

**Department of Youth Affairs (DoYA)
Ministry of Youth Affairs and Sports (MoYAS)
Government of India**

**REQUEST FOR PROPOSAL (RFP) FOR
HIRING OF EVENT MANAGEMENT COMPANY
to conduct**

**BIMSTEC YOUTH SUMMIT
(7th to 11th February, 2025 in Ahmedabad)
and
BRICS YOUTH COUNCIL ENTREPRENEURSHIP WORKING GROUP
MEETING
(3rd to 7th March, 2025 in New Delhi)**

Shastri Bhawan, New Delhi-110001

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This RFP is not an agreement and is neither an offer nor invitation by the DoYA to the prospective applicants or any other person. The purpose of this RFP is to provide bidders with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the DoYA in relation to the bidder. Such assumptions, assessments and statements do not purport to contain all the information that each applicant/bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the DoYA to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP, except for the purpose of this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct for all intents and purposes other than for limited purpose of giving a background of this scheme and should, therefore, conduct his own investigations and analysis and check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder/applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The DoYA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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The applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the authority, or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the applicant and DoYA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation for submission of the proposal, regardless of the conduct or outcome of the selection process.

SECTION 1: LETTER OF INVITATION TO RFP NO J-17011/778/2024-IC

File No.: J-17011/778/2024-IC
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

Shastri Bhawan, New Delhi-110001
Date: 05.12.2024

Request for Proposal (RFP)

Subject: Request for Proposal (RFP) for hiring of Event Management Company (EMC) for BIMSTEC Youth Summit to be held from 7th to 11th February, 2025 in Ahmedabad and BRICS Youth Council Entrepreneurship Working Group Meeting to be held from 3rd to 7th March, 2025 in New Delhi – reg.

Proposals are invited for hiring of Event Management Company for BIMSTEC Youth Summit to be held from 7th to 11th February, 2025 in Ahmedabad and BRICS Youth Council Entrepreneurship Working Group Meeting to be held from 3rd to 7th March, 2025 in New Delhi. The salient features of the eligibility criteria and instructions on how to bid and other details are available in the RFP document. Important information & tentative dates are as below:

Pre-Bid Meeting (hybrid mode)	09.12.2024 at 11:00 AM
Queries may be submitted at	ic.yas@nic.in
Bid submission Start date and time	05.12.2024 from 11:49 PM (as per CPPP)
Bid submission end date and time	19.12.2024 till 11:00 AM (as per CPPP)
Mode of Submission	Online
Opening of Technical Bid date and time	20.12.2024 at 11:00 AM (as per CPPP)
Opening of Financial Bids	24.12.2025 at 03:00 PM (as per CPPP)
Method of selection	QCBS through CPP portal

2. Interested applicants are requested to submit their response to the RFP on CPP portal (<https://eprocure.gov.in/>) only.

3. The applicant shall submit its proposal (the Technical Proposal and the Financial Proposal), on the Official Website- <https://eprocure.gov.in/>, duly signed in digital form by the authorized signatory of the applicant, no later than the date and time specified as the Proposal Due Date (PDD) as specified in document, by uploading the complete and legible scanned/digital copies of Technical and Financial Proposal in digital format (i.e. scanned copy of original signed documents and the supporting documents and financial bid in .xls format). The documents submitted in the proposal should be scanned in at least 100 dpi with black and white option. Each page of the submitted document shall be initialed by the authorized representative of the applicant as per the

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रवि कुमार सिन्हा / Ravi Kumar Sinha
अवर सचिव / Under Secretary
युवा कार्यक्रम एवं खेल मंत्रालय
M/o Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Government of India, New Delhi

terms of this RFP. The bidders participating for the first time for e-Tenders on CPP portal will have to complete Online Registration Process on the CPP portal as mentioned in Annexure- I - Instructions for Online Bid Submission



Name of Nodal Officer: Mr. Ravi Kumar Sinha

Designation: Under Secretary

Email ID: ic.yas@nic.in

रवि कुमार सिन्हा / Ravi Kumar Sinha

अवर सचिव / Under Secretary

युवा कार्यक्रम एवं खेल मंत्रालय

M/o Youth Affairs & Sports

भारत सरकार, नई दिल्ली

Govt. of India, New Delhi

SECTION 2: INTRODUCTION

The Department of Youth Affairs (hereafter mentioned as DoYA), under the Ministry of Youth Affairs and Sports, Government of India, is responsible for the formulation and implementation of policies and programs for the development and welfare of young people in India. Its primary objective is to empower young people to become responsible and productive citizens by providing them opportunities for personal growth and nation-building.

2.1 Vision of the Department of Youth Affairs:

- a) To harness youth energy and channelize hopes and aspirations of the youth for enabling inclusive growth and responsible governance.
- b) Create engagement pathways via community-oriented units in the field and to diversify the engagement of these units to include youth from diverse sectors so as to achieve a deeper understanding.
- c) Develop digital infrastructure like web portals to address information needs of youth and connect youth to opportunities.
- d) Improve inclusion of marginalized and vulnerable youth population - build mentoring networks to Improve health, fitness and sports culture among youth.
- e) Institutionalize public forums where youth can articulate their voices and connect these with policy making.

2.2 Introduction of BIMSTEC Youth Summit

The Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) is a regional organization that was established in 1997. Initially known as BIST-EC (Bangladesh-India-Sri Lanka-Thailand Economic Cooperation), the organization has since evolved into BIMSTEC with the inclusion of Myanmar in 1997, and Bhutan and Nepal in 2004. The organization has set forth the goal of economic collaboration among nations bordering the Bay of Bengal. Initially centered on six key sectors in 1997 (trade, technology, energy, transport, tourism, and fisheries), the cooperation framework expanded in 2008 to include additional areas such as agriculture, public health, and counter-terrorism. A further reorganization in 2021 saw a realignment of sectors and sub-sectors, emphasizing collaboration led by the respective Member States.

At the 4th BIMSTEC Summit in Kathmandu, 2018 Hon'ble Prime Minister of India announced various Government of India initiatives within the BIMSTEC Framework. One of the announcements was to organise a three-day BIMSTEC Youth Summit in FY 2019-20 which was postponed due to the ongoing pandemic in 2020. Now India is set to host the 1st BIMSTEC Youth Summit in the CFY 2024-25 being organised by the Department of Youth Affairs, in collaboration with Ministry of External Affairs from 7th - 11th February, 2025 in Ahmedabad Gujarat. The tentative programme schedule proposed is as under:

Date	TIME	Programme
Day 1	09:00 AM onwards	Arrival of Delegates
		Registration of delegates
		Orientation session for the Summit
Day 2	10:00 AM – 11:00 AM	Inaugural Session of the Youth Summit

Date	TIME	Programme
		”Youth as a Bridge for Intra-BIMSTEC Exchange”
	11:00 AM – 11:30 AM	Tea Break
	11:30 AM – 01:00 PM	Session 1 “Advancing Business Growth through Digital Infrastructure for Tomorrow's Economy”
	01:00 PM – 02:00 PM	Lunch at place of stay/ venue
	02:00 PM – 05:00 PM	Session 1 (contd.) “Advancing Business Growth through Digital Infrastructure for Tomorrow's Economy”
	07:00 PM – 09:00 PM	Dinner at place of stay
Day 3	10:00 AM – 01:00 PM	Session 2 “Leveraging Information and Communication Technologies (ICT) for Good Governance”
	01:00 PM – 02:00 PM	Lunch at place of stay/ venue
	02:00 PM – 04:00 PM	Preparation for Report and Presentation Signing of Communiqué/ outcome document
	04:00 PM – 04:30 PM	High Tea
	07:00 PM – 10:00 PM	Gala Dinner with Cultural Programme.
Day 4	10:00 AM – 01:00 PM	Local Excursion: Visits to Cultural and Heritage Sites
	01:00 PM – 02:00 PM	Lunch at place of stay/ venue
	02:00 PM – 07:00 PM	Other Institutional Visits
	07:00 PM – 09:00 PM	Dinner at place of stay
Day 5	09:00 AM onwards	Departure to respective countries

2.3 Introduction of BRICS Youth Council Entrepreneurship Working Group Meeting

BRICS countries have been the main engines of global economic growth over the years. Over time, BRICS countries have come together to deliberate on important issues under the 3 pillars of political and security, economic and financial and cultural and people to people exchanges. During, the BRICS Youth Ministers Meeting and Youth Summit held in 2023 at South Africa, it was unanimously decided to inaugurate the BRICS Youth Council. This council will serve as a coordinating entity facilitating youth exchanges and cooperation among the BRICS countries and also among the representing youth agencies of respective BRICS governments.

