

F.No.K-23068/1/2024-IC-Part(1)
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(International Cooperation Cell)

TENDER NOTICE

Requirement of Boarding/ Lodging, Transportation, Sightseeing, Tourist guide etc., as a turnkey package rate basis for the visit of 20- member Youth Delegation from Poland to India (Ahmedabad, Jamnagar, Porbandar, Goa, Kolhapur, and Delhi) from 19th - 27th February, 2025 (Including Arrival and Departure).

Information Sheet/ Critical Date Sheet

Date of Tender Publishing	06.12.2024 at 06:00 P.M. (as per CPPP)
Date & time of document download start	06.12.2024 at 06:05 P.M. (as per CPPP)
Seek clarification start date & time	06.12.2024 at 06:15 P.M. (as per CPPP)
Seek clarification end date & time	12.12.2024 at 06:00 P.M. (as per CPPP)
Bid submission start date & time	06.12.2024 at 06:30 P.M. (as per CPPP)
Bid submission closing date & time	30.12.2024 at 11:00 A.M. (as per CPPP)
Technical Bid opening date, time & venue	02.01.2025 at 11:00 A.M. (as per CPPP) Under Secretary (IC), Ministry of Youth Affairs & Sports, Room No. 102, 'C'- Wing, Shastri Bhawan, New Delhi – 110 001
Bid Submission	Online at eprocure.gov.in/eprocure/app
Expected date, Time & Venue of Financial Bid Opening	08.01.2025 at 11:00 A.M. (as per CPPP) Under Secretary (IC), Ministry of Youth Affairs & Sports, Room No. 102, 'C'- Wing, Shastri Bhawan, New Delhi – 110 001
Details of Contact person	Under Secretary (IC), Ministry of Youth Affairs & Sports, Room No. 102, 'C'- Wing, Shastri Bhawan, New Delhi – 110 001, Tel: 011-23387966, 011-23384723, Email: ic.yas@nic.in

F.No.K-23068/1/2024-IC-Part(1)
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(International Cooperation Cell)

Shastri Bhawan, New Delhi – 110001

Dated the 6th December, 2024

Subject: Requirement of Boarding/ Lodging, Transportation, Sightseeing, Tourist guide etc., as a turnkey package rate basis for the visit of 20- member Youth Delegation from Poland to India (Ahmedabad, Jamnagar, Porbandar, Goa, Kolhapur, and Delhi) from 19th - 27th February, 2025 (Including Arrival and Departure)– reg.

The Ministry of Youth Affairs & Sports intends to invite sealed quotations from reputed Agencies/ Firms for the visit of 20- member Youth Delegation from Poland to India (Ahmedabad, Jamnagar, Porbandar, Goa, Kolhapur, and Delhi) from 19th - 27th February, 2025 (Including Arrival and Departure), as a turnkey package rate basis. The logistic requirements for the visit are enclosed at **Annexure-I**. Draft Day-to-day programmes of the events are enclosed at **Annexure-II**.

2. ELIGIBILITY:

2.1. The bidder should be a registered company/ proprietary firm under the Companies Act 2013 or registered under the relevant provisions/ Acts in India.

Note: Consortium is not allowed. Experience & credentials, etc. of 100% owned subsidiaries of the bidder will be considered. 100% owned subsidiary of the bidding company may be registered anywhere in India. However, subsidiary is not allowed to claim experience & turnover of its holding/ parent company or sister subsidiary company.

2.2. The bidder should be solvent.

2.3. The bidder should have valid documentation including (but not limited to) PAN, GST Certificate (GST – 06), Service Tax (Form ST – 2), etc.

2.4. The bidder should have local offices at Delhi/ NCR to ensure satisfactory fulfillment of the contractual obligations.

2.5. The bidder should not have been black- listed by Central/ State Governments/ PSU at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time.

2.6. None of the Full time Directors of the interested Bidder should have any relative working in the Ministry of Youth Affairs & Sports, Government of India.

