qualification Criteria (PQC)** as prescribed and will clearly be super scribed with “**PQC**” along with enquiry number. This cover should include **Covering letter and PQC (format enclosed as Annexure-II)** with all stamped and signed supporting documents.
 - b) **2nd Inner Sealed Cover** – The second inner sealed cover should contain all the documents pertaining to **Technical evaluation Criteria (TEC)** as prescribed and will clearly be super scribed with “**TEC**” along with enquiry number. This cover should include **Covering letter and TEC (format enclosed as Annexure-III)** with all stamped and signed supporting documents.
 - c) **3rd Inner Sealed Cover** - The third inner sealed cover will contain only the **price bid** duly filled in, stamped and signed and should be clearly super scribed with “**Price Bid**” along with enquiry number (**format enclosed as Annexure-IV**).
 - d) **4th Outer Sealed Cover** - The Forth outer sealed cover will contain all the above mentioned 3 envelope super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office.
- iii) Only one bid should be included in one cover.
- iv) The bid which fails to comply with the above instructions shall be summarily rejected.
- v) Transfer of Bid Document – Non Transferable
- vi) Price bids, which remain unopened with BIRAC, will not be returned to the concerned bidders.
- vii) Any change in the price after opening of the bids will not be considered.
- viii) Late bids - Bidders are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid. BIRAC will not be responsible for the loss of the bid or delay in postal transit. Any bid received after dead line for submission of bid, will be rejected and returned unopened.
- ix) The cost for preparing the BID including visits by the bidder to BIRAC Office is not reimbursable.
- x) BIRAC reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

5.7. Address of Submission/communication

The sealed envelope should be addressed to:

Head – HR & Administration

Biotechnology Industry Research Assistance Council (BIRAC) First Floor, MTNL Building,

9 CGO Complex, Lodhi Road,

New Delhi – 110003 (INDIA)

5.8. Amendments and Addendum to Bid

- i. At any time prior to the deadline for submission of bids, BIRAC may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidders modify the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents.
- ii. The amendment and addendum, if any will be notified by BIRAC or published on the BIRAC website (www.birac.nic.in) before the last date of submission.
- iii. In order to allow the bidders reasonable time to take the amendment in to account in preparing their bids, the BIRAC may at its discretion, extend the deadline for the submission of Bids and any such extension will be notified by BIRAC.

5.9. Abnormal Rates

The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

5.10. Special consideration for MSME

If the bidding entity is registered under Micro & Small Enterprises at District Industry center or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” are exempted from payment of earnest money deposit.

5.11. Conflict of Interest

The Bidders shall not receive any remuneration in connection with the assignment except as provided in the “Service and Confidentiality Agreement”.

5.12. Warranty of the agency

The agency shall warrant that it is under no contractual restrictions of legal disqualification or other obligations which will prohibit from entering into agreement and that the statement and particulars herein contained in this bid and in the relevant and supporting documents to this bid are correct.

5.13. Bid Rejection Criteria (BRC)

BIRAC reserves the right to reject any bid if:

1. Received after the expiry of due date and time.
2. Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.
3. It is not given in the prescribed format as per clause 5.6.
4. The bid has not been indexed or properly paginated and details provided in PQC Checklist (clause 7.0) and TEC (clause 8.0) are not submitted.

5. Supporting documents to substantiate the PQC & TEC have not been submitted.
6. Certificates certified by Chartered Accountants must bear UDIN number, in absence of which, it will be considered as invalid and the bid shall be rejected (Reference point no. 4 of clause 7.0 i.e. PQC).
7. All Declarations/undertakings/information have not been provided on the Letter Head of the Bidders, duly signed and stamped.
8. At any time, a material misrepresentation is made or uncovered
9. The agency/ firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the bid.

5.14. Engagement Terms and Conditions

- i) The effective date of the engagement will be in accordance with the commencement of services.
- ii) The Bidder shall be liable to indemnify BIRAC in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising as a consequence of negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the work and the services provided.
- iii) **Letter of Award (LOA):** On acceptance of Bid for awarding the contract, BIRAC will issue a Letter of Award “LOA” to the successful bidder in writing. Such successful bidder will need to sign a “Service and Confidentiality Agreement” (enclosed as Annexure - IX). After signing of the Agreement, no variation in or modification of any of the terms of the Agreement shall be made except by written amendment signed by the parties. The engagement of the bidder shall be governed by the terms and conditions of the “Service and Confidentiality Agreement”.
- iv) **Payment Terms**
The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	Acceptance of LOA and submission of Performance Bank Guarantee (PBG) and submission of layout plan.	30% - the payment will be made on Acceptance of LOA and submission of Performance Bank Guarantee (PBG) and submission of layout plan.
Stage 2	Approval of overall layout & plan, specifications & Mobilization of requisites items at site and self-certified utilisation of funds released as per stage 1 certified by Authorised Signatory.	30% - the payment will be made on approval of overall layout & plan, specifications & Mobilization of requisites items at site and self-certified utilisation of funds released as per stage 1 certified by Authorised Signatory.
Stage 3	After successful Completion of the Event and submission of invoice along with the CA certificate (<i>as per Annexure IV-A</i>) for item wise as given <i>Annexure - IV</i> and completion report and other supporting documents and reports.	40% - the payment will be made after successful Completion of the Event and submission of invoice along with the CA certificate (<i>as per Annexure IV-A</i>) for item wise as given <i>Annexure - IV</i> and completion report and other supporting documents and reports.

Note: Release of payment is subject to Tax deduction at source (TDS) as applicable

Agency is liable to pay the taxes and levies according to the laws and regulations applicable

5.15. Earnest Money Deposit (EMD)

Submission of EMD : The Earnest Money of Rs. 10,00,000/- (Rupees Ten Lakh Only) in the form of a Demand Draft, payable at New Delhi from any commercial bank in favour of “Biotechnology Industry Research Assistance Council” (BIRAC) has to be submitted along with Tender document. If the bid is received without EMD, it would not be considered and would be summarily rejected.

- The bidders who are registered with Central Purchase Organisation (e.g. DGS&D), MSME, NSIC or the concerned Ministry/Department are not required to submit EMD.
- **Forfeiture of EMD** : of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the specified period of validity of tender. Further, if the bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- **Refund of EMD** : The said Earnest Money Deposit will not bear any interest and the earnest money of unsuccessful Bidder would be returned without any interest after execution of Service & Confidentiality Agreement with the successful bidder.
- **Adjustment of EMD** : The earnest money deposited along with the bid documents for the present tender shall be in respect of the present tender document only and the contract to be hereby awarded only. No Bidder shall be entitled to request or claim for transferring and appropriating any previously deposited amount or performance security amount or for adjusting any outstanding bill amount with the earnest money payable with the bid documents.