The inception of the BRICS Youth Council draws inspiration from the collective aspirations of BRICS National Youth Affairs Coordinating Bodies, youth student formations, etc to address common challenges faced by the youth across our nations. During the meeting, five key priorities were delineated to guide the agenda of the Youth Council. These encompass Education, Training, and Skills; Entrepreneurship; Science, Technology, and Innovation; Youth Community Service and Volunteer Work; and Health and Sports. Thereafter it was agreed that the Republic of India will be responsible for the working group on Entrepreneurship, demonstrating its commitment to advancing collaborative efforts in this domain.

India is overseeing the organization of the BRICS Youth Council: Entrepreneurship Working Group Meeting. For this, the Department of Youth Affairs is scheduled to organise **BRICS Youth Council Entrepreneurship working Group Meeting to be held from 3rd to 7th March, 2025 in New Delhi.** The tentative programme schedule proposed is as under:

Date	Time	Programme
Day 1	01:00 PM onwards	Delegates arrive at New Delhi, India
	05:00 PM – 06:00 PM	Briefing session followed by High Tea
Day 2	11:00 AM – 01:00 PM	Local Excursion site 1/arrival of remaining of delegates to India.
	01:00 PM – 02:30 PM	Lunch
	04:00 PM – 05:00 PM	Local Excursion site 2
Day 3	11:00 AM – 01:00 PM	Youth Dialogue on Entrepreneurship by BRICS Nations
	01:00 PM – 03:00 PM	Lunch
	03:00 PM – 05:00 PM	Youth Dialogue on Entrepreneurship by BRICS Nations
Day 4	11:00 AM – 01:00 PM	Youth Dialogue- Conclusion
	01:00 PM – 02:30 PM	Lunch
	04:00 PM – 05:00 PM	Local Excursion site 3
Day 5	10:00 AM onwards	Delegates depart from New Delhi, India

2.4 RFP Objective

The DoYA intends to hire **Event Management Company (EMC) for BIMSTEC Youth Summit to be held from 7th to 11th February, 2025 in Ahmedabad and BRICS Youth Council Entrepreneurship working Group Meeting to be held from 3rd to 7th March, 2025 in New Delhi.** The envisaged scope of the services is outlined in the ensuing sections whereas the key pillars of the project scope shall be as follows:

- A. Finalization of Venues, as per requirements of DoYA.
 - i. Auditorium
 - ii. Rooms for (breakout) sessions
 - iii. Secretariat Room
 - iv. Medical Room
 - v. Dining Halls
- B. Accommodation arrangements
- C. Arrangements of meals and refreshments
- D. Arrangements of Gala Dinner
- E. Transportation arrangements
- F. Event Coverage
 - 5.1. Live Streaming
 - 5.2. Social Media Coverage
 - 5.3. Media Rooms
 - 5.4. Event Archive
- G. Local Excursion
- H. Miscellaneous arrangements
 - a. Delegate Kits.
 - b. Backdrop, Standees, posters, etc.
 - c. National, Multinational Flags.
 - d. Interpreters and Compere, if required.
 - e. Media Booth
 - f. In-route branding

SECTION 3: SCOPE OF WORK

The selected bidder will be required to make complete arrangements to ensure successful organizing of BIMSTEC Youth Summit and BRICS Youth Council Entrepreneurship Working Group Meeting. Additionally, the bidder will also be required to make optional/urgent requirements such as Suite(s), car, bouquet, garland, local guide, etc. These requirements are indicative and needs to be arranged by the bidder only when specifically requested. Their cost will be deducted from the complete package cost, if not availed and the payment of these items will be made on actual consumptions basis. The vendor will be informed to arrange these optional requirements at least 24 hours before their scheduled time and the vendor have to make these arrangements at the rates quoted in the Bill of Quantities (BoQ). The number of required rooms and meals may fluctuate either increasing or decreasing as needed. In either case, the payment of services availed from the Vendor will be done on actual basis.

3.1 Venue(s) of the event:

- Venue for **BIMSTEC Youth Summit** must have one auditorium with minimum capacity of 1200 with 2 Green Rooms for Day 2 (tentative), 5 Rooms with minimum seating capacity of 20 each for parallel breakout sessions for Day 2 (tentative) and Day 3 (tentative), 1 Prayer Room for Day 2 (tentative) and Day 3 (tentative), 1 Secretariat Room for 4 days, 1 Medical Room and at-least two Dining hall with capacity of 200 people at a time for Day 2 (tentative) and Day 3 (tentative).
- Venue for BRICS Youth Council Entrepreneurship Working Group Meeting must have one auditorium with minimum capacity of 125 with 1 Green Rooms for Day 3 (tentative), 1 Rooms with minimum seating capacity of 20 each for session for Day 3 (tentative) and Day 4 (tentative), 1 Prayer Room for Day 3 (tentative) and Day 4 (tentative), 1 Secretariat Room for 4 days, 1 Medical Room and one Dining hall with capacity of 125 people at a time for Day 3 (tentative) and Day 4 (tentative).
- At the premise of the venue, the National Flag of each participating country must be arranged.

3.1.1 Auditorium

- Auditorium must be equipped with LED Backdrop on the stage; Live Streaming setup, 2 podiums(with mic) on both sides, adequate speakers, cordless mic, collar mic, wired mic and proper lighting arrangement on the days of event.
- For the Live Streaming setup and media related arrangement, requirements mentioned at point no 6 of para 2.4 above must be ensured.
- There must be ample space on the stage with seating capacity of at-least 10 people.
- In the background, on the stage there must be National Flags of all participating countries.
- On the stage, at dias, there must be name plate of each delegate, writing pad, pen, water bottle and snacks bowl- dry fruits/ toffee.

3.1.2 Rooms for breakout sessions

- Each room must have conference table with seating capacity of 20 persons.
- For each delegate there must be name plate, writing pad, pen, water bottle and snacks bowl.

3.1.3 Secretariat Room

- The Secretariat room at the venue is in addition with the Secretariat room at the hotel.
- Secretariat Room must be in the premise of the venue.
- The Secretariat room must have 4 Desktop Computers with color printers connected to each system, 2 Photocopy machines and other stationery materials.
- There must be 2gbps LAN/WIFI connection available in the Secretariat room.

3.1.4 Medical Room

- Medical Room must be in the premise of the venue.
- Medical room must have basic medical equipment, on the shelf medicines, first-aid-kits, medical beds and other necessary arrangements.

3.1.5 Dining hall(s)

- Dining halls must be in the premise of the venue.

3.2 Accommodation arrangements:

- Requirement of centrally located accommodation (Certified 5 Star hotels) for 3 Suite, 20 single sharing Room, 50 twin sharing room (with two separate beds in a single hotel with complimentary breakfast for **BIMSTEC** Youth Summit (At Ahmedabad) for all 5 days as per draft programmes. (Note: for officials of DoYA, arrangements of accommodation will also have to be made before and after the event, as per the requirements of DoYA).
- Requirement of centrally located accommodation (Certified 5 Star hotels) for 3 Suite, 30 single sharing Room, 15 twin sharing (with two separate beds in a single hotel with complimentary breakfast for **BRICS** Youth Council Entrepreneurship Working Group Meeting (At New Delhi) for all 5 days as per draft programmes. (Note: for officials of DoYA, arrangements of accommodation will also have to be made before and after the event, as per the requirements of DoYA).
- The total number of Suite / single sharing room / twin sharing room may vary and EMC has to arrange the same as per the request of Department of Youth Affairs.
- The DoYA will exercise its final discretion in selecting the hotel from the available hotel options.
- The accommodation and venue (auditorium) should be in the same hotel (Certified 5 Star). However, in case of non availability, the venue (auditorium) location must be within 7-10 km (shortest distance) radius of the hotel.
- The delegation must be accommodated in a single hotel.
- There should be no seepage on the walls of the hotel or foul smell in the hotel. If any such problem found on the check- in, agency has to change the hotel/ rooms without any additional cost. If night of stay exceeds due to Flight schedule, rate will be applicable as per details given in the bid document as per actual.
- The minimum room dimensions quoted for single and twin sharing rooms must be of the size 120 sq ft and above.
- There must be one Medical Room with amenities for basic medical treatment along with 1 Doctor

and 1 Nurse available for the delegation for all 5 days.