- 2.7. A Bidder shall submit only one proposal. IN CASE WHERE MORE THAN ONE PROPOSAL IS RECEIVED FROM THE BIDDER, ALL SUCH PROPOSALS WILL BE SUBJECT TO DISQUALIFICATION.
- 2.8. The bidder {in terms of 2.1 above} should have continuous experience of at least 3 Years (since 2016 till date) in handling international delegations in India.
- 2.9. The programme schedules (**Annexure – II**) may vary, subject to availability of flights and convenience of the visiting institute. In such cases (change of visiting cities, venue, date, time, etc.) the bidder will not be entitled for any extra compensation.
- 2.10. While making logistic arrangements the requirements mentioned in **Annexure-I** must be ensured.

3. SCOPE OF WORK:

The selected bidder may be required to carry out any other miscellaneous activities to ensure a successful organisation of the event. Additionally, the requirement for Suite(s), car, bouquet, garland, local guide is 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 BoQ. **The number of required rooms 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.**

4. SUBMISSION OF BIDS:

The online quotations are to be submitted on **two bids basis i.e Technical Bid & Financial Bid** as per the details mentioned in **Information Sheet/ Critical Date Sheet**. Only **online** bids will be accepted. The prescribed format for technical bid for the group is given at **Annexure –III**, which is to be filled by the bidder and to be attached as cover page. Financial bids are to be submitted in a standard BoQ format with the tender document. The financial bids will be publicly opened only for firms that have been declared technically qualified. This will take place on a specified date and time following the finalization of the technical bid, in the presence of representatives from the qualifying firms who opt to attend.

4.1 Bids must be exclusively submitted through the Central Public Procurement Portal (CPPP) website at <https://eprocure.gov.in/eprocure/app.Bidders/> Contractors are advised to adhere to the guidelines outlined in the Instructions for Contractors/ Bidders concerning the electronic submission of bids through the CPPP for e- procurement. Detailed Instructions for Online Bid Submission are also enclosed for reference at **Annexure IV**.

4.2 Prospective bidders are recommended to revisit the website of Ministry of Youth Affairs and Sports (<https://yas.nic.in/>) and the CPPP website (<https://eprocure.gov.in/eprocure/app>) at least three (3) days before the tender submission deadline for any updates, corrigendum, addendum, or amendments.

4.3 The bidder must sequentially number all pages in the technical bid before uploading, irrespective of the nature of content of the documents. Manual bids will not be accepted, and offers sent via Telegram, Fax, or email will not be considered. No correspondence regarding this matter will be entertained. Additionally, a scanned copy of the Earnest Money Deposit (EMD) must be uploaded with the technical bid. The financial bids are to be submitted online, following the prescribed Bill of Quantities (BoQ), at www.eprocure.gov.in/eprocure/app.

5. Evaluation of Bids:

5.1 Technical Bids:

Only those bidders who meet the minimum qualifying criteria mentioned- below will be considered for further evaluation:

- (i) The bidder must meet the eligibility criteria, as per **para 2** above.
- (ii) The bidder must follow the requirements mentioned in **Annexure- I**.
- (iii) The bidder is required to submit all relevant documents as outlined in **Annexure- III**.

The parameters to be considered in technical evaluation and their relative weightage shall be as follows:

S.No	Parameters	Max Marks
1	Past Experience in handling International Youth Delegations/Seminars/Summits/Meetings (Since 2016)	40
1a	Number of Years of Experience in handling foreign delegates in India (8 marks for each year)	
2	Number of foreign delegates handled during the last 5 years	30
2a	500 & above	30
2b	Less than 500	Nos. in Tens x 0.6
3	Financial Strength of the vendor in the last 5 years	30
3a	For each year, turnover of Rs 50 lakh or above	6
3b	For each year, turnover of less than Rs 50 lakh	Rs. in Ten lakhs x 1.2
	Total (1+2+3)	100

In order to be technically eligible, a bidder must achieve a minimum score of 40 marks during the technical evaluation.

5.2 Financial Bids:

Financial bids will only be opened for bidders who have attained a score of more than 40 marks in the technical evaluation, as well as being declared technically eligible by the Tender Evaluation Committee. Following this, financial bids will undergo scrutiny, evaluation, and ranking. **The Grand Total amount in the Financial Bid will serve as the basis for evaluation, with the bidder quoting the lowest rate in the Grand Total of the Bill of Quantities (BoQ) being designated as the L1 bidder.**

6. The opening of online quotations (technical bids) and financial bids is anticipated to take place as per the details mentioned in **Information Sheet/ Critical Date Sheet** in Room No. 102, 'C'-Wing, Shastri Bhawan, New Delhi – 110001. Representatives from the firm, if they so desire, may remain present at the time of opening of the Tender.