5.16. PERFORMANCE BANK GUARANTEE

- The agency shall furnish a Performance Bank Guarantee drawn on bank/branch in India for Rs. 15,00,000/-, with acceptance of LOA/signing of Service and Confidentially Agreement (**Format attached at Annexure - IX**). The proceeds of the Performance Bank Guarantee shall be payable to BIRAC as compensation for agency’s failure to perform and complete its obligations under the contract.
- BIRAC has the right to invoke the Performance Bank Guarantee in case the contractor fails to complete any/all obligations under the contract to the satisfaction of BIRAC.
- The Performance Bank Guarantee (PBG) shall be valid for a period of 06 months beyond the duration of the event.
- The PBG will be duly discharged by BIRAC after successful completion of Agency’s obligations under the contract, including completion of any/ all obligations under the contract to the satisfaction of the BIRAC and/or person/agency appointed by it for the said purpose.

5.17. Disclaimer

- a. BIRAC shall not be responsible for any late receipt of applications for any reasons whatsoever.

- b. BIRAC reserves the right to reject all applications without assigning any reasons thereof.
- c. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the BIRAC without assigning any reasons thereof.
- d. To include any other item in the Scope of work at any time after consultation with bidders or otherwise.
- e. BIRAC reserves the right to reject all the bids without assigning any reasons.

5.18. Jurisdictions

All the disputes or difference regarding the bid/contract shall be governed by the jurisdiction of the courts situated at New Delhi.

6.0. Evaluation Methodology

6.1. Opening of Bids by BIRAC: BIRAC will open the Bids on the stipulated date and time as given in the schedule. Authorized representative of the bidder is requested to attend the bid opening process.

6.2. Authorization Letter- Bids with Authorization Letter (*Annexure – I*) shall only be considered for opening of Pre- Qualification Criteria (PQC) Envelope.

6.3. Pre-Qualification Criteria (PQC) (*Annexure – II*) The bids shall be verified based on the documents submitted for PQC. Checklist provided at Annexure – II is required to be mandatorily filled. Those bids which satisfy the **PQC will** be considered for Technical Evaluation Criteria (TEC).

6.4. Technical evaluation criteria (TEC) (*Annexure – III*)

Each bidder shall be assigned scores under each parameter as given in the technical evaluation criteria. Marking of Presentation will be done on the basis of presentation done in front of the Evaluation committee. The Bidders scoring minimum 60 marks shall only be qualified technically. Technically qualified bidders will only be considered for opening of price bid.

6.5. The schedule date /time for opening of financial bids would be indicated later.

6.6. Price Bid (*Annexure -IV*)

- I. The price bid of the PQC qualified and technically qualified bidders shall be opened on stipulated date and time by the Committee.
- II. The lowest Financial Proposal will receive a maximum of 100 marks.
- III. Financial Proposal Marks (FPM) = $100 \times \text{Lowest Financial Proposal in Rs.} / \text{Financial Proposal under consideration in Rs.}$
- IV. Final Evaluation - The final evaluation will be made on the basis of the following:

Weightage for the Technical Proposal: 0.7

Weightage for the Financial Proposal: 0.3

Combined Score = $\text{TPM} \times 0.7 + \text{FPM} \times 0.3$

- V. The Bidder with the highest Combined Score shall be declared as the successful bidder.
- VI. The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.
- VII. If the bidding entity is registered under Micro & Small Enterprises at District Industry center or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under “Public Procurement Policy for Micro and Small

Enterprises (MSEs) Order, 2012” are exempted from payment of earnest money deposit.

- VIII. The Bidder shall complete the price bid furnished in the bidding document.
- IX. Price bid quoted by the successful bidder shall be held firm during initial duration of contract.
- X. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price bid are to be strictly in accordance with bid. Conditional bid is liable to be rejected.
- XI. Duties, taxes and other levies payable as per the statute should be included in the final price.
- XII. The bidders shall not indicate separate discount. Discount if any should be merged in the quoted rates.
- XIII. Rate for each item shall be quoted. If any item in the price bid is left blank/Zero/NIL/Free the bid may not be considered for evaluation.
- XIV. If there is any discrepancy in the unit price & total price, the unit price will prevail and the total price will be corrected accordingly.
- XV. If there is any discrepancy between words and figures the amount in words shall prevail.

7.0 Pre-Qualification Criteria (PQC)

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

Sl. No.	Pre-Qualification Criteria	Indicative Supporting Documents
1.	The bidder shall be a legal entity, registered as a Company/LLP/partnership firm/ proprietorship firm under respective acts in India.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc., If MSME status is being claimed then related documents must also be submitted at PQC stage itself. Such as proof of MSME being owned by women/SC & ST, or any other document such as udhyog aadhar.
2.	The bidder must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card
3.	The bidder must have 5 years work experience of similar Event/Exhibition work	Self-attested Copy of the work orders and letter of successful completion from the client
4	The Bidder must have In-house team of professionals as required for the job.	Self-attested copy of list of In-house teams on agency's letter head.
5	The bidder must have executed Event/Exhibition work at least 3 Project of value not less than Rs. 01 crore in last 5 Years	Self-attested Copy of the work orders and letter of successful completion from the client
6	The bidder must have annual total turnover of Rs. 10 crores during each of last three financial years (2018-19, 2019-20 & 2020-21)	Turnover certificate duly certified duly certified by CA with valid UDIN number /Audited financial statements for last three financial years and Income Tax return
7	The bidder must have Net-worth of not less than Rs. 1 crore in as per audited financial statement in each of the FY 2018-19, 2019-20 & 2020-21	Net worth certificates duly certified duly certified by CA with valid UDIN number / Audited financial statements for last three financial years and Income Tax return
8	The bidder should have completed similar kind of work in minimum three Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order and letter of successful completion from the client.
9	The bidder should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.	Undertaking on the Letter Head of the agency duly signed & Stamped by Authorized Signatory (Annexure - V)

Sl. No.	Pre-Qualification Criteria	Indicative Supporting Documents
10	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this bid and in the execution of agreement.	Undertaking on agency's Letter Head, duly signed and stamped by the Authorized Signatory (<i>Annexure - VI</i>)
11	The bidder should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.	Undertaking on agency's Letter Head, duly signed and stamped by the Authorized Signatory (<i>Annexure - VII</i>)
12	The bidder should not submit bid as Consortium/Joint Venture.	-
13	The bidder must have fully operational office/branch office/head office in Delhi/NCR	

Note: Documentary Evidences are mandatorily to be submitted along with the annexures.