- There must be one Secretariat Room for the use of Ministry officials for 7 days (including one day before and one day after the event). The Secretariat room must have 4 Desktop Computers with color printers connected to each System, 2 photocopy machines and other stationery materials. There must be 2gbps LAN/WIFI connection available in the Secretariat room.
- Free WIFI in all type of rooms must be provided (including Secretariat Room). Secretariat Room must have at-least 2gbps LAN/WIFI connection.

3.3 Meals:

- Breakfast and Dinner on all days must be at the same premise where the delegation is residing.
- Lunch on dates of arrival and departure must be at the same premise where the delegation is residing. Lunch on other dates must be at the venue where the meeting is being held.
- Lunch & Dinner must have Veg + non-Veg dishes with at least 3 non- vegetarian dishes (1 starter + 2 main-course) (at least one mutton dish) + 4 vegetarian dishes with one Paneer Item + breads + rice + soup + salads (2) + one sweet dish + one soft drink.
- The EMC has to make mid-way food arrangements as and when required.
- The EMC has to provide packed lunch/ Dinner/ breakfast on demand.
- During the travel in buses sufficient number of branded water bottles (half liters) to be provided at all times without failure.

Note: For officials of DoYA, arrangements of meals will also have to be made before and after the event, as per the requirements of DoYA.

3.4 Arrangements for Gala Dinner

3.4.1 Banquet Hall (s) for Gala dinner:

3.4.1.1.Dimension of Banquet Hall: The Hall should have capacity for 200+ persons in round table seating arrangement with dimension of at least 4500 sq. ft **without pillar**.

3.4.1.2.Stage and audio-visual facilities:

- i. A stage with the dimension (20' x 10' x 2')
- ii. One Podium
- iii. Sound System/Mixer with provision for linking a laptop for playing music
- iv. Wireless handheld mikes (4)/ Standing adjustable mikes (2)/ Podium Mike (1)
- v. LED Parcen Lights (10)

3.4.2 Printing of hoardings and standee with frames for Banquet dinner:

- i. One backdrop (Size 20' x 8') on metal standee
- ii. Four Signage (Size 3'x6')

3.4.3 Food and mocktails:

- i. Buffet dinner for 200 persons (Veg and Non- Veg.)
- ii. Mocktail for 200 persons
- iii. Snacks (2 Veg. and 2 Non- Veg.)

Note: Design and content of the backdrops/ hoardings will be developed by the EMC in consultation with the Ministry. Menu for the dinner & snacks to be approved by the Ministry beforehand.

3.5 Transportation:

- 3 AC Deluxe buses of quality similar to Volvo & above 42- seater or above for full day for all 5 days as per itinerary for BIMSTEC Youth Summit.
- 1 AC Deluxe buses of quality similar to Volvo & above 42- seater or above for full day for all 5 days as per itinerary for BRICS Youth Council Entrepreneurship Working Group Meeting.
- The total number of AC Deluxe buses may vary and EMC has to arrange the same as per the request of Department of Youth Affairs.
- The buses must have Wi-Fi, First Aid kit with basic medicines, masks, sanitizer and sickness vomit bags and sufficient water bottles (3 times the capacity) at all times
- There should be provision for premium quality transport (AC Volvo) with perfectly clean/ removable seat covers. The Drivers should have elementary knowledge of working of transport to rectify minor defects.
- In addition, EMC also have to arrange cars (Ciaz/ Honda City/ Innova or equivalent) as per the request of Department of Youth Affairs. The cost for car (Ciaz/ Honda City/ Innova or equivalent) as mentioned in the BoQ is indicative only and the cost will be deducted if not availed.
- For local transport arrangements, all buses and cars have valid registration, and are in good condition. EMC shall be responsible for behavior and conduct of its workers. No worker with doubtful integrity or having a bad record shall be engaged by the EMC.

3.6 Event Coverage

3.6.1 Live Streaming

- 5 camera multi setup with 1080p full HD video recording at the locations, to be used to cover the event holistically, in which three cameras would focus on the stage from various angles and two will be focused on the audience for Q&A session as well as cutaway for the reaction shots.
- 1 Moving Camera/Gimbal for outdoor event coverage and cinematic shots/
- Camera should be of good quality and should be compatible with the live streaming setup.
- 4 Wireless mics - 2 for audience & 2 standby for the stage
- collar microphones and high quality sound systems for the proceedings
- Talkback System for communication of the Ministry's team with the cameraman and other people involved.
- Proper lighting (Pillar lights at back on each corner)
- Ensure proper equipment and power backup for the same.
- A separate Ethernet line with at least 500 Mbps speed should be ensured for the live Broadcast.
- HD Recorder should be available. Recordings from OBS or VMix are not to be used as the vehicle

- for the main event archive and compatible SSD should be available for the same.
- Backdrop with every dignitaries/events/activities based on relevancy.
 - An extensive check as per SoP (provided by DoYA) of all the equipment, software, and cables should be done 72 hours prior along with a dry run 48 hours before the event.
 - Watermark (Ministry's logo, MY Bharat's logo, etc. on live streaming at the top)
 - List of basic Live equipment which needs to be ensured:
 - Video mixer
 - Monitor
 - Audio Mixer (Separate for the broadcast)
 - HD Recorder (Studio pro mini 4K/ ssd)
 - Talkback system
 - UPS
 - HDMI TO SDI 3G (converter)
 - Live view for backup
 - Capture Card
 - Camera Switcher

3.6.2 Social Media Coverage

- High Quality teaser Video with Voiceover for social media of the Ministry before the event. (duration: 60-90 Sec)
- Creatives in the form of Flyers/Polls/Did you know & quotes.
- Videos/Reels of participants and dignitaries
- Engaging reels of Pre, During, Post- Event should be created.
- Good quality highlight videos:
 - For every session.
 - Daily event highlight video
 - Pre- and post-event session highlights (Speeches, quotes, etc.).
- Announcement Creatives for the special guests, chief guests and dignitaries for pre-buzz of the event.
- 2 Video summary for the entire event with professional voiceover will be expected within 36 hours of the event. (Duration 60-90 seconds)
- Relevant card readers for all types of cards should be available to quickly dump all the video and photo data for real time processing.
- The agency should provide three SSD (2 TB each) for managing and storing all the data. SSD would be necessary since video production produces big data files and would help save time in final delivery. 3 SSDs will be given to Ministry Officials for all the raw data and project files.
- The agency should provide 1 pen drive for 256gb (3.0) for faster sharing of photos and videos at real time.
- Photography coverage for every event should be ensured for building a photo bank, minimum size of photographs should be 24 Megapixels.
- The QR code of the official YouTube channel of Ministry of Youth Affairs and Sports and other Social Media handles be placed on hoardings and kept with the media kit also.

3.6.3 Media Room

- A separate Media room is to be made near the event venue, which would act as the control room for the event.
- An edit bay of at least 2 Video editing professionals should be made to timely process all the event videos.
- A professional team of 5-6 people for the Media support to be provided.
- A system for the Media team of Ministry of Youth Affairs and Sports to be provided with the following specifications:
 - Memory/ RAM: 16-32 GB RAM (ideally at minimum 16GB)
 - Processor: Multi-core Intel i7/i9 preferably with 4 or more processor cores.
 - Storage: At least 1TB hard drive, 7200 RPM, preferably SSD
 - Graphics Card: This is dependent on the editing software. Premiere Pro and Resolve work well with AMD and NVIDIA. (Minimum 8 TO 16GB memory)
 - OS: Windows 10,11 (64 bit)
 - Screen size: Minimum 19-21 inches
 - Firewire or Thunderbolt Port built in or as an external dock
- A photography dump station should be established to manage and disperse photos for the event.