7. The quotation should indicate the item-wise cost as well as complete package cost (including GST). No overhead charges, such as service charge, service tax, etc. shall be payable by the Ministry.

8. All sections of the designated formats must be accurately completed. Tenders that are not fully filled in accordance with the prescribed format are subject to rejection, summarily.

9. The Department reserves the right to modify the bid document before the last date of tender submission through amendments or alter the tender submission/ opening date, etc. for any reason.

10. In the event of any dispute concerning the rejection of service quality, the decision of the Competent Authority in the Department of Youth Affairs shall be deemed final and binding upon the bidder.

11. If necessary, the agency may be requested to furnish additional services in accordance with specific requirements. Consequently, payment will be processed based on the rates stipulated in the bid. While conducting sightseeing, the agency is responsible for arranging lunch, meals, branded mineral water, and snacks. Any unforeseen expenditures incurred during these activities will be the responsibility of the bidder, who must submit bills for such expenses along with the final bill.

12. Earnest Money Deposit:

Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees One Lakh only) in the form of Demand Draft/ Pay Order/ Cheque from any commercial Bank payable to the DDO, GIA, Ministry of Youth Affairs & Sports, New Delhi is required to be submitted to the Section Officer (International Cooperation), Room No. 102, C- Wing, Shastri Bhawan, New Delhi before the bid opening date/ time as mentioned in the critical date sheet. **Bids without EMD or in any other form than the prescribed format will not be considered and in such cases, the tender is liable to be rejected. A scanned copy of the EMD is also be uploaded with the technical bid.** Public Sector Undertakings or Government Organizations such as IRCTC, Ashok Tours and Travels, and Balmer Lawrie & Co. Ltd are exempted from submitting the Earnest Money Deposit (EMD).

12.1. The EMD should remain valid for a period of 45 days beyond the final bid validity period.

12.2. The EMD of bidder will be forfeited, if the bidder withdraws/ amends/ impairs/ derogates from the bid in any respect within the period of validity of its bid. Further, the selected bidder has to furnish the required Performance Security within a specified period, failure of which will result in bid rejection. Hence, an undertaking must accompany the tender, affirming that "The company, upon being awarded the bid, will deposit the

performance security as specified by the Ministry. Failure to do so will result in the company forfeiting any claims to its bid rights."

12.3. EMD furnished by all the remaining unsuccessful bidders will be returned immediately without any interest whatsoever, after finalization of the contract. EMD of the selected bidder(s) will be returned after receipt of the Performance Security of an amount equal to the ten percent of the value of contract.

13. Bids will be opened as per the date/ time as mentioned in the **Tender Critical Date Sheet**. After online opening and evaluation of technical bids, the results of their qualification as well as the financial bid opening will be intimated later.

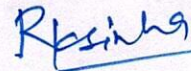
14. The Department of Youth Affairs of Ministry of Youth Affairs & Sports reserves the right to select or reject one or all bidders without assigning any reasons whatsoever at any point of time.

15. The vendor's final payment is contingent upon the feedback received from the delegates and participants. In the case of dissatisfaction, a deduction of up to two percent of the total awarded work value may occur. The firm/ agency is required to collect feedback from all delegates using a format duly approved by the Ministry. The Ministry's decision will be conclusive in this matter.

16. The entire job will have to be executed by the selected bidder on turnkey basis subject to fulfillment of all the terms & conditions prescribed by the Ministry. Further, they will be the responsible for providing a representative at all locations without any additional cost.

17. The selected bidder will submit the final bills within 10 days after completion of the delegation. Any delays in submission of bills beyond this prescribed time will lead to deduction of 0.5% of the total bill amount on daily basis.

18. It may be noted that the **financial bid** must be submitted online, adhering to the prescribed Bill of Quantities (BoQ) at www.eprocure.gov.in/eprocure/app. Bidders are required to quote rates as per the BoQ; failure to do so may result in the cancellation of their bids.