8.0 Technical Evaluation Criteria

Sl. No.	Criteria	Marks	Max Marks
1.	Experience in Event/Exhibition of similar nature costing Rs. 1 Crore or more (Each project)		
	Minimum 3	2 Marks	10 Max Marks
	4 to 6	4 Marks	
	7 to 9	6 Marks	
More than 9	10 Marks		
2.	Experience in Event of Maximum value (One single project)		
	from 1 Cr. to 5 Cr.	2 Marks	10 Max Marks
	more than 5 Cr. to 8 Cr.	4 Marks	
	more than 8 Cr. to 10 Cr.	6 Marks	
more than 10 Cr.	10 Marks		
3.	Average Annual turnover last three financial years		
	Upto 25 Crore	2 Marks	5 Max Marks
	More than 25 Crore to 35 Crore	4 Marks	
More than 35	5 Marks		
4.	Net-worth of Rs. 1 Cr. to Rs. 5 Cr. as on 31 st March 2021	2.5 Marks	5 Max Marks
	Net-worth more than 5 Crore as on 31 st March 2021	5 Marks	
5.	Experience of core team members along with their qualification and experience who will be deployed	5 Marks	5 Max Marks
6.	Awards received for any exhibition/event/pavilion for any State/Central govt./ Ministry/ PSU/Govt. Department upto 1-2 Award	2.5 Marks	5 Max Marks
	More than 2 Award	5 Marks	
7.	Certification: ISO 9001:2015	5 Marks	5 Max Marks
8.	Offices across India:		
	1 – 2 offices	2 Marks	5 Max Marks
	3 – 4 offices	3 Marks	
More than 4 offices	5 Marks		
9.	Evaluation of Technical presentation before the technical evaluation Committee Design/concept/content development as per scope of work.	50 Marks	50 Max Marks
TOTAL MARKS			100 Marks

Note: *Documentary Evidences are mandatorily to be submitted along with the annexures as the scoring will be done based on the submitted documents.*

Annexure - I

Letter of Authorization
(To be submitted on Agency's Letter Head)

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex, Lodhi Road,
New Delhi -110003

Subject: Letter for Authorized Signatory

Ref. No. BIRAC/HR&A/007/2022/ENQ- 33

Dear Sir / Madam,

This has reference to your above-mentioned bid for Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC.

Mr./Miss/Mrs. _____ is hereby authorized to submit the bid & attend opening of the above Bid No. _____ on behalf of M/s _____ (Agency Name).

The specimen signature is attested below:

Name: _____

(Specimen Signature of Representative) _____

Signature of Authorizing Authority

Name of Authorizing Authority & Designation:

Company Seal:

Note: Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not received.

PQC Covering Letter
(To be submitted on Agency's Letter Head)

Ref. No.: BIRAC/HR&A/007/2022/ENQ- 33

To,
 The Head-HR & Administration,
 Biotechnology Industry Research Assistance Council (BIRAC)
 1st Floor, MTNL Building,
 9 CGO Complex,
 Lodhi Road, New Delhi.

Sub: Request for Proposal (RFP) for engaging agency for Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC.

Dear Sir/Madam,

Having reviewed and fully understood all of the requirements of the Bid Document and information provided, the undersigned hereby bids for the assignment referred above. The validity of this bid is confirmed for 90 days after the bid closing date and all the documentary evidences as per the requirement are submitted.

Sl. No.	Description	Response
1	Name of the Bidder	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

Sl. No.	Pre-Qualification Criteria	Type of Document	Page number of the supporting document
1.	The bidder shall be a legal entity, registered as a Company/LLP/partnership firm/ proprietorship firm under respective acts in India.		
2.	The bidder must be registered in India with taxation and other administrative authorities		
3.	The bidder must have 5 years work experience of similar Event/Exhibition work		
4.	The Bidder must have In-house team of professionals as required for the job.		
5.	The bidder must have executed Event/Exhibition work at least 3 Project of value not less than Rs. 01 crore in last 5 Years		
6.	The bidder must have annual total turnover of Rs. 10 crores during each of last three financial years (2018-19, 2019-20 & 2020-21)		
7.	The bidder must have Net-worth of not less than Rs. 1 crore in as per audited financial statement in each of the FY 2018-19, 2019-20 & 2020-21		
8.	The bidder should have completed similar kind of work in minimum three Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years		
9.	The bidder should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.		
10.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this bid and in the execution of agreement.		
11.	The bidder should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.		
12.	The bidder should not submit bid as Consortium/Joint Venture.		
13.	The bidder must have fully operational office/branch office/head office in Delhi/NCR		

I/we hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name : _____

Designation : _____

Seal : _____

Date : _____

Place : _____

Annexure - III**Technical Evaluation Criteria TEC**
(To be submitted on Agency's Letter Head)

Ref. No.: BIRAC/HR&A/007/2022/ENQ- 33

To,

The Head-HR & Administration,,
 Biotechnology Industry Research Assistance Council (BIRAC)
 1st Floor, MTNL Building,
 9 CGO Complex,
 Lodhi Road, New Delhi.

Sub: Request for Proposal (RFP) for Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC.

Sl. No.	Technical Evaluation Criteria	Type of Document	Page number of the supporting document
1.	Experience in Event/Exhibition of similar nature costing Rs. 1 Crore or more (Each project)		
2.	Experience in Event of Maximum value (One single project)		
3.	Average Annual turnover last three financial years		
4.	Net-worth of as on 31 st March 2021		
5.	Experience of core team members along with their qualification and experience who will be deployed		
6.	Awards received for any exhibition/event/pavilion for any State/Central govt./ Ministry/ PSU/Govt.		
7.	Certification: ISO 9001:2015		
8.	Offices across India		
9.	Evaluation of Technical presentation before the technical evaluation Committee Design/concept/content development as per scope of work.	-	-

I/we hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name : _____

Designation : _____

Seal : _____

Date : _____

Place : _____

Annexure-IV

Format for Price Bid
(To be submitted on Agency's Letter Head)

Ref. No. - BIRAC/HR&A/007/2022/ENQ- 33

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Sub: Request for Proposal (RFP) for Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC.