3.6.4 Event Archive

- Edited versions of full session videos with relevant montages and thumbnails for every session.
- Separate dignitaries' videos will be required with relevant montages and thumbnails.
- Full event coverage video should be made available on the same day of the event.
- A highlight video of all the activities of the Event should be made available within the first 24 hours of the event.
- Final delivery of the entire event data will be done on three separate SSDs containing all the project files and the final output for the event and one will contain all the raw files generated for the event.

3.7 Local Excursion:

- Managing all logistic requirements (including entry fee) related to local excursion as per itinerary of the events.

3.8 Other Miscellaneous items:

- Delegate Kits.
- Backdrop, Standees, posters, etc.
- National, Multinational Flags.
- Interpreters, if required.
- Compere, if required.
- Media Booth
- Bouquet
- En-route branding, if required.

- If required, the EMC may be asked to provide any other extra services as and when requirement arises.

Note

- 1) Two local representatives of the firm, well conversant with the places and having good knowledge of English/ Hindi should accompany the delegation throughout the dates of the aforesaid events (24 hours).
- 2) The EMC will arrange liaison officers for coordinating with the heads of delegations of visiting countries, if required.
- 3) The dates of the event may change. In case of slight change in dates, the vendor will need to provide services for the revised schedule.
- 4) The logistic requirements such as accommodation, meals, transportation, etc. may decrease or increase. The payment/ bill raised will be as per the quoted amount (tender) on actual quantity used.
- 5) The requirements for suite, AC car(s), additional water bottles, flower bouquet, garland, local guide, snacks are optional and are to be made available only on specific demand. Their cost will be deducted from the complete package cost, if not availed. The vendor will be informed to arrange these optional requirements 24 hours before their scheduled time and sometimes also at the eleventh hour.

SECTION 4: Request for Proposals

The DoYA, MoYAS invites proposals for hiring of Event Management Company (EMC) for **BIMSTEC Youth Summit to be held from 7th to 11th February, 2025 in Ahmedabad and BRICS Youth Council Entrepreneurship working Group Meeting to be held from 3rd to 7th March, 2025 in New Delhi.**

The MoYAS intends to select Event Management Company (EMC), through a competitive bidding through open invitation to bid, in accordance with the CPP portal guidelines.

4.1 RFP Document

This RFP is for Event Management Company (EMC) for **BIMSTEC Youth Summit to be held from 7th to 11th February, 2025 in Ahmedabad and BRICS Youth Council Entrepreneurship working Group Meeting to be held from 3rd to 7th March, 2025 in New Delhi.**

The RFP document will be available at the website of Ministry of Youth Affairs and Sports (<https://yas.nic.in/>) and the CPP portal (<https://eprocure.gov.in/>) the bidder shall not tamper/modify the document. In case the same is found to be tampered/modified in any manner, the proposal will be summarily rejected.

4.2 Due diligence by the Bidders

(i) Bidder are expected to get informed about the assignment and the local conditions before submitting the proposal by contacting or sending written queries to the representative of DoYA mentioned at Section I and attending Pre-Bid Conference on the date and time specified in Section I.

(ii) Bidders shall bear all the costs associated with the preparation and submission of the proposals. The DoYA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

4.3 Communications

All communications including the queries should be sent through email to ic.yas@nic.in.

4.4 Validity of the Proposal

The proposal shall remain valid for 120 days after the organisation of BIMSTEC Youth Summit and BRICS Youth Council Entrepreneurship working Group Meeting.

4.5 Brief description of the Selection Process

The DoYA is adopting a two-stage selection process (the “Selection Process”) for evaluating the proposals comprising of technical and financial bids, to be submitted separately in CPP Portal. In the

first stage, a technical evaluation will be carried out. Based on this technical evaluation, a list of short-listed bidder will be prepared. In the second stage, a financial evaluation will be carried out (details at Para 5.17). Proposals will finally be ranked according to their combined technical and financial scores (details at Para 5.18). The first ranked bidder (the “Selected bidder”) shall be called for discussions while the second and third ranked bidder will be kept in reserve.

4.6 Currency for payment

All payments to the EMC shall be made in Indian Rupees (INR) in accordance with the provisions of this RFP.

4.7 Schedule of Selection Process

The scheduled selection process is given in Section 5.

4.8 Pre-Proposal Queries

Prospective bidder may address their queries to the nodal officer specified below:

Name of Nodal Officer: Mr. Naushad Alam

Designation: Section Officer

Email ID: ic.yas@nic.in

SECTION 5: INSTRUCTIONS TO BIDDERS

PART-I

5.1 Definitions

- (a) “DoYA” means Department of Youth Affairs.
- (b) “MoYAS” means Ministry of Youth Affairs and Sports.
- (c) “IC” means International Cooperation Division.
- (d) “EMC” means Event Management Company.
- (e) “Contract” means the Contract signed by the Parties for this assignment.
- (f) “Government” means the Government of India.
- (g) “Instructions to Applicants” means the document which provides bidders with all information needed to prepare their proposals.
- (h) “Personnel” means professionals and support staff provided by the EMC and assigned to perform the Services or any part thereof.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request for Proposal prepared by DoYA for the selection of EMC, based on the RFP.
- (k) “Terms of Reference” (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the EMC, and expected results and deliverables of the Assignment/job.

5.2 Scope of Proposal

5.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this proposal are specified in this RFP. In case an applicant agency/firm possesses the requisite experience and capabilities, it may participate in the Selection Process as an applicant, in response to this invitation. The terms “Applicant” implies a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence from the last at least 5 years. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

5.2.2 The bidder is advised that the selection of the EMC shall be on the basis of an evaluation by the DoYA through the selection process specified in this RFP. This Ministry may empanel upto 3 bidders based on their proposal. Bidders shall be deemed to have understood and agreed to the proposal and no explanation or justification for any aspect of the selection process will be given and that the decisions of DoYA would be without any right of appeal whatsoever.

5.2.3 The Bidder shall submit its proposal in the form and manner specified in Section 4 of the RFP. The Technical Proposal shall be submitted in the form at Section 6 of the RFP and the Financial Proposal shall be submitted in the format of Section-7 of RFP and in BoQ.

5.3 Eligibility Criteria for the bidders

The bidder should submit the following documentary evidence on its eligibility/qualification criteria as per format mentioned in Annexure V with documents duly numbered and referenced: _____

S. No	Parameter	Documents to be attached
1.	The bidder must be a legal entity registered and functional in India for the period mentioned below, with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence for at least 5 years i.e., FY 2019-20, FY 2020-21, FY 2021- 22, FY 2022-23 and FY 2023-24.	Certificate of incorporation or any other registration certificate. GST registration certificate Copy of PAN card
2.	The bidder should not be currently Debarred and / or blacklisted and / or Suspended by any Central / State Government /IC Division/ any multilateral agency nor should have any litigation or enquiry pending with regard to the works executed by it.	Undertaking to the DoYA to be submitted on letter head of the entity.
3.	Bidder should have an average annual turnover of minimum of Rs. 5 Crore in providing of services for planning, execution of such programmes for engaging with community over 3 financial years i.e. FY 2021- 22, FY 2022-23 and FY 2023-24. Preference will be given for experience in Govt. projects.	A CA certificate for turnover over the last 3 financial years including annual audited account to verify the turnover. As per Annexure III
4.	The bidder must have experience of planning/execution of international level events in cooperation with Central Government/State Government/ Corporates/ PSUs. The bidder should have executed a minimum of 3 contracts as mentioned above, from distinct clients, over the past 5 years before April 2024.	Copies of Work order, Contracts or/and Agreement or Letter from Client or copy of invoices raised to clients or/and Completion certificate clearly mentioning the scope of work or if extended, extension certificate.

5.4 Conflict of Interest

5.4.1 A Bidder shall not have a conflict of interest that may affect the selection process (the “**Conflict of Interest**”). Any bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the DoYA, MoYAS shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the DoYA for, *inter alia*, the time, cost and effort of the MoYAS including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to the DoYA here under or otherwise.