(Ravi Kumar Sinha)
Under Secretary (IC)
Telefax No.2338-4723
Email:-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

Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

Tentative Logistic Requirements from EMC for hosting 20-Member Youth Delegation from Poland

1. Accommodation:

- Requirement of centrally located accommodation (**Certified 5 Star hotels**) for 03 single Room, 12 twin-sharing Room (with two separate beds) in a single hotel with complimentary breakfast in Ahmedabad, Jamnagar, Goa, Kolhapur, and Delhi as per the draft programme.
- The total number of Suite / single Room / twin sharing Room may vary and EMC has to arrange the same as per the request of Department of Youth Affairs.
- The Ministry will exercise final discretion in selecting from the available hotel options.
- The hotels should be certified 5 Star and location must be within 7- 8 km radius of India Gate in Delhi and not more than 10 km radius from the places of visit in all other visiting cities.
- The entire delegation including officials 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- bedded rooms must be of the size 140 sq ft and above.
- There must be one Medical Room with amenities for basic medical treatment along with 1 Doctor and 1 Nurse for the delegation.
- Free WIFI must be provided.

2. Meals:

- Breakfast and Dinner on all days must be at the same premise where the delegation is residing.

- Lunch must either be at the same premise where the delegation is residing or must be near by the places of visits at similar category hotel/ restaurant.
- The EMC has to make mid-way food/ snacks arrangements as and when required.
- The EMC has to provide packed lunch/ Dinner/ breakfast on demand.
- The venue for the Gala Dinner should be at the same premise where the delegation is residing. The venue should have a capacity of 120- 130 persons with minimum dimension of 4500 sq ft and a central stage.
- Lunch & Dinner must have Veg + non-Veg dishes with at least 3 non- vegetarian dishes (1 starter + 2 main course) + 4 vegetarian dishes with one Paneer Item + breads + rice + soup + salads (2) + one sweet dish + one soft drink/juice and as per taste bud of the delegates.
- During the travel in buses sufficient number of water bottles (half liter) will be provided at all times without failure.

3. Arrangements for Gala Dinner

3.1 Banquet Hall (s) for Gala dinner:

3.1.1. Dimension of Banquet Hall:

The Hall should have seating capacity for 100+ persons in round table seating arrangement with dimension of at least 4500 sq. ft **without pillar**.

3.1.2. 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 (3)/ Standing adjustable mikes (2)/ Podium Mike (1)
- v. LED Parcen Lights (10)

3.2 Printing of Hoardings and standee with Frames for Banquet dinner:

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

3.3 Food and mocktails:

- i. Buffet dinner for 100 persons (Veg and Non- Veg.) (as per the guidelines of the Department of Expenditure, MoF) (copy of the order enclosed)

- ii. Mocktail for 100 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.

4. Transportation:

- 1 AC Deluxe bus of quality similar to Volvo being 32- seater or above for full day (Airport to Airport) as per itinerary.
- 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, Public address system (working hand mic alongwith audio system) First Aid kit with basic medicines, masks, sanitizer and plastic bags.
- 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. Sufficient number of masks, sanitizers, umbrellas and sickness bags for delegates during journey time should also be ensured.
- 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.
- During the travel in buses sufficient number of water bottles (half liter) will be provided at all times without failure.

5. Local Excursion:

- Managing all logistic requirements related to local excursion including visiting / entry/ fee.

6. Other Miscellaneous items:

- Delegate Kits.

- Backdrop, Standees, posters, etc.
- National, Multinational Flags.
- Bouquet/Garland
- Guides, if required.
- Interpreters, if required.
- Compere, if required.
- Airport Parking Fee, if required.
- In-route branding, if required.
- If required, the EMC may be asked to provide any other extra services as and when requirement arises.

Note

- 1) One 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 dates and venue of the event may change. In case of slight change in dates and venue, the vendor will need to provide services for the revised schedule.
- 3) The logistic requirements such as accommodation, meals, transportation, etc. may decrease or increase. The payment/ bill raised will be on actual basis.
- 4) 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.