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
1	EXHIBITION STALLS & FABRICATION					
	Wooden Exhibition Stalls for 150 Startups (24 Sq ft) in 2 blocks with all Utilities (Tables, Chairs, Lights- Picture light & focus lights, Carpet, Dustbin, 2 Electric Point, along with Stall, Table Facia with name/Startup/place)	150	Nos			
	Wooden Exhibition Stalls for 150 Incubators & Universities & IITs (48 Sq ft) in 2 blocks with all Utilities (Tables, Chairs, Lights- Picture light & focus lights, Carpet, Dustbin, 2 Electric Point, along with Stall, Table, Facia with name/Startup/place.)	150	Nos			
	Designing and Fabrication of DBT - BIRAC Pavillion, DPIIT, MHRD of 400 Sq ft each which is made of Industrial grade Plywood. The Agency shall provide one 55"LED TV, for display of schemes of BIRAC (DBT) with photographs, 1- 2 Interactive zone with the latest technology (Like Sensor Based technology, Floor Projection, Augmented Reality, VR, Rotoscope & etc) A inside the BIRAC Pavillion, Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table & two chairs, sofa seating along with photographs of events/ schemes of Ministry inside the seating area, Spot & Picture Lights as per required, Floor Carpet/Wooden Floor, Good Quality Visitor Book with Pen, Drinking water Bottle (200 ml bottles) for guests	1200	Sqft			
	Design & fabrication of VIP Lounge for 50 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c	1	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55 inch screen TV mound on the wall, Good Quality Leatherette sofa seating with Center table with flower for VIPs along with Photo frames on wall with photographs of events/ schemes of Ministry inside the VIP seating area, separate Pantry with provision for Tea/coffee & Snacks arrangement & Drinking water as per requirement.					
	Design & fabrication of PM Lounge made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, 8mm thick Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting, Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, Separate Air-condition washroom with staff to maintain the hygiene, including paint, 65-inch screen TV mound on the wall, Side Tables with some artifacts on it along with good quality planters to beautify the room and increase the good air quality by absorbing toxins, increasing humidity, and producing oxygen, Good Quality Executive Leatherette sofa seating with Center table with flower for Prime Minister along with Photo frames on wall with photographs of events/ schemes of Ministry inside the PM lounge seating area, separate Pantry with provision for Lunch, Tea/coffee & Snacks arrangement & Drinking water with silver service as per requirement.	1	Nos			
	Design & fabrication of Pitching Area for 150-200 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, Side Tables with electric power point connection on stage for a laptop with the podium, 1 nos Laser pointer, Laptop (configuration - i3 8GB	3	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	Ram, 128GB SSD with windows home or Prof.) for presentation, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the seating area, provision of Drinking water as per requirement.					
	Design & fabrication of B2B AREA for 25-30 roundtables made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, electric power point connection for a laptop, Round table with 4 chairs each x 25 nos. with numbering, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the seating area, provision of Drinking water as per requirement.- Running tea/coffee required for entire event : Post inauguration.	1	Nos			
	Design & fabrication of CXO Room for 40 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, customized Semi round table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, 65 Inch screen TV mount on the wall, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the CXO room, provision of Tea / Coffee Machine with Drinking water as per requirement.	1	Nos			
	Design & fabrication of Workshop/Meeting Room for 30 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint	1	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	finish on the walls, lockable door, Grid ceiling with warm white lighting, customized Semi round table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, one projector with projector screen along with long HDMI cable, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the room, provision of Drinking water as per requirement.					
	Design & fabrication of Control Room along with CCVT monitoring to cover the entire exhibition which is made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, with 24 hours security guard, warm white lighting, tables with electric power point connection for a Monitor screen and laptop, 3-4 Nos 55 Inch screen TV mount on the wall, banquet chairs as per requirement, Branding collaterals Standee and Banners, provision of Drinking water as per requirement. <i>(CCTV Cameras (HD Quality) set up all over the venue the cameras shall have night vision & recording)</i>	1	Nos			
	Design & fabrication of Secretariat Room for 20 Pax made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, warm white lighting, fabricated long table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, 55 Inch screen TV mount on the wall, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, provision of Tea / Coffee Machine with Drinking water as per requirement.	1	Nos			
2	LICENSES AND PERMISSIONS					
	All Licenses / NOC from relevant Govt. authorities for show operation		Lumpsum			
3	REGISTRATION & INFORMATION DESK		Lumpsum			
	Registration & Help Desk Counters for 1500 delegates, 500+ visitors made of		as per requirement			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	Octanorm Structure with two-tier registration system, Chairs plug points and general lighting etc with a minimum of 2 units divided into 4 blocks					
	Printing of lanyards & Badges for delegates & VIPs with multi color logo of event BIRAC-DBT with multiple category with RFID scanning facility/ Magnetic code reading, no use of plastic in the badge unit, the badges to be printed at site and well laminated with 300 GSM of paper, property laminated		as per requirement			
	Software development with relevant fields as per BIRAC-DBT registration data needs, linking the software to the BIRAC WEBSITE for online registration and scanning of lanyard		as per requirement			
	Providing of 15 manpower along with computer and printers for registration for Entire Event Duration	15	Nos			
4	REGISTRATION KITS & MEMENTO					
	Registration Kits for Delegates (Bag, L-Folder, Pen, Notepad) along with Branding	2000	Nos			
	T-Shirt with Branding of DBT-BIRAC	500	Nos			
	Media Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ BIRAC (DBT) Badges + Lanyard + Chest Card) with proper BIRAC – DBT (Azadi ka Amrit Mahotsav)Branding	50	Nos			
	Memorabilia / Memento as per the standard norms for Delegates as approved by BIRAC-DBT	200	Nos			
	Memorabilia / Memento as per the standard norms for VIP as approved by BIRAC-DBT	30	Nos			
5	ENTRY GATES					
	Welcome gate Designing & fabrication of Welcome theme based pillar gate outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as per required. Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support.	2	Nos			
	VIP gate Designing & fabrication of Welcome of VIP theme based pillar gate outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water	1	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as per required. Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support					
6	ADVERTISEMENT & BRANDING					
	Publishing of Newspaper Advertisement in Hindi & English newspaper - 01 on the day of the Event (i.e. 09-06-2022) with Hon'ble Prime Minister's Photo.		Lumpsum			
	Design, Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages for venue branding along with provision of branding inside & Outside of the venue, branding on Roads, street poles Graphics, branding on circles etc. <i>The Flex to be used for branding must be Blackout of STAR QUALITY for Good Get-up of printing to be done on flex. (Including printing, stretching and installation)</i>	30000	sqft			
	Vinyl Branding with sun board (with 3M pasting) for Podiums, Table facia, and another area as required. <i>(Including printing, stretching and installation)</i>	5000	sqft			
	Designing of E Invitation Cards					
	Car Stickers	200	as per requirement			
7	ACCOMODATION, TRAVEL & LOGISTICS					
	Setup for information help desk at Airport, & Hotels		as per requirement			
	Deploy skilled persons for logistic works and technical persons for entire event for 2 Days	50	Nos			
	Air travel for Delegates Both side (250x2) <i>(250 pax - Travel by economy class only and accommodation in upto 4 star Hotel)</i>	500	Nos			
	Accommodation for two nights with Breakfast and pick up & drop only from venue, airport to hotel <i>(250 pax - Travel by economy class only and accommodation in upto 4 Star Hotel)</i>	250	Nos			
	Accommodation for one night with Breakfast and pick up & drop only from venue, airport to hotel <i>(75 pax - Travel by economy class only and accommodation in upto 4 Star Hotel)</i>	75	Nos			
	Taxi service: Innova (25) & Sedan (upto 100) (12 hours, 120 km per day) for 2 Days <i>(250 pax - Local travel can be on a shared basis) Sedan car as per the consumption.</i>		Lumpsum			
8	STAGE & MEDIA RISER					