5.4.2 The DoYA requires that the agency/ firm provides professional, objective, and impartial service and always holds the DoYA interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The agency/ firm shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the DoYA. Violation of this clause shall make the EMC liable for any legal consequences arising out of the same.

5.4.3 An agency/ firm shall disclose any situation of actual or potential conflict that impacts his capacity to serve the best interest of the DoYA, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the agency/ firm fails to disclose said situations and if the DoYA comes to know about any such situation at any time, it may lead to the disqualification of the agency/ firm during bidding process or the termination of its contract during execution of the assignment.

5.4.4 Unfair Advantage: If a bidder could derive a competitive advantage from having provided services related to the services in question and which is not defined as conflict of interest, the DoYA shall make available to all bidders together with this RFP all information that would in that respect give such bidder any competitive advantage over competing Bidders.

5.5 Number of Proposals

5.5.1 No bidder shall submit more than one proposal.

5.5.2 Each bidder should submit one financial bid. The cost means total cost including all taxes, if any.

5.6 Cost of Proposal

The Bidders shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process including subsequent discussion, visits to the DoYA etc. The DoYA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

5.7 Verification of information

Bidders are expected to submit their respective proposals within the purview of this RFP and the applicable laws and regulations or any other matter considered relevant by them.

5.8 Acknowledgement by Bidder

5.8.1 It shall be deemed that by submitting the proposal, the bidder has:

- a) Made a complete and careful examination of the RFP.
- b) Received all relevant information requested from the DoYA.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the DoYA
- d) satisfied itself about all matters, things, and information, necessary and required for submitting an informed Application and performance of all its obligations.
- e) Acknowledged that it does not have a conflict of interest; and
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

5.8.2 The DoYA shall not be liable for any omission, mistake, or inadvertent error, on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the selection process, including any error or mistake there in ordinary information or data given by the DoYA.

5.9 Right to reject any or all Proposals

5.9.1 Notwithstanding anything contained in this RFP, the DoYA reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any

reasons thereof.

5.9.2 Without prejudice to the terms defined in this document, the DoYA reserves the right to reject any proposal if:

- a) At any time, a material misrepresentation is made or discovered, or
- b) the bidder does not provide, within the time specified by the DoYA or supplement all information sought by the DoYA for evaluation of the proposal.
- c) Misrepresentation/ improper and incorrect response by the bidder may lead to the disqualification of the bidder. If such disqualification / rejection occurs after the proposals have been opened and the highest-ranking applicant gets disqualified /rejected, then the DoYA reserves the right to consider the next best applicant or take any other measure as may be deemed fit in the sole discretion of the DoYA, including annulment of the selection process.

5.10 Proposal Validity

The proposal shall remain valid for 120 days post successful competition of BIMSTEC Youth Summit and BRICS Youth Council Entrepreneurship working Group Meeting. During this period, the EMC shall maintain the availability of its service and also agree to keep the financial proposal unchanged.

5.11 Preparation of Proposal

5.11.1 The proposal as well as all related correspondence shall be written in English, unless specified otherwise.

5.11.2 In preparing their proposals, the bidders are expected to examine in detail, the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

5.11.3 Submission of the non-compliant technical proposal will result in the proposal being deemed non-responsive. The Technical Proposal shall provide the information using the Forms mentioned in Section 6 of the RFP.

5.11.4 The Technical Proposal shall not include any financial information. A Technical proposal containing any financial information shall be declared non-responsive.

5.11.5 The Financial proposal shall be prepared using the prescribed Forms (Section 7) and BoQ. The financial proposal shall be rejected summarily, if not found in the prescribed forms. The Financial proposal shall not be submitted in Technical bid document.

5.11.6 Taxes: The bidders shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the DoYA under the contract. All such duties and taxes must be included by the bidders in the financial proposal itself to avoid rejection of a bid.

5.12 Currency

The institutes shall express the price of their assignment/job in Indian Rupees (INR) only.

5.13 Earnest Money Deposit (EMD) and Performance Guarantee

5.13.1 Earnest Money Deposit

- a) An earnest money of Rs. 10,00,000 (Rupees Ten lakh only) in the form of Bank Draft/Demand Draft in favor of DDO, GIA, Ministry of Youth Affairs & Sports payable at New Delhi must be submitted.
- b) Proposals not accompanied by EMD shall be declared as non-responsive.
- c) The EMD in favour of DDO, GIA, Ministry of Youth Affairs & Sports shall be furnished in one of the following forms:
 - Account Payee Demand Draft
 - Fixed Deposit Receipt
 - Bank Guarantee from any of the commercial banks (as per the format at **Annexure-II**)
 - Valid Insurance Surety Bonds
- d) No interest shall be payable by the DoYA for the sum deposited as EMD.
- e) The EMD of the unsuccessful bidders would be returned within one month of signing of the contract by the successful bidder.

5.14 Forfeiture of EMD

The EMD shall be forfeited by the DoYA in the following events:

- a) If the proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- b) If the proposal is varied or modified in a manner not applicable to the DoYA after opening of proposal during the validity period or any extension thereof.
- c) If the bidder tries to influence the evaluation process in case any misrepresentation of facts is observed.

5.15 Performance Guarantee

The selected EMC shall be required to furnish a Performance Bank Guarantee equivalent to 5% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable Bank Guarantee (As per Annexure IV) from a Scheduled Commercial Bank in India in favor of Under Secretary, International Cooperation, Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi for the period of contract, with 120 days claim period beyond the completion of all contractual obligations. The Bank Guarantee must be submitted after award of contract but before signing of the EMC contract. The successful bidder has to renew the Bank Guarantee on same terms and conditions for the period upto contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the bidder on any account under the contract. On submission of Performance Guarantee and after signing of the contract, EMD would be returned without any interest.

5.16 Submission, Receipt and opening of Proposal.

5.16.1 The original proposal, shall contain no inter lineation's or overwriting. Submission letters should be in the format of FORM TECH-1 of Section 6, and Section 7 respectively.

5.16.2 An authorized representative of the Agency/Firm shall sign all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

5.16.3 The Bids to be submitted online as per instructions in Annexure I of the RFP

5.16.4 The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the DoYA not later than the time and the date indicated in the Data Sheet, or any extension to this date.

5.17 Proposal Evaluation

5.17.1 From the time the proposals are opened to the time the contract is awarded, the bidders should not contact the DoYA on any matter related to its technical and/ or financial proposal. Any effort by bidders to influence the employer in the examination, evaluation, ranking of proposals, and recommendation for award of contract may result in the rejection of the bidders' proposal forthwith.

5.17.2 The DoYA shall constitute a Bid Evaluation Committee (**BEC**) for selection/short listing of the proposal.

5.17.3 Criteria for Evaluation of Technical Proposals: The criteria defined in Section 5.18.2, Table: Technical Evaluation shall be taken into account for the purpose of evaluation of technical proposals. Only those applicants obtaining a **sectional score of minimum 50% in each category of Technical evaluation** or more on the basis of criteria for evaluation given in para 5.18 would be declared technically qualified.

Financial proposals of only those bidders/applicants which are declared technically qualified shall be considered.

5.18 Method of Selection

5.18.1 In deciding the final selection of the EMC, the technical quality of the proposal will be given a **weightage of 60%** on the basis of criteria for evaluation. The price bids of only those bidders who are found to be technically qualified shall be opened. Out of the proposals which are found to be technically qualified, the proposal with the lowest bid value will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a **weightage of 40%**.

5.18.2 The technical and financial evaluation will be based on the following criteria:

- a) **Name of the Authority:** Department of Youth Affairs, Ministry of Youth Affairs and Sports, Govt. of India
- b) **Name of the Assignment/job:** hiring of Event Management Company for **BIMSTEC** Youth Summit to be held from **7th to 11th February, 2025 in Ahmedabad** and **BRICS** Youth Council Entrepreneurship working Group Meeting to be held from **3rd to 7th March, 2025 in**

New Delhi.

