

**INDIANSTATISTICALINSTITUTE
(DELHI CENTRE)**

Centre for Research on the Economics of Climate, Food, Energy and Environment(CECFEE)

Gram : STATISTICA, NEW DELHI
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7, S. J. S. SANSANWAL MARG
Opposite : Katwaria Sarai Bus Stop
(Near Qutab Hotel)
NEW DELHI – 110 016 (INDIA)

Tender No. ISID/Admn/EMCo/ 01 /2019-20

Dated : 01 January 2020

REQUEST FOR PROPOSAL (RFP)

Online tenders are invited on two stage bidding system on Quality and Cost Based Selection (QCBS) system for hiring of Professional Conference Management Services for organizing Professional Conference “14thEfD Annual Meeting” during 19 – 23 November, 2020 to be held at Kochi (India)

Tender documents may be downloaded from ISI Delhi Centre website www.isid.ac.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/appas> per the schedule outlined in the CRITICAL DATE SHEET below.

Corrigendum to the Tender notice, if any, will also appear on www.eprocure.gov.in/www.isid.ac.in.

CRITICAL DATE SHEET

1.	Publish Date	02.01.2020
2.	Bid Document Download Start Date	03.01.2020
3	Pre-Bid Meeting date at ISI-Delhi Centre office	08.01.2020
4.	Bid Submission Start date	10.01.2020
5.	Online Bid Submission End date	23.01.2020
6.	Technical Bid Opening Date	23.01.2020

1	Name of office inviting tender	Indian Statistical Institute, Delhi Centre, 7 S.J.S Sansanwal Marg, Katwaria Sarai, New Delhi-110016
2	Name of the Event	14 th EfD Annual Meeting (2020) in Kochi, India.
3	Specifications of the Conference	Can be obtained / downloaded from our website address: www.isid.ac.in / Announcements/Tender and CPPP site https://eprocure.gov.in/eprocure/app
4	Eligibility of bidder to participate in the tender	Professional Conference Management Companies as per the eligibility criteria specified in the tender
7	Opening of Financial bid	Financial bid of the Technically qualified bidders only will be opened after technical evaluation
8	EMD:	Rs. 3,00,000/- (Rupees Three Lakhs)

The Institute Authority reserves the right to accept or reject any or all of the tenders without assigning any reason.

Tenders shall be submitted through the CPPP site <https://eprocure.gov.in/eprocure/app>. Tenders / offers sent by fax / email / hardcopy will not be considered and would be rejected.



Head, Delhi Centre

ISI, DELHI CENTRE

Samir K. Neogy

Head, Delhi Centre

Indian Statistical Institute

7, S. J. S. Sansanwal Marg,

New Delhi-110016

A. INTRODUCTION / AIMS AND OBJECTIVES OF RFP:

The Centre for Research on the Economics of Climate, Food, Energy and Environment (CECFEE), Indian Statistical Institute (ISI), Delhi, will hold the 14th EfD Annual Meeting (2020) in Kochi, India.

The aim of this RFP is to provide background and describe the services which are requested from the Professional Conference Management (PCM) company. The goal is to select a company which will guarantee the quality of the meeting by providing all services listed in this RFP.

While assessing the bids submitted, emphasis will be placed on the quality of service offered and evaluation of the costs-benefits of the management solution presented in the bid document. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by ISI.

B. BACKGROUND INFORMATION ON CECFEE, EfD - INDIA

The Environment for Development Initiative (EfD) is a global network of environmental economics research centres. It contributes to effective management of the environment in the global south through applied research, institutional development, academic training and policy interaction.

EfD was established in 2007 and presently consists of over 160 accomplished environmental economists with many different specializations, who are active in leading local academic research institutions. EfD is a capacity building program in research, training and policy advice, with centres in fifteen academic institutions in Chile, China, Colombia, Costa Rica, Ethiopia, Ghana, India, Kenya, Nigeria, Sweden, South Africa, Tanzania, Uganda, USA and Vietnam.

The network is coordinated by the EfD Secretariat, a special Unit at the School of Business, Economics and Law, University of Gothenburg, Sweden. The secretariat serves the EfD centres with research management, central communication functions, core support management and administration, and acts as an incubator for policy interaction issues to share experiences between the EfD centres and other relevant actors. Financial support is provided by the Swedish International Development Cooperation Agency (Sida).

CECFEE is the EfD centre in India and is dedicated to in-depth economic research and analysis on the interlocking issues of climate change, energy security, environmental protection and food security in India. It is currently located in the Economics and Planning Unit (EPU) of the Indian Statistical Institute, Delhi.