DRAFT PROGRAMME FOR THE POLISH YOUTH DELEGATION TO INDIA
(AHMEDABAD, JAMNAGAR, PORBANDAR, GOA, KOLHAPUR, DELHI)

DATE	TIME	PROGRAMMES
DAY 1	01:00 PM onwards	<ul style="list-style-type: none"> ➤ Arrival of delegates from Poland at Sardar Vallabhbhai Patel International Airport, Ahmedabad ➤ Receiving the delegation by the officers/ officials of the Department of Youth Affairs. ➤ Check- in at Hotel, Ahmedabad.
	02:30 PM – 03:30 PM	➤ Lunch at place of stay
	05:00 PM -06:00 PM	➤ Briefing to Polish delegation at place of stay
	08:00 PM – 10:00 PM	➤ Dinner at place of stay
DAY 2	07:00 AM	<ul style="list-style-type: none"> ➤ Collection of packed food for transit ➤ Departure for Jamnagar by Bus (Around 6 Hours)
	01:30 PM – 03:30 PM	<ul style="list-style-type: none"> ➤ Check- in at Hotel, Jamnagar ➤ Slight rest time and Lunch at Hotel
	04:00 PM – 09:00 PM	<ul style="list-style-type: none"> ➤ Visit to Balachadi (Polish Children's Camp) Memorial Site ➤ Visit to Lakhota Fort and Museum ➤ Visit to Lakhota Lake ➤ Interaction with NSS/ MY Bharat Volunteers
	09:30 PM onwards	➤ Dinner at place of stay, Jamnagar
DAY 3	06:00 AM – 07:00 AM	➤ Breakfast at place of stay, Jamnagar
	07:00 AM onwards	➤ Departure for Porbander by Bus (Around 3 Hours)
	10:00 AM -12:00 AM	➤ Move for the visit to Gandhi Smriti (Mahatma Gandhi's Birthplace)
	12:30 PM – 2:00 PM	➤ Lunch and slight leisure time
	2:30 PM-5:30 PM	<ul style="list-style-type: none"> ➤ Move for the visit to Bharatiya Sanskriti Darshan Museum ➤ Move for the visit to Sardar Vallabhbhai Patel's Memorial (Near Porbandar)
	5:30 PM onwards	➤ Departure for Jamnagar by Bus (Around 3 Hours)
	9:00 PM onwards	<ul style="list-style-type: none"> ➤ Check in at Hotel in Jamnagar ➤ Dinner at place of stay
Day 4	07:00 AM – 08:00 AM	➤ Breakfast at place of stay, Jamnagar
	08:00 AM onwards	➤ Move to Airport, Jamnagar for flight to Goa
	12:30 PM – 01:30 PM	<ul style="list-style-type: none"> ➤ Arrival at Goa ➤ Check in at Hotel
	02:00 PM – 03:00 PM	➤ Lunch and slight leisure time
	03:30 PM to 08:00 PM	<ul style="list-style-type: none"> ➤ Move for the visit to Reis Magos Fort ➤ Move to Agonda Beach or Palolem Beach
	08:30 PM onwards	➤ Return to Hotel for Dinner and Night Stay, Goa