- c) Date of Pre-bid Meeting: 09.12.2024 (as per CPPP)
- d) Last date & time and address for submission of proposal: 19.12.2024 (as per CPPP)
- e) Opening of Technical Proposal: 20.12.2024 (as per CPPP)
- f) Opening of Financial proposal: 24.12.2024 (as per CPPP)
- g) Proposal validity: Proposals must remain valid for 120 days after the last date of submission

TECHNICAL EVALUATION

Clause No.	Criteria & Sub Criteria	Maximum Marks
A	Company Profile	20
(i)	Number of international level (equivalent to BRICS, Commonwealth, UN, etc) contracts executed for Central Government/ State Government/ Corporation/ PSUs/ multilateral organisations. The Amount of the contract should be <u>above Rs. 1 Crore</u> each in the last 5 years: a) up to 2 events - 4 Marks b) up to 4 events - 6 Marks c) 5 events and more - 8 Marks	08
(ii)	Years of Experience in executing international level events (equivalent to BRICS, Commonwealth, UN, etc) for Central Government/ State Government/ Corporation/ PSUs/ multilateral organisations: a) Minimum 3 years experience - 2 Marks b) up to 4 years of experience - 4 Marks c) 5 years and above experience - 6 Marks	06
(iii)	Average annual turnover in the three financial years FY 2021- 22, FY 2022-23 and FY 2023-24: a) Rs. 5 Crore to Rs. 10 Crore - 3 Marks b) Rs. 10 Crores and above - 6 Marks	06
B	Specific experience of the agency/ firm relevant to the Assignment: Delegation strength of international level events (equivalent to BRICS, Commonwealth, UN, etc) for Central Government/ State Government/ Corporation/ PSUs/ multilateral organizations a) 100-150 delegates in each delegation (3 events) - 20 Marks b) 150-200 delegates in each delegation (3 events) - 30 Marks c) More than 200 delegates in each delegation (3 events) - 40 Marks	40
C	Adequacy and quality of the proposal (documents to be submitted Form TECH-2 and Form TECH-3: MoYAS will assess the proposal submitted, in terms of quality of venues for the event and Gala Dinner, Hotels, meals, transportation and other logistics arrangement being offered by the agency / firm. The MoYAS will request the bidders for a presentation on the technical proposal. The presentation should explain the following aspects:	40
i)	a) Quality of Venues, Hotels, meals, transportation being offered b) Quality of arrangements for Gala Dinner c) Quality of equipment, accessories for technical (Audio Video System) d) Quality of delegation kit, mementos, interpreters, compere, etc.	20
ii)	a) Understanding of events requirements, overall workplan and conceptualization of conduct of the events (from arrival of delegates to departure) b) Core team structure – single point of contact (SPOC) – event manager	20

Clause No.	Criteria & Sub Criteria	Maximum Marks
	c) Willingness to make last minute logistics arrangement required by DoYA	
Total		100

Note 1: A minimum score of 50 % in each of the 3 criteria mentioned in Clause 8.1, 8.2, & 8.3 above is required for qualifying the technical bid. Proposal shall be rejected at this stage if it does not respond to any important aspect of the RFP or if it fails to achieve the minimum technical proposal score.

Note 2: Document to be submitted: Copies of Work order, contracts or/and Agreement

The EMC must provide the list of the Projects/ assignments, authenticated by the authorized signatory, fulfilling the Technical Proposal Evaluation in the format as given in Annexure – V.

The EMC must submit the supporting documents like the work order and completion certificate/ contract extension letter of the projects and the page no. of these documents must be indicated in the table given in Annexure - V. The details of only those projects, from the table, will be scrutinized which fulfil the Technical Proposal Evaluation Criteria of the RFP document.

The marks for the essential assignments will be given based on the technical presentation given and will be broadly on the basis of quality of projects.

5.18.3 Financial evaluation:

The details of the financial evaluation may be seen at PART II Section 07 (Format for submission of financial bid)

5.18.4 This **methodology** of evaluation has been explained through an example below:

The proposals will be ranked in terms of total points scored. The proposal with the **highest total points (H-1)** will be considered for award of the contract and shall be called for further discussions.

Details of Bidder	Quotation Received	Evaluation			Result
		Technical (60%)	Financial (40%)	Combined	
Bidder A	Rs. 120	75 marks	$(100/120) \times 100 = 83$ marks	$75 \times 0.6 + 83 \times 0.4 = 78.2$	-
Bidder B	Rs. 100	80 marks	$(100/100) \times 100 = 100$ marks	$80 \times 0.6 + 100 \times 0.4 = 88.0$	-
Bidder C	Rs. 110	90 marks	$(100/110) \times 100 = 91$ marks	$90 \times 0.6 + 91 \times 0.4 = 90.2$	H1

Bidder C would be considered as **H-1** and would be recommended for approval for hiring after further discussions/clarifications, if considered necessary.

5.18.5 The evaluation committee shall be authorized to correct any computation errors by the bidder in the financial bid. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections, the items described in the technical proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the financial proposal differently from the technical proposal, no corrections will be allowed to the

Financial Proposal.

5.18.6 After opening of the financial proposals of the technically qualified bidder, the bidder with the highest score (H-1) as per illustration given in Para 5.17.1 above will be declared eligible for award of the contract. This selected bidder will then be invited for discussions/clarifications, if considered necessary.

5.19 Discussions/ Clarifications

5.19.1 Financial Discussions/ Clarifications: Discussions/clarifications, if considered necessary, shall be held only with the bidder/applicant who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial Proposal. Date and Time for discussion shall be communicated to the H-1 bidder/applicant. Representatives conducting discussions/ clarifications on behalf of the bidder must have the written authority to discuss and conclude the contract.

5.20 Award of Contract

5.20.1 After selection, the DoYA shall issue a Letter of Intent (LOI) to the selected bidders. The LOI shall be issued, in duplicate, by the DoYA to the Selected bidders, who shall, within 7 (Seven) days of the receipt of the Letter of Intent, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event that the duplicate copy of the LOI duly signed by the bidder is not received back by the stipulated date, the DoYA may, unless it consents to extension of time for submission thereof on request of such bidder within the aforesaid stipulated time, reject the proposal of the bidder.

5.21 Confidentiality

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the bidder which would have submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of any information related to the process may result in the rejection of its proposal and blacklisting. The successful bidder and personnel shall not either during the term or after expiration of contract, disclose any proprietary or confidential information relating to the services, contractor business or operations of DoYA without the prior written consent of the DoYA. The successful bidder shall ensure that no information about the software, hardware, and database or policies of the DoYA or any other confidential or proprietary information of the DoYA is removed or taken out in any form including electronic form or otherwise, from the work site by the manpower posted by them.

5.22 Payment Terms

5.22.1 The payment shall be made to the EMC by DoYA subject to fulfillment of terms and conditions and approval of Competent Authority in MoYAS and the receipt of all the bills in the name of the Under Secretary, IC, DoYA. Payment timeline may be seen below:

Event Details	1st Milestone	2nd Milestone	3rd Milestone
BIMSTEC	Advance payment (30% of the quoted amount for BIMSTEC)	Upto 30% of the tender amount may	Remaining amount may be released after

Event Details	1st Milestone	2nd Milestone	3rd Milestone
7th - 11th Feb, 2025	will be paid 2-4 weeks before BIMSTEC event against bank guarantee as provided in Annexure II	be released after conducting BIMSTEC	submission of bills related to BIMSTEC and adjusting any penalties as per Section 5.31
BRICS 3rd - 7th Mar, 2025	Advance payment (30% of the quoted amount for BRICS) will be paid 2-4 weeks before BRICS event against bank guarantee as provided in Annexure II	Upto 30% of the tender amount may be released after conducting BRICS	Remaining amount may be released after submission of bills related to BRICS and adjusting any penalties as per Section 5.31

5.22.2 The payment has been envisaged based on the scope of work for which the work order shall be placed with the empanelled Bidder(s).