Every year the EfD network meets for an annual meeting hosted by one of its centre's with keynotes, research presentations and ample opportunities to interact with like-minded researchers and practitioners. The EfD Annual Meeting is the largest annual conference in the Global South on the

application of environmental economics to development. In 2020, the annual meeting will organised by the EfD India Centre, CECFEE at Kochi, Kerala from November 19-23. November 19, 2020 will be dedicated to hold the Policy Day, attended by both academics and policy makers.

C. MEETING INFORMATION

- 14th Annual meeting of EfD on November 18– 23, 2020 at a **5-Star Hotel in Kochi, India** meeting the requirements as specified in this RfP
- There will be pre-conference workshops on November 18 and November 19. There will also be a Policy Day event on November 19 attended by both academics and policy makers, to be held at the same venue.
- The total number of attendees is expected to be up to 200 (by Invitation).

D. SPACE REQUIREMENTS

In order to accommodate the requirements of the Annual Meeting, the following physical facilities are required:

- One meeting room to accommodate 40 persons on November 18.
- One meeting room to accommodate 100 persons, and one smaller meeting room to accommodate 40 persons on November 19.
- One large meeting room from November 20 -23 to accommodate 200 persons
- Four smaller meeting rooms each to accommodate 40 persons for parallel sessions from November 20-23.
- One networking area, (also for tea/coffee) from November 20-23 to accommodate 200 persons
- Lunch area for 200 persons.
- One medium-sized office room which will also be the collection point for speakers' presentations.
- Hotel accommodation for 20 persons on November 17 and 60 persons on November 18.
- Hotel accommodation for 135 persons from November 19-23, with options for more.

E. MINIMUM QUALIFICATIONS

PCM companies intending to respond should have:

- The bidder should have valid PAN card and GST registration certificate
- Average turnover of Rs 15 crores over the past three years. Attach Audited P&L statement by CA Auditors for the years 2015-16, 2016-17, 2017-18
- Membership in at least two professional associations of conference organizers out of which atleast one should be an international association. Attach proof.
- Handled at least five large conferences(at least minimum 150 participants) for Govt. of India or organisations/institutes functioning under the Government of India in the last five years. Furnish detailed reference - Commendation letter or letter of appointment.
- At least 20 employees (furnish names and Provident Fund numbers) working in conference organising as on date of bid submission.

F. SCOPE OF WORK

The successful bidder will be expected to undertake/provide the following services/items

Sl.No.	Services/Items	Scope of work
1	Venue – Meeting Spaces and Guest Rooms	<p>Arrange for the event in a five-star water front hotel in Kochi, India</p> <p>Negotiation of rates for meeting spaces and guest rooms, terms and conditions on cancellations with the hotel: minimum charge, cost of cancellation, % of reservation, and number of days prior to the event start, and signing of contract with the Hotel</p> <p>Monitoring the room inventory so that ISI is not liable for room cancellations/room retentions</p> <p>Drawing up menus for conference packages (lunch and dinner, refreshments (tea, coffee, snacks)</p> <p>Arranging room upgrades/complimentary rooms (minimum 10 nos.)/ arranging rooms of self-paid participants of the conference at the conference rate.</p> <p>Free airport transfers (minimum 10 nos.)</p>
2	Pre-Conference Secretariat	<p>Corresponding with participants regarding their room booking dates (including separating dates paid by ISI and dates paid by guests themselves), dietary restrictions, flight information, tours and sightseeing, and special requests</p> <p>Mailing brochures/announcements as required</p> <p>Prepare & email pre-arrival brief</p>
3	Visa Assistance and Government Permissions	<p>Obtain necessary clearances from relevant ministries of the Government of India</p> <p>Guiding participants on the visa application process for obtaining a conference visa, including sending supporting documents like invitation letters.</p>
4	Airport Reception & Transfer	<p>Delegates to be received and transferred to the hotel as required including early arrivals.</p>
5	Transport - Venue and Social Functions	<p>Draw up transport plan for the entire event and reserve required number of coaches/cars for airport transfers, social functions, sightseeing as may be required by ISI.</p>

6	On-Site Registration	Pre-printing and distribution of pre-printed badges Badges – non plastic Lanyards -satin, double dog-clip, branded with name of conference
7	Social Evenings (Two Gala Dinners)	Coordination with social evening venue/s for finalizing the menus, and organizing the food service. Arrange appropriate entertainment (e.g. local music bands)including one dinner on cruise boat
8	Set up of audio visual equipment	Set up Audio-visual facilities of international standards in all the meeting rooms(provide list of audio-visual equipment with per day cost of hire).
9	Other Onsite Tasks	Setting up of Signage – standees, backdrop etc Testing Audio Visual set-ups/Office equipment like computer/printer and photocopier in the office room Desks for registration, enquiries, travel, speakers Flower arrangements Provision of stationery for the conference sessions (writing pads, pencils etc)
10	Photography & Video filming	Video recording + live streaming of the Policy Day (1/2 day) + 4 plenary sessions (Two hours each)
11	Meetings at ISI Office	The successful bidder has to attend at least 6 meetings with CECFEE staff before the actual event at ISI office without any extra cost.
12	Increase/Decrease in the quantum of services	For any increase/decrease in the quantum of services such as hotel rooms actually rendered, the payable amount will be increased/decreased on pro-rata basis.

G. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out in two stages on the basis of Quality and Cost Based Selection (QCBS) system At the first stage, Technical proposals will be taken up. Proposals without earnest money (bid security) and incomplete proposals that do not respond to the TOR fully and properly shall be summarily rejected. The Financial proposals will not be opened till the technical evaluation of quality is completed. The Financial proposal of only such bidders will be opened which obtain minimum qualifying marks standards prescribed for the technical proposal.

Technical Evaluation of Quality

An Evaluation Committee appointed by ISI shall evaluate each Technical proposal by awarding marks based on the following criteria:

		Max. Marks																										
(i)	Experience of the Firm. Suitability of Bidder for the project, over and above the minimum qualifications.	30																										
	<ul style="list-style-type: none"> a. Years of Experience <table border="0"> <tr> <td>Years</td> <td>Marks</td> </tr> <tr> <td>5</td> <td>5</td> </tr> <tr> <td>6</td> <td>6</td> </tr> <tr> <td>7</td> <td>7</td> </tr> <tr> <td>8</td> <td>8</td> </tr> <tr> <td>9</td> <td>9</td> </tr> <tr> <td>More than 9</td> <td>10</td> </tr> </table> b. Experience for organizing Conferences <table border="0"> <tr> <td>No. of Conferences</td> <td>(Max 10 Marks)</td> </tr> <tr> <td>5-20</td> <td>6</td> </tr> <tr> <td>21 to 25</td> <td>7</td> </tr> <tr> <td>26 to 30</td> <td>8</td> </tr> <tr> <td>31 to 35</td> <td>9</td> </tr> <tr> <td>More than 35</td> <td>10</td> </tr> </table> c. Experience in Organizing International Conferences: 5 Marks d. Meeting Planning-related International Accreditations (excluding tour industry accreditations): 5 Marks 	Years	Marks	5	5	6	6	7	7	8	8	9	9	More than 9	10	No. of Conferences	(Max 10 Marks)	5-20	6	21 to 25	7	26 to 30	8	31 to 35	9	More than 35	10	
Years	Marks																											
5	5																											
6	6																											
7	7																											
8	8																											
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More than 35	10																											
(ii)	Methodology & Work Plan in Technical Bid explaining how the elements of the conference will be handled	30																										
(iii)	Depth of understanding of the RfP – as demonstrated during the technical presentation	40																										
	Total	100																										

The evaluation committee for the purpose shall evaluate the Technical Proposals on the basis of their responsiveness to the RFP, applying the evaluation criteria, subcriteria, and point system specified above. First, the technical proposals will be evaluated on the criteria mentioned at (i) and (ii) above. Only those bids which secure a minimum of 40 marks (out of 60) for the criteria laid down at (i) and (ii) above will be called for the technical presentation as mentioned in (iii). The bidders will be allotted marks after the technical presentation and the technical score secured by the bidders will be calculated out of the total marks of 100.

The Evaluation Committee shall prepare a technical evaluation report based on the above-mentioned criteria and submit its findings to ISI. Only the bids which obtain the minimum qualifying marks of 60 (out of 100) as per technical evaluation report shall be considered as eligible for the Evaluation of Financial Proposal.

Evaluation of Cost

After technical evaluation of quality has been completed by the Evaluation Committee, the date and time of opening of Financial Proposals will be intimated by ISI through the CPP Portal. Price Bids of only those firms will be opened who achieve the minimum technical score.

For the purpose of evaluation, the total quoted rates/total amount shall include all taxes and duties for which ISI will be required to make payments to the bidders. In case conditions are attached to any Financial proposal, the Selection Committee shall reject any such Financial proposal as non-responsive, even though the bidder has technically qualified.

Under the QCBS System, the Technical proposals will be allotted weightage of 70% while the Financial proposal will be allotted weightage of 30%.

In the case of QCBS, the total score will be calculated by weighting the technical and financial scores and adding them as per the formula and instructions given below. The PCM firm/ Consultant achieving the highest combined technical and financial score will be awarded the contract.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70%

P = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked H1, followed by H2, H3, etc.

The proposal securing the highest combined marks and ranked H1 will be recommended for award of contract.

H. BID FORMAT & SUBMISSION

H.1 Bids will be submitted online on CPPP portal. Incomplete proposals that do not respond to the RFP fully and properly shall be summarily rejected.