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	Stage for Inaugural with specifications suitable for Hon'ble Prime Minister at the height of 4 ft with carpet finish on top alongwith both side stairs with proper masking (80' x 40' x 4')	3200	sqft			
	Media Riser (16 x 12 x 4) with carpet finish on top along with stairs with proper masking	240	sqft			
	Sound Console Riser (12 x 8 x 1.5) with carpet finish on top along with stairs with proper masking	96	sqft			
	Camera Riser (8 x 8 x 4) with carpet finish on top along with stairs with proper masking 2 nos	128	sqft			
	Three (03) Customized Circular Stage at 3 ft height which is made of plywood with synthetic carpet on top for Presentation, 2 side steps with complete masking along with round trussing structure around the stage for Hanging the LED Screen from the ceiling to show case the schemes, and presentations of BIRAC (DBT), trussing should be wrap with fabric. With spot light, mikes. White colour finish.	3768	sqft			
9	SOUND, LIGHTING & VISUAL					
	Provision of Light & Sound for entire exhibition & all room Sound equipment's including interface cables, support person & usher's Sound Systems as per requirement of performing artists like (with linear Array) with 4 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and Jacks. video equipment's including interface cables, support person & usher's Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4, Lights & Recording LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required. <i>Any other item as per required (Sound-JBL/Bose/ sound system)</i>		Lumpsum			
	Indoor LED wall-seamless for Indoor for Stage (min 80 feet by 16 feet)	1280	sqft			
	Indoor LED wall-seamless for Indoor (min 24 feet by 12 feet) 5 nos	1440	sqft			
	Complete Electrical Plug points in all area as required (Earthing & Cabling per venue norms)		Lumpsum			
10	FURNITURES					
	Sound Console table with Masking	10	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	Buffet table with frill and table top (Chair cover need to be changed on daily basis).	100	Nos			
	Good Quality VIP Banquet chairs with Cover and bow. (Chair cover need to be changed on daily basis).	1200	Nos			
	Good Quality Leatherette sofa (2 Seater) as required	30	Nos			
	Coffee Table with flower pot as per required	30	Nos			
	Round Table with Chairs & Cover (Cover have to change on a daily basis)	40	Nos			
	Cocktail Table at 4 ft height with cover (Cover have to change on a daily basis)	20	Nos			
	Dustbins, - Drums with Bin on wheels having plastic black disposable bags.		as per required			
	Podium with Logo	5	Nos			
	Carpet (Red & Grey) as per required	120000	sqft			
	SS Railing / mojo 4ft height	500	R. ft			
	Single seater Sofa	60	Nos			
11	FOOD & BEVERAGES					
	Dining Area for VIPS (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day)	250	Nos			
	Provisions of Lunch / Hi-Tea / Evening tea (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day) Day 1 (1500 pax) & Day 2 (850 pax)	2350	Nos			
	Provision of F&B for Support Staff & Crew Members - 500 Pax on a daily basis (Lunch packets)	500	Nos			
	Provision of water dispenser for the entire event as per requirement.		as per requirement			
12	DECOR & ARTISTIC INSTALLATIONS					
	High quality Flower Decoration on Informative Desk, Stage, Podium, VIP Lounge along with greeting with Rose for vip & VVIP guests. (Rate for the entire event, flower need to be changed on daily basis with all areas)		lumpsum			
	Provision of Good quality Planters with Pot for Indoor & Outdoor, Entrance Gate, Walkway Corridor, All Lounges & Rooms, other nicknack areas to add a green touch to the Exhibition as required (Size 2.5-4 ft height -to 4-8 ft height)		lumpsum			
	Artistic Selfie Points with different themes with adequate lighting .	3	Nos			
	Creating brand recall value through artistic and branding element which is made of MS and graphic with lit effect as per the	6	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	requirement					
	Artistic Installation Hashtag #10 years of BIRAC with riser (25' x 4') with adequate lighting .	1	Nos			
	Artistic Installation DBT with riser (12' x 9') with adequate lighting .	1	Nos			
	1 Digital Selfie Booth with Email provision for instant Email. of the photographs to the Visitors.	1	Nos			
	Entrance and Entire Exhibition area is to be Decorated with the theme of the exhibition with cloth triangular Jhandis, dropdowns, Colorful Drapes with serial lights on all and bush/shrubs inside the venue Artist Sculpture, Hanging Elements, Artist Work as per required.	1	lumpsum			
13	EVENT MANAGEMENT INCLUDING FACILITATORS					
	Emcee for Inaugural	1	Nos			
	Deploy MTS / volunteer skilled persons for Registration/ Help desk/ VIP rooms / Conference room / other area to manage Entire Event (Male / Female)	15	Nos			
	Ushers (male & female)	25	Nos			
	Housekeeping Staff from reputed Agency i.e., Male/Female (supervisors and housekeeping/sweepers from 8.00 AM to 11.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement. (According to area and no. of pax 14) x 2 days	28	Lumpsum			
	Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient No of Security Guards (Males & Females) during day time with proper uniform and required equipments. (22 Male & 8 Female) x 2Days	60	Nos			
	Security Guards from reputed Agency (8 Male) in nights with proper uniform and required equipments. x 4Days	32	Nos			
	Security Supervisors during visiting hours 5 x 2Days	10	Nos			
	Hand Held Metal Detector	10	Nos			
	Door Frame Metal Doctors along with 4 Frisking (Cabin for Female).	2	Nos			
	Walkie Talkie	30	Nos			
	Waste Management (All garbage on daily basis and maintain cleanliness of the venue)		Lumpsum			
	Conceptualization and Planning		Lumpsum			
	Post-event responsibilities		Lumpsum			
	Event Management Team Plan to be deployed for management of the whole Exhibition (Coordination and Staffing)		Lumpsum			
	Golf Cart with Branding	10				
14	LIVE STREAMING,					