DATE	TIME	PROGRAMMES
Day 5	08:00 AM – 09:00 AM	➤ Breakfast at place of stay, Goa
	09:30 AM– 11:30 AM	➤ Call on with Governor of Goa (subject to confirmation)
	12:00 – 01:30 PM	➤ Return to hotel. ➤ Lunch at Hotel and leisure time
	02:00 PM	➤ Departure for Kolhapur by Bus
	9:00 PM onwards	➤ Check in at Hotel in Kolhapur ➤ Dinner at place of stay
DAY 6	07:00 AM – 08:00 AM	➤ Breakfast at place of stay, Kolhapur
	09:00 AM - 01:00 PM	➤ Visit to Valivade, Kolhapur ➤ Visit to Chhatrapati Sahu Museum ➤ Visit to Rankala Lake ➤ Interaction with NSS/ MY Bharat Volunteers
	01:30 PM - 02:30 PM	➤ Return to hotel. ➤ Lunch at Hotel and leisure time
	03:00 PM onwards	➤ Departure for Goa by Bus ➤ Check in to Hotel at Goa for night stay and Dinner
DAY 7	07:00 AM – 08:00 AM	➤ Breakfast at place of stay, Goa ➤ Departure to Airport for flight to Delhi
	11:00 AM – 02:00 PM	➤ Check- in at Hotel, Delhi ➤ Leisure time
	02:30 PM – 03:30 PM	➤ Lunch in Delhi
	04:00 PM – 06:00 PM	➤ Call on with Prime Minister of India/ President of India (subject to confirmation)
	06:30 PM - 08:30 PM	➤ Visit to Dilli Haat & Shopping time
	08:30 PM onwards	➤ Dinner in Delhi
DAY 8	08:30 AM – 09:30 AM	➤ Breakfast at place of stay, Delhi
	10:00 AM – 12:30 PM	➤ Visit to Red Fort
	01:00 PM – 02:00 PM	➤ Lunch in Delhi
	02:30 PM – 06:30 PM	➤ Leisure time and preparation for cultural performance
	07:00 PM Onwards	➤ Cultural Performances from both sides in presence of dignitaries (Hon'ble Minister for Youth Affairs & Sports, Hon'ble MoS YA&S, Secretary (Youth Affairs) followed by Gala Dinner. ➤ Return to hotel, Delhi
DAY 9	08:00 AM – 09:00 AM	➤ Breakfast at place of stay, Delhi
	09:00 AM onwards	➤ Facilitating the transportation of delegates to the airport for departure accompanied by Ministry officials. ➤ Departure of delegates to their Country

PROFORMA FOR THE DETAILS OF THE TECHNICAL BID (TO BE FILLED BY THE BIDDER AND ATTACHED AS COVER PAGE OF THE BID)

S.No.	Particulars	Supporting Documents (to be uploaded)	Page No.
1.	Name and Profile of the Agency	Brief profile of the agency (Max 10 pages).	
2.	Contact Person (Office in Delhi/ NCR)	Name, Designation and address of the officer to whom all references shall be made regarding this event.	
3.	Bidders should not have been blacklisted by any of the State or Central Government organization. Should not have been found guilty of any criminal offence by any Court of law.	Undertaking from the agency on letter head.	
4.	Certificate of Incorporation	If applicable	
5.	Registration	<ul style="list-style-type: none"> • GST Certificate (GST- 06) • Service Tax Form (ST- 2), if applicable • Cop of TAN • Copy of PAN • Copy of Aadhaar 	
6.	Annual Turnover of the agency during the last 5 years (in crore)	<p>Certified copies of turnover from Chartered Accountant are to be attached.</p> <p>Note: Non-certified copies will not be considered.</p>	
7.	Number of Years of Experience in handling International Youth Delegations / Seminars / Summits / Meetings Since 2016 till date. (Past Experience in handling International Youth Delegations in the field of arrangements for boarding, lodging, local transport, etc., and organizing international level meetings/ conferences for in bound delegation and goodwill with Government/ Ministries/ PSUs/ Reputed firms, etc.)	<p>Undertaking from the agency on letter head informing about the Number of Years of Experience of Agency/ Firms in handling International Youth Delegations / Seminars/ Summits/ Meetings since 2016 till date.</p> <p>Note: Relevant documents in support of claim to be enclosed with the undertaking, mentioning name/ designation/ telephone number etc. of the Department/ Ministry concerned</p>	
8.	Number of Foreign Delegates handled in India in the last five years.	<p>Undertaking from the agency on letter head informing about year-wise details of number of Foreign Delegates handled in India in the last five years.</p> <p>Note: Supporting documents reflecting the exact number of Foreign Delegates handled in India each year, with proper proofs. (No. of delegates mentioned without proof will not be considered)</p>	
9.	EMD/Cheque	EMD in original to be submitted to <u>SO(IC)</u> , before last date of submission of bids and a scanned copy to be uploaded.	

10.	Hotel options: ➤ Agency is to follow the all requirements mentioned in Annexure I . ➤ Options which do not meet the criteria as per Annexure –I will not be considered. ➤ Agency has to provide the hotel from the given options only, even if they receive the offer close to the arrival of delegation.	Hotel Name & Location and Dimension in sq ft					
			Ahmedabad	Jamnagar	