H.2 Contents of the Technical Bid

Scanned copies of the following documents are required to be submitted by the bidder along with the technical bid:

1. Details of the bidder in Annexure – I
2. Copy of Income Tax Return and audited P&L Statement for the last three years
3. Copy of PAN Card and GST Registration Certificate
4. Documentary Proof of the Minimum Qualifications
5. A Work Plan detailing all the elements as required for technical evaluation
6. No prices or rates should be mentioned in the Technical Bid failing which, the bid will be disqualified

7. Scanned copy of the DD amounting to Rs. 3,00,000/- for Earnest Money Deposit (EMD) drawn in favour of “Indian Statistical Institute Delhi Centre” payable at New Delhi. The DD shall be sent so as to reach to the Sr. Accounts Officer, Indian Statistical Institute, 7 SJS Sansanwal Marg, New Delhi – 110016 within the last date of submission of bids.
8. All the pages of the tender documents should be sealed and signed by the authorized signatory of the bidder.

H.3 Contents of the Financial Bid

1. The Financial Bid should be submitted in the format in Annexure – II.
2. Taxes should be mentioned separately.
3. Additional unspecified amounts such as “as per expenses” or “at cost” will result in rejection. Such amounts should be estimated and included in the total price.
4. Prices shall remain valid for acceptance till **December 31, 2020**. No escalation clause will be entertained.

I. OTHER TERMS AND CONDITIONS

Penalty for deficiency in Services

In case of minor deficiency in service (as decided by the client), a written warning to the Professional Conference Management (PCM) company will be issued and in case of major deficiency in service causing adverse effect on the Conference, other penal action including stoppage of complete payment and forfeiting of performance security amount may be initiated by the client. The decision regarding minor/major deficiency will be taken by ISI and shall be binding on the PCM firm. Also, defaulting PCM firm shall be black listed by ISI from bidding / participating in any such bids invited in future.

Indemnity

The successful bidder shall indemnify ISI in all respects in the event of any loss or damage to manpower and materials belonging to them during the currency of the contract.

Signing of Agreement

- a. Within 10 days from the date of issue of the Letter of Award, the successful Bidder will be required to execute a Contract Agreement with ISI
- b. The Successful Bidder shall submit Performance Security within a period of 20 days from the date of issue of the Letter of Award in form of Bank Guarantee issued in favour of ISI, amounting to 7% of the bid amount.
- c. In case Successful Bidder fails to sign the Contract with ISI, the Institute reserves the right to award the work to the next lowest bidder or re-tender the project.

Termination of Contract in Full or in Part

ISI may terminate the contract in full or part, subject to the said provision, in case of failure/neglect/default/refusal on the part of the successful bidder to perform satisfactorily as per the scope of work. In such an event, ISI reserves the right to get the balance work executed through alternate source(s) at the

risk and cost of the successful bidder and the security deposit shall stand forfeited. The decision of ISI authority in this regard shall be final and binding upon the bidder.

Resolution Of Disputes

- (a) Save where expressly stated to the contrary in this contract, any dispute, difference or controversy of whatsoever nature between the parties, however arising under, out of or in relation to this contract including disputes, if any, with regard to any act, decision or opinion of any of the party and so notified in writing by either party to the other, the "Dispute" shall in the first instance be attempted to be resolved amicably in accordance with the procedure set forth in para (b) below.
- (b) Either party may require such Dispute to be referred to the concerned officials of ISI and the PCM firm for amicable settlement. Upon such reference, the two shall meet at the earliest opportunity as per their mutual convenience and in any event within fifteen (15) days of such reference to discuss and attempt to amicably resolve the dispute by mutual consultation. If the dispute is not amicably settled within fifteen (15) days of such meeting, either party may refer the dispute to arbitration in accordance with the provisions of arbitration clause. In such an eventuality, the party intending to start arbitration shall have to give notice to the other party of its intention to commence arbitration as per the Arbitration and Conciliation Act, 1996 and Arbitration and Conciliation (Amendment) Act, 2015.

Arbitration

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this contract) the same shall be referred to the sole Arbitration of the Head, ISI, Delhi Centre or his nominee.
2. The decision of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is unable to act for any reason whatsoever, the Head, ISI Delhi Centre shall appoint another person to act as the Arbitrator in place of the original Arbitrator in accordance with the terms of this agreement. The Arbitrator so appointed shall be entitled to proceed with the reference from the stage which was left by his predecessor or afresh as the case may be. The Arbitrator may give interim award and/or directions, as may be required.
3. Subject to the aforesaid provisions, the Arbitration and Conciliation Act, 1996 and Arbitration and Conciliation (Amendment) Act, 2015 and any modification thereof from time to time being in force, shall be deemed to apply to the Arbitration proceedings under this clause.

Legal Jurisdiction

All disputes pertaining to this RfP shall be subject to the jurisdiction of High Court of Delhi only.



Head, Delhi Centre

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Samir K. Neogy
Head, Delhi Centre

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