5.22.3 All payments shall be made subject to **adjustment of applicable penalties** as per Section 5.31.

5.23 TERMINATION

DoYA, MoYAS may terminate the services of hired EMC for any of the following:

- a. Immediately in case the Bidder/Service Provider is in direct breach of contractual terms and conditions and in the performance of its contractual obligations.
- b. In the event services of the bidder are not satisfactory or up to the mark.
- c. If the bidder/service provider becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement.
- d. If the service provider fails to comply with any final decision reached as a result of arbitration proceedings.
- e. If the service provider is determined to have engaged in corrupt or fraudulent practices in competing for or in executing the Service Agreement.
- f. If the service provider submits to DoYA a false statement which has a material effect on the rights, obligations, or interests of DoYA.
- g. Any other reason as deemed fit by DoYA.

The selected bidder may terminate the agreement, by serving a 90-day written notice to DoYA, if they reasonably determine and submit that they can no longer provide the services in accordance with applicable law or professional obligations.

5.24 FORCE MAJEURE

Notwithstanding any provision contained in this RFP, neither party shall be liable to the other to the extent the fulfillment or performance of any terms and conditions of this RFP is delayed or prevented by revolutions, civil disorders, wars, acts of enemies, strikes, lack of available resources from persons other than the parties to this RFP, electrical equipment availability or failure, fires, floods, rainfall, snowfall, earthquake, natural calamity, pandemic, central, state or municipal action, statute, ordinance, or regulation or without limiting the foregoing, any other cause not within its control and which by the

exercise for reasonable diligence, it is unable to prevent, whether of the class of causes hereinbefore enumerated or not. If any force majeure event occurs, the affected party will give prompt written notice to the other party and will use reasonable effects to minimize the impact of such event.

5.25 DISPUTE RESOLUTION MECHANISM

5.25.1 This RFP shall be governed according to the Indian laws and each party shall submit to the jurisdiction of the Courts at Delhi, India.

5.25.2 Any differences or disputes arising out of this RFP including any question regarding its existence, validity or termination shall be resolved mutually by the parties through negotiations. However, in the event of non-resolution, the matter may be referred to mediation, conciliation or arbitration at the choice of the parties, which shall be governed by the Arbitration and Conciliation Act, 1996 as amended from time to time. The parties shall resort to litigation as a last resort only if the alternative dispute resolution mechanisms fail to resolve the dispute.

5.26 LIMITATION OF LIABILITY

Neither party shall be liable to the other party in case of a breach of contract (with a third-party) or tort of negligence or breach of a statutory duty or otherwise for any loss damage, costs or expenses of any nature whatsoever incurred or suffered by that other party that are of direct, indirect, special, or consequential nature; or any loss of turnover, profits, contracts, business opportunity will; or In respect of lost, incorrect, or spoiled data.

5.27 INDEMNITY

Each party shall indemnify each other from any third-party claims and losses arising in connection with this RFP to the extent that such claims or losses are attributable to or arise from the actions or omissions undertaken by its employee(s) or agent(s) in pursuance of this RFP.

5.28 PUBLICATIONS

All papers, documents, reports, journals and similar texts published, if any, during this collaboration will bear the names of both the parties.

For any reports generated by the agency executives whether draft/internal/final or progress reports, in the currency of the project, IPR lies with DoYA and these cannot be published without prior consent.

For any general papers/documents/reports/journals using the data generated by the project, the paper should say clearly that the project was funded by Department of Youth Affairs and data sources must be clearly cited. Only anonymised data can be used. A copy of the same should be sent for information to the Department. IPR remains with the author.

5.29 NOTICES

All notices and other communications under this RFP shall be in writing and in English and either delivered by hand or sent by registered E-mail addresses.

5.30 MODIFICATIONS

During the implementation of this RFP, if circumstances arise which call for the amendment by way of addition, deletion or other modification to this RFP, the same shall be made by the parties hereto with consensus. However, no amendment or change hereto shall be effective between the parties unless set in writing and signed by them.

5.31 PENALTIES

A penalty on the final submitted bills may be imposed if there are delays, disruptions in crucial arrangements, if the quality of services does not meet the agreed-upon standards, if the EMC fails to adhere to specific requirements outlined in the contract, etc. In no case may penalty exceed 5% of the value of the work order.

5.32 SEVERABILITY

If any of the provisions of this RFP are declared by the Court of Law to be invalid, such provisions shall be severed from this RFP and the other provisions hereof shall remain in full force and effect.

PART II

SECTION 6: TECHNICAL PROPOSAL FORMS

FORM TECH-1

LETTER FOR SUBMISSION OF PROPOSAL

Location: _____

Date: _____

To,

The Director, International Cooperation
Department of Youth Affairs
Ministry of Youth Affairs and Sports
Shastri Bhawan, New Delhi- 110001

Madam,

We the undersigned, offer to provide service as Event Management Company for BIMSTEC Youth Summit and BRICS Youth Council Entrepreneurship Working Group Meeting, in accordance with your Request for Proposal dated (Insert Date). We are hereby submitting hard copies of the proposal, which includes this Technical Proposal, and a Financial Proposal sealed in a separate envelope and the requisite EMD.

2. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
3. We understand that the MoYAS is not bound to accept any proposal received without due diligence.

Yours Sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of the Institute:

FORM TECH-2

DESCRIPTION OF METHODOLOGY, WORKPLAN, ORGNANIZATION FOR PERFORMING THE PRESENT ASSIGNMENT

The bidder must present his/her Technical proposal divided into the following four components:

- a) Information regarding the applicant/bidder's organization:
- b) Experience of Bidder as per Criteria & Sub Criteria stated under Section 5.3
- c) Approach, methodology, work plan for performing the assignment (Maximum 06 pages)

FORM TECH-3

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION

1. Are there any activities carried out by your Organization or group of companies which are of conflicting nature as mentioned in Section – 5, Part – I, Para 5.4 of RFP. If yes, please furnish details of any such activities.
2. If no, please certify, as under:

We hereby declare that our firm, our associate/ group firm are not indulged in any such activities which can be termed as the conflicting activities under the Section – 5, Part – I, Para 5.4 of RFP. We also acknowledge that incase of misrepresentation of the information; our proposals/contract shall be rejected/terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Financial Proposal Form
SECTION 7: FORMAT FOR SUBMISSION OF FINANCIAL BID
(Not to be enclosed in the Technical Bid)

Amount in Rs.

Item Description	BIMSTEC Youth Summit				BRICS Youth Council Entrepreneurship Working Group meeting			
	Details	Rates (Excl. of Tax)	GST %	Amount with GST	Details	Rates (Excl. of Tax)	GST %	Amount with GST
Booking of Venue for the event	Auditorium with a minimum capacity of 1200 with 2 Green Rooms for 1 day				Auditorium with a minimum capacity of 125 with 1 Green Room for 1 day			
	5 Rooms for breakout sessions for 2 days including refreshments for delegates				1 Room for sessions for 2 days including refreshments for delegates			
	1 Prayer Room and 1 Medical Room for 2 days				1 Prayer Room and 1 Medical Room for 2 days			
	1 Secretariat Room for 4 days having 4 Desktop Computers with colour printer connected to each System, 2 Photocopy machines and 2gbps LAN/WIFI connection available in the Secretariat room.				1 Secretariat Room for 4 days having 4 Desktop Computers with colour printer connected to each System, 2 Photocopy machines and 2gbps LAN/WIFI connection available in the Secretariat room.			
	2 Dining hall (s) for 2 days				1 Dining hall for 2 days			
	Other logistics requirements and misc. arrangements on the venue	LED Backdrop on the stage; 2 podiums (with mic) on both sides, adequate				LED Backdrop on the stage; 2 podiums (with mic) on both sides, adequate speakers, cordless mic,		