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	PHOTOGRAPHY & VIDEOGRAPHY					
	Provision of Hybrid Setup and Live streaming of the entire event Exhibition with the installation of the necessary, suitable and proven web based web streaming software broadcasting along with recording of events. 10 Years of BIRAC (DBT) logo watermark and creation of Landing Page to add on the digital video event. Integrate Power Points for meeting webinars, Audio- Videos for live streaming as presentations, source, speeches/lectures per the requirement of BIRAC. Provide live HD adaptive webcast/streaming services with live feeds for websites and existing social media platforms integrating with global reputed Content Delivery Network services Live Recording and Video Editing + Management of the recorded videos, Editing Features, Trimming, Replacements, Markings, Highlight Clips, Library and Management Tools Search after each webinar.		Lumpsum			
	Anamorphic content for the short film.		Lumpsum			
	Photography and Videography during the exhibition should cover all aspects of the exhibition, and events, and should be compiled on various platforms. Also 5 Min. Short film & 1 min, Teaser of the 2 day exhibition. 2 Photographer & 2 Videographer for the inaugural function (separate). Soft copy of video/photos to be given in Hard Disc on daily basis.		Lumpsum			
15	COVID PROTOCOL					
	One Separate Health Desk Counter Octanorm Structure for First Aid near at best suited place along with one qualified Doctor & Nurse and necessary medicines, equipments etc.	2	Lumpsum			
	3 Ply Face Mask with Global Bio - India 2022 & BIRAC logo branding.	3000	Nos			
	One Isolation ward in Octanorm structure with Frist Aid, in case of COVID-19 emergency along with oxygen cylinders.		Lumpsum			
	Sanitization of the entire area (To be done before & after the event)		Lumpsum			
16	OTHER UTILITY					
	Provision of Wheel Chairs for disabled people.	5	Nos			
	Provision of Lamp Lighting ceremony with all accessories (necessities like wick, oil, camphor and matchbox/big candle).	1	Lumpsum			
	Provision of Air condition VIP Toilet Van	2	Nos			

Sl. No.	Detail	Qty	Unit	Rate	Amount	Remark
	with sanitation staff for cleaning/sanitizing for maintaining hygiene.					
	Provision of 55 inch TV with Stand along with long HDMI Cable for connecting Laptop & USB extension cables for connecting Pen drives.		as per requirement			
	Queue Managers		Lumpsum			
	Providing of Fire extinguishers in exhibition area 10 kg ABC type cylinders with sand buckets as per requirement.	100	Nos			
	One Fire Brigade Van from 9:00 AM to 9:00 PM daily. PIA can approach the Fire Brigade office of requisitioning Fire tender with crew.	1	Nos			
	Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine.		Lumpsum			
	Hi - Speed Internet (wifi Zone) with Technical Assistant for 2 days		Lumpsum			
	IT & Basic Office stationery (Notepad, pen, scale, scissors, scotch tape, fevistick, markers and staplers) along with Printer and copier (LaserJet printer with laptop and A3/A4 printing provisions)		Lumpsum			
	Transport & Labour		Lumpsum			
	Misc Expense		Lumpsum			
TOTAL						
TAXES						
GRAND TOTAL						
GRAND TOTAL (in words):						

- Please mentioned per unit cost of all the Items mentioned above.
- Duties, taxes and other levies payable as per the statute should be included in the final price.
- Rate against each item should be quoted in all sections of the Price Bid Format.
- If any item in the price bid is left blank/Zero/NIL/Free the bid may not be considered for evaluation.
- The Agencies will not indicate separate discount, discount if any should be merged in the quoted rates.
- If there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

Annexure-IV(A)**CHARTERED ACCOUNTANT (CA) CERTIFICATE**

(On the Letter Head of Chartered Firm)

We, (name and address of Chartered Firm), the auditor of (name and address of AGENCY) has examined the books of accounts and other records, including voucher and supporting documents maintained by (name of AGENCY) in connection with production of (reference of the project) for the event. We have also carefully examined the agreement containing terms & conditions signed between “Biotechnology Industry Research Assistance Council (BIRAC)” and (name of AGENCY) dated (agreement date) by this certificate and the budget approved.

On the basis of information and above stated documents produced to us, we hereby certify that the said firm incurred a total expenditure of Rs. (In figure & words) towards cost of production of (reference of project)

S.No.	Details	Amount
	As per the Scope of work	

The Certificate is issued at the request of the (name of the AGENCY) and the figures are certified as per documents produced to us.

Place:

Date:

For, (name of Chartered Firm)

Chartered Accountant Firm

Regn. No. _____

Name and signature of Partner

Membership No. _____

Annexure-V

**UNDERAKING WITH REGARD TO
BLACKLISTING**
(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2022/ENQ- 33

To,
Head - HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Undertaking regarding Blacklisting / Non-Debarment

It is hereby confirmed and declared that M/s _____ is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorized signatory)

Name : _____

Designation : _____

Seal : _____

Date : _____

Place : _____

Annexure-VI

**UNDERAKING WITH REGARD to NON-
LITIGATION**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2022/ENQ- 33

To,

Head - HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Undertaking regarding Litigation

It is hereby confirmed and declared that M/s -----, does not have any litigation / arbitration history with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorized signatory)

Name : _____

Designation : _____

Seal : _____

Date : _____

Place : _____

Annexure-VII

**UNDERAKING WITH REGARD to PRE- EXIT OR
TERMINATION**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2022/ENQ- 33

To,
Head - HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Undertaking regarding Pre-exit or termination

It is hereby confirmed and declared that M/s -----, has not been pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.

(Signature of the Authorized signatory)

Name : _____

Designation : _____

Seal : _____

Date : _____

Place : _____

Annexure -VIIISERVICE AND CONFIDENTIALITY AGREEMENT

This Agreement is made on this _____ day of _____, 2021 at New Delhi BY and BETWEEN the **Biotechnology Industry Research Assistance Council**, a Government of India Enterprise having its office at **1st Floor, MTNL Building, 9, CGO Complex, Lodhi Road, New Delhi-110003** hereinafter referred to as “BIRAC” (which expression shall wherever the context so admits include its successors and assignees) of the **First Part**

AND

_____ a company registered under the Companies Act 2013, having its registered office at _____, hereinafter referred to as the “Agency” (which expression shall wherever the context so admits include its employees, administrators and permitted assignees) of the **Second Part**

WHEREAS all the parts are hereinafter referred to as “Parties”;

All Annexure to this Agreement and Tender Document shall be integral part of this Agreement.

WHEREAS BIRAC desires to for Engaging an Event Management Agency for Biotech Startup Expo - 10 years of BIRAC hereinafter may referred to as the “Event” at _____ as being organized by the Biotechnology Industry Research Assistance Council (BIRAC) and the Agency hereby agrees to provide the same governed by below mentioned terms and conditions and as per the BID documents.

NOW THEREFORE, the parties hereby agree to be bound by the provisions set out in this agreement.

1. INTERPRETATION

- i. Confidential Information: “Confidential Information” means all information (whether in oral, written or electronic form) relating to BIRAC , matters related to BIRAC’s corporate affairs, minutes of the meeting(s) or other agnate materials including any notes or summaries derived from those materials of the Disclosing Party and confidential information received by the Disclosing Party from third parties, but excludes any information that: (1) was lawfully in the possession of the Recipient before receiving it from the Disclosing Party; (2) is provided in good faith to the Recipient by a third party without breaching any rights of the Disclosing Party or any other party; (3) is or becomes generally available to, or accessible by, the public through no fault of the Recipient; (4) is independently developed by the Recipient without use of the disclosed Confidential Information or (5) is required by public authority, by law or decree.
- ii. Words importing the singular numbers shall include the plural number and vice versa.