Item Description	BIMSTEC Youth Summit				BRICS Youth Council Entrepreneurship Working Group meeting			
	Details	Rates (Excl. of Tax)	GST %	Amount with GST	Details	Rates (Excl. of Tax)	GST %	Amount with GST
	speakers, cordless mic, wired mic and proper lighting arrangement, refreshments for Ministers and other dignitaries				wired mic and proper lighting arrangement, refreshments for Ministers and other dignitaries			
Accommodation (Booking of Hotel for delegates and officials) Note: For officials of DoYA, arrangements of accommodation will also have to be made before and after the event, as per the requirements of DoYA.	Certified 5 Star hotels for 3 Suite, 20 single sharing Room, 50 twin sharing Room for 120 persons (approx.) for 5 days				Certified 5 Star hotels for 3 Suite, 22 single Room, 50 twin sharing Room for 125 persons (approx.) for 5 days			
	1 Medical Room for 5 days				1 Medical Room for 5 days			
	1 Secretariat Room for 7 days having 4 Desktop Computers with color printer connected to each System, 2 Photocopy machines and 2gbps LAN/WIFI connection available in the Secretariat room.				1 Secretariat Room for 7 days having 4 Desktop Computers with color printer connected to each System, 2 Photocopy machines and 2gbps LAN/WIFI connection available in the Secretariat room.			
Meals Note: For officials of DoYA, arrangements of meals will also have to be made	Breakfast, Lunch and Dinner for 120 persons (approx.) for 5 days (excluding the night of the				Breakfast, Lunch and Dinner for 150 persons (approx.) for 5 days (excluding the night of the			

Item Description	BIMSTEC Youth Summit				BRICS Youth Council Entrepreneurship Working Group meeting			
	Details	Rates (Excl. of Tax)	GST %	Amount with GST	Details	Rates (Excl. of Tax)	GST %	Amount with GST
before and after the event, as per the requirements of DoYA.	Gala dinner)				Gala dinner)			
Gala Dinner	Booking of venue for Gala dinner and other logistics arrangements				Booking of venue for Gala dinner and other logistics arrangements			
	Food and mocktails for 200 persons (approx.)				Food and mocktails for 200 persons (approx.)			
Transportation	3 AC Deluxe buses of quality similar to Volvo & above 42-seater or above for full-day				3 AC Deluxe bus of quality similar to Volvo & above 42-seater or above for full-day			
	5 Cars (Ciaz/ Honda City/ Innova or equivalent) (tentative)				5 Cars (Ciaz/ Honda City/ Innova or equivalent) (tentative)			
Live Streaming and other media-related requirements	Logistic requirements for live streaming and other media-related requirements				Logistic requirements for live streaming and other media-related requirements			
Local Excursion	Logistic requirements for local excursion for 120 persons (approx.)				Logistic requirements for local excursion for 125 persons (approx.)			
Other Miscellaneous items	Arrangements for Delegate kits, backdrops, Standees, posters, National and multinational Flags,				Arrangements for Delegate kits, backdrops, Standees, posters, National and multinational Flags,			

Item Description	BIMSTEC Youth Summit				BRICS Youth Council Entrepreneurship Working Group meeting			
	Details	Rates (Excl. of Tax)	GST %	Amount with GST	Details	Rates (Excl. of Tax)	GST %	Amount with GST
	Interpreters, if required, Media Booth, In-route branding, etc.				Interpreters, if required, Media Booth, In-route branding, etc.			
	Total (A)				Total (B)			
Grand Total (A+B)								

* Taxes will be applicable as per existing government norms.

* Bidder should consider all overhead costs while quoting, except reimbursable expenses against Field trips & other travel expenses.

Note:

The amount mentioned in the RFP and BoQ document shall be considered final and will not be subject to revision at any stage, unless explicitly specified by DoYA. However, the quantities of arrangements, including accommodation, transportation, and food, may vary (increase or decrease) based on actual requirements. Final payment will be made based on the actual quantities utilized, as verified by DoYA.

Instructions for Online Bid Submission on CPP portal

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/ GNFC /IDRBT/ MtnlTrustline/ SafeScrip/ TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be deactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the bidder name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids

12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the DoYA and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
26. For any technical related queries related to CPP portal please call the Helpdesk. **The 24 x 7 Help Desk Number 0120-4001002/ 0120-4001005 OR E-mail at support-eproc@gov.in.**

ANNEXURE ‘II’ BANK GUARANTEE FORM FOR BID SECURITY

Whereas.....(hereinafter called the “Bidder”) has submitted its quotation dated.....for the supply of..... (Herein after called the “Bid”) against the MoYAS Bid Reference No....._ know all persons.

By these presents that we _____ of _____ (Herein after called the “Bank”) having our registered office atare bound unto DoYA, Ministry of Youth Affairs and Sports, New Delhi (hereinafter called the “MoYAS) in the sum of _____. For which payment will and truly to be made to the said MoYAS, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ___ day of ___ 2024. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends or breaches the terms and conditions of the tender document, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
- (2) If the Bidder having been notified of the acceptance of his Bid by the MoYAS during the period of its validity:
 - a) Fails or refuses to furnish the performance security for the due Performance of the Contract.
 - or
 - b) Fails or refuses to accept/execute the Rate Contract.

We undertake to pay the MoYAS up to the above mentioned RFP upon receipt of its first written demand, without the MoYAS having to substantiate its demand, provided that in its demand the MoYAS will note that the RFP claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days beyond the final bid validity period and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

ANNEXURE 'III' ANNUAL TURNOVER

S. No.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
1.	2021-22	
2.	2022-23	
3.	2023-24	

Certificate from the Statutory Auditor

This is to certify that the average turnover of the bidder in the last five years is Rs. _____

Name of the audit firm:

Seal of the audit firm Date:

(Signature, name and designation of the authorized signatory)

Note:

- In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the bidder.

ANNEXURE 'IV' BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

_____.

WHEREAS _____(Name and address of the supplier) (Herein after called "the supplier") has undertaken, in pursuance of contract no _____ Dated _____ for (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee;

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

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

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

This guarantee shall be valid up to 120 days beyond the date of expiry of contract period as per RFP.

(Signature with date of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

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

Details of eligibility criteria

A. Ref. RFP Section – 5, Part – I, Para No. 5.3

S. No	Parameter	Documents to be attached as per RFP	Page No
1.	The bidder must be a legal entity registered and functional in India for the period mentioned below, with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence for at least 5 years i.e., FY 2019-20, FY 2020-21, FY 2021- 22, FY 2022-23 and FY 2023-24	Certificate of incorporation or any other registration certificate. GST registration certificate Copy of PAN card	
2.	The bidder should not be currently Debarred and / or blacklisted and / or Suspended by any Central / State Government /DoYA/ any multilateral agency nor should have any litigation or enquiry pending with regard to the works executed by it.	Undertaking to the DoYA to be submitted on letter head of the entity.	
3.	Bidder should have an average annual turnover (Gross receipt in case of Registered trust/ society/ non-profit company) of minimum of Rs. 5 Crore in providing of services for planning, execution of social programmes for engaging with community over 3 financial years i.e. FY 2021- 22, FY 2022-23 and FY 2023-24. Preference will be given for experience in Govt. projects.	A CA certificate for turnover over the last 3 financial years including annual audited account to verify the turnover. As per Annexure III	
4.	The bidder must have experience of planning/execution of international level event in collaboration with Ministry of External Affairs, Government of India, United Nations, BRICS, Commonwealth etc where more than 100 delegates from different countries participated at minimum cost of Rs. 1 Cr each The bidder should have executed a minimum of 3 contracts as mentioned above, from distinct clients, over the past 5 years before April, 2024.	Copies of Work order, contracts or/and Agreement or Letter from Client or copy of invoices raised to clients or/and Completion certificate clearly mentioning the scope of work or if extended, extension certificate.	

B. Ref. Section 5A, Clause 8.2

Three specific projects as sought vide Section 5A Clause 8.2 of the RFP document may be mentioned in the format below for evaluation. Further, the supporting documents including Work Order, Completion Certificates etc. in r/o the 4 indicators mentioned in Clause 8.2 may be uploaded in the form of a single PDF and referred specifically in the following format.

Name of the Bidder	
Project 1 Name	
Project 1 Start Date	
Project 1 Completion Date	
Duration of the Project	
Project Cost (In Cr. Rs.)	
Project 2 Name	
Project 2 Start Date	
Project 2 Completion Date	
Duration of the Project	
Project Cost (In Cr. Rs.)	
Project 3 Name	
Project 3 Start Date	
Project 3 Completion Date	
Duration of the Project	
Project Cost (In Cr. Rs.)	
Work with Ministry of External Affairs, Government of India, United Nations, BRICS, Commonwealth etc to handle complete logistics arrangements for an international level event where more than 5 countries participated	