2. Headings and subheadings are for convenience only and shall not be deemed to be a part of this Agreement.

3. EFFECT OF CONTRACT

- i. The Contract shall be effective from the issuance to Letter of Award till the successful completion of the work.

- ii. This Contract does not constitute and will not be deemed to constitute an exclusive commitment/ arrangement between BIRAC and the Agency.
- iii. BIRAC will not retain any control for direct supervision of the contracted services and execution of this Contract does not create any liability, explicit or implicit, on BIRAC in respect of the manpower engaged.
- iv. This Contract may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single Contract.
- v. The rights and remedies herein provided are cumulative with, and not exclusive of, any rights or remedies provided by law.

4. RESPONSIBILITIES OF THE AGENCY

- i. Discharge the duties, responsibilities and execute activities strictly in furtherance of the BID document, Scope of Work as given in the BID document as annexed as Annexure _____
- ii. Ensure compliance with legal provisions related to this Contract. The Agency shall obtain all requisite license and approval at his cost from the appropriate authority for executing this contract work and submit copy of such license and approval to BIRAC.
- iii. Deploy any workforce which will exclusively be on Agency's pay roll.
- iv. Ensure proper behavior of the work force provided for the event. The Agency will prevent the work force from taking part in any direct or indirect association with a person or persons engaged in any antisocial activities, demonstrations, riots of agitation, which may in any way be detrimental or prejudicial to the occupants of land / properties in the neighborhood.
- v. Keep the BIRAC and its employees etc., harmless and indemnified from any consequential claims, actions, suits, proceedings, losses or damages on any ground whatsoever.
- vi. Take disciplinary action against any worker/staff engaged by him.
- vii. Undertake to indemnify the BIRAC against all claims which may arise under the noted acts:
 - a The Shops and Establishment Act.
 - b The Workman's compensation Act.
 - c The payment of Wages Act.
 - d The Contract labor (Regulation and Abolition) Act. 1970 and the rules framed thereunder.
 - e Family Pension Scheme.
 - f Inter-state Migrant Workmen (Regulation of employment and condition of Service) Act, 1979.
 - g Any other Statutory Act/Law/Regulation made applicable during the pendency of the contract.
- viii. Be solely responsible for determining all matters of detail as to the manner in which a specific assignment is done with an objectively acceptable quality.
- ix. Undertake necessary liaison work as may be required from time to time with the officials of the concerned departments.
- x. Comply to the best of the technical /scientific knowledge, statutory, regulatory and safety guidelines established by the Government of India, any statutory authority and BIRAC while performing the services.
- xi. Take reasonable measures to protect the secrecy and avoid disclosure and unauthorized use of the Confidential Information of the disclosing party including discussion of the Confidential Information in any public forum which includes formal and informal discussions.

- xii. Comply with all prevailing laws, rules and regulations and shall not indulge in any act, which constitutes an offence or a corrupt practice under the Indian laws.
- xiii. Practice Chinese wall or Firewall policy within to deal with contrary interests or with confidential information.
- xiv. Submit any other documentary evidence as & when called by the BIRAC in connection with this Contract.

5. PAYMENT TERMS

The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	Acceptance of LOA and submission of Performance Bank Guarantee (PBG) and submission of layout plan.	30% - the payment will be made on Acceptance of LOA and submission of Performance Bank Guarantee (PBG) and submission of layout plan.
Stage 2	Approval of overall layout & plan, specifications & Mobilization of requisites items at site and self-certified utilisation of funds released as per stage 1 certified by Authorised Signatory.	30% - the payment will be made on approval of overall layout & plan, specifications & Mobilization of requisites items at site and self-certified utilisation of funds released as per stage 1 certified by Authorised Signatory.
Stage 3	After successful Completion of the Event and submission of invoice along with the CA certificate (<i>as per Annexure IV-A</i>) for item wise as given <i>Annexure - IV</i> and completion report and other supporting documents and reports.	40% - the payment will be made after successful Completion of the Event and submission of invoice along with the CA certificate (<i>as per Annexure IV-A</i>) for item wise as given <i>Annexure - IV</i> and completion report and other supporting documents and reports.

Note: Release of payment is subject to Tax deduction at source (TDS) as applicable

Agency is liable to pay the taxes and levies according to the laws and regulations applicable

6. WITHHOLDING OF PAYMENT

BIRAC reserves the right to recover from the bills of the Agency the amount due to BIRAC against any losses and damages including Liquidated Damages or as a result of any claims / compensation or due to any statutory imposition etc. without any notice. BIRAC also reserves the right to withhold any payment to safeguard the interest of BIRAC against any dues for which the decision of the company shall be final. In case of any legal disputes, withheld payments shall not be released till the dispute is settled. No interest shall be payable in case of such withheld amounts.

In order to protect BIRAC, it may withhold the whole or any part of the amount due to agency on account of evidence subsequently discovered in respect of following:

- i. For non-completion of contracted work to BIRAC's satisfaction.
- ii. Agency's indebtedness arising out of execution of contract
- iii. All claims against Agency for Liquidated damages.
- iv. Any failure by the Agency to fully reimburse BIRAC under of indemnification provisions of this Contract. If, during the process of the Agency shall allow any indebtedness to accrue of which BIRAC may be primarily or contingently liable or ultimately responsible and agency shall, within five days after demand is made by the BIRAC, fail to pay and discharge such indebtedness, then BIRAC may during the period for which indebtedness shall remain unpaid, withhold from the amounts due to Agency's a sum equal to the amount such unpaid indebtedness. When all the above grounds for withholding payments shall be removed, payment

shall thereafter be made for amounts so withheld.

- v. Garnishee order issued by a Court of Law in India.
- vi. Income-tax deductible at source according to law prevalent from time to time in the country.
- vii. Any obligation of Agency which by any law prevalent from time to time to be discharged by the BIRAC in the event of Agency's failure to adhere to such laws.

7. CONFIDENTIALITY

The Parties, undertake to maintain strict confidentiality and refrain from disclosure thereof, of all or any part of the Confidential Information and data exchanged/generated from the Process under this Contract for any purpose other than in accordance with this Contract. It shall be the responsibility of both the Parties to ensure maintenance of such confidentiality in respect of their behalf and on behalf of their employees, representatives and associates involved in related activities. Thus obligation under this Contract will commence on the Effective Date and will subsist till three years after completion/termination or till such time the confidential information falls into the public domain whichever is earlier.

8. RETURN OF MATERIALS

Upon the conclusion of the task the Empanelled Firm undertakes to return or destroy materials containing Confidential Information in physical form handed over by the BIRAC in relation to the services or which was generated by the Empanelled Firm in the course of providing the services.

9. WAIVER AND ASSIGNMENT

Any waiver by the BIRAC of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision hereof. The Empanelled Firm shall not have the right to assign the rights or obligations under this Agreement without the prior written consent of BIRAC.

10. EFFECT OF THIS AGREEMENT

- i. The duty of secrecy under this agreement will commence on the Effective Date and will subsist till three years after completion of the task.
- ii. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.
- iii. The rights and remedies herein provided are cumulative with, and not exclusive of, any rights or remedies provided by law.

11. DISPUTE RESOLUTION

In the event of any dispute or difference between the Parties hereto upon or in relation to or in connection with this Contract, such dispute or difference, shall be resolved amicably and in good faith by mutual consultation.

If such resolution is not possible, then the unresolved dispute or difference whatsoever arising between the Parties out of or relation to the construction, meaning, scope, operation or effect of this Contract or the validity the breach thereof or in respect of any defined legal relationship associated therewith or derived therefrom dispute shall be submitted for arbitration to International Centre for Alternate Dispute Resolution (ICADR), an autonomous organization working under the aegis of the Ministry of Law & Justice, Department of Legal Affairs, Government of India. The Authority to appoint the sole arbitrator shall be the ICADR. The Arbitration under this Clause and provision of administrative services by ICADR shall be in accordance with the ICADR Arbitration Rules, 1996 read with The New Delhi International Arbitration Centre Act, 2019. The award made in pursuance thereof shall be binding on the Parties. The venue/seat of arbitration shall be New Delhi and the arbitration proceedings shall be conducted in English Language. The

provision of this Clause shall not become inoperative notwithstanding the Contract expiring or ceasing to exist or being terminated.

12. NOTICE

Any notices, consents, objections, demands, requests or other communications required or permitted to be given pursuant to this Agreement shall be in writing, and shall be sent by registered post, return receipt requested, to the addresses of the parties set forth in the heading to this Agreement. Either party may designate, by notice, a change of address hereunder.

13. SEVERABILITY

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

14. GOVERNING LAW

This Agreement shall be construed in accordance with and governed for all purposes by the laws of India applicable to contracts executed and wholly performed within jurisdiction of Delhi Courts.

15. AMENDMENTS OR WAIVER

No amendment or waiver of this Agreement is binding unless agreed to in writing by the parties.

16. NO OTHER RELATIONSHIP

The Agency agrees that all Services will be rendered as an independent contractor and that this Agreement does not create an employer-employee relationship or business partnership between the parties.

WHEREFORE, the Parties hereto through its duly authorized representatives have signed this Agreement on the day, month and year mentioned hereinbefore.

Signed
.....

On behalf of the Agency

Date.....

WITNESS

Signed
.....

On behalf of the Agency

Date.....

Signed
.....

On behalf of the BIRAC

Date.....

WITNESS

Signed
.....

On behalf of the BIRAC

Date.....

BANK GUARANTEE FORM
(To be submitted on non-judicial stamp paper)

PERFORMANCE GUARANTEE

Ref. No. BIRAC/HR&A/007/2022/ENQ-33

Bank Guarantee No. _____

Date ____/____/_____

To

Biotechnology Industry Research Assistance Council (BIRAC)
A Government of India Enterprise,
1st Floor, MTNL Building, 9, CGO Complex,
Lodhi Road, New Delhi-110003, India

Sirs,

1. In consideration of BIRAC, a Government of india enterprise under the deppt. Of Biotechnology of Ministry or Science of technology 1St Floor MTNL Building CGO Complex Lodhi Road New Delhi-110003 (hereinafter referred to as "the BIRAC", which expression shall unless repugnant to the context or meaning thereof includes all its successors, administrators, executors and permitted assigns) having awarded letter of intent (LOI)/ Contract dated _____ to M/s. _____ having its registered / head office at _____ (hereinafter referred to as "Contractor"), which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns and the BIRAC having agreed that the contractor shall furnish to the BIRAC a performance guarantee for an amount of US Dollars _____ for the faithful performance of the entire contract as mentioned in the LOI.
2. We _____ (name of the bank along with address, Telex No., Fax No.) registered under the laws of _____ having our head / registered office at _____ (hereinafter referred to as "The Bank", which expression shall, unless repugnant to the context or meaning thereof includes all its successors, administrators, executors and permitted assigns), do hereby guarantee and undertake to pay immediately on first demand in writing any / all money to the extent of Indian Rs..... (in figures) (Indian Rs..... (in words) without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by the BIRAC on the Bank by serving a written notice shall be conclusive and binding on the bank notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as Page 30 of 31 the liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be validly enforceable until it is discharged by the BIRAC in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that the BIRAC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor in the first instance, without proceeding against the contractor and notwithstanding any Bond or other guarantee/s that the BIRAC may have in relation to the contractor's liabilities.

4. The Bank further agrees that the BIRAC shall have the fullest liberty without being obliged to seek our prior consent and without affecting in any manner our obligations set out hereunder to vary any or all of the terms and conditions of the said contract or to extend the time of performance of the contract by the contractor from time to time or to postpone the performance of the contract for any period of time or from time to time exercise of any of the powers vested in the BIRAC against us and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from any of our liability / liabilities by reason of any such variation or amendment to any or all terms of the contract.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and until all dues payable by the contractor to the BIRAC under the contract have been fully paid and the entire claim which the BIRAC may have against the contractor has been fully satisfied or discharged or till the BIRAC discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution or in the constitution of the BIRAC or in that of the Contractor.
7. The Bank hereby confirms that this guarantee has been issued after due observance of all appropriate laws of the country of issue and the issuance of this Bank guarantee does not violate any of the said laws.
8. The Bank hereby also agrees that this guarantee shall be governed by and construed in accordance with Indian Laws and shall be subject to the exclusive jurisdiction of the competent Indian Courts within whose jurisdiction the tenders have been invited.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs..... (in figures) (Indian Rs. (in words) and it shall remain in force until _____ (indicate the date of expiry of the bank guarantees) unless extended further. We must receive all claims made under this Guarantee before the said expiry of this Bank Guarantee. If no such claim has been made or received by us within Page 31 of 31 the said expiry or the extended date/s, the rights of the BIRAC under this Guarantee will cease. However, if we have received a claim within the said date, all rights of BIRAC, under this Bank Guarantee shall be valid and subsisting and shall not cease until we have satisfied the said claim.
In witness whereof, the bank through its authorized officer has set its hand and stamp on this _____ day of _____ 20 _____ at _____.

(Signature)

Full Name & designation
and official address (in legible letters)
with bank stamp

WITNESS NO.1

WITNESS NO.2

(Signature)

(Signature)

Full name and Official
address
(in legible letters)

Full name and Official address
(in legible letters)

Attorney as per power of Attorney

No. _____

Dated: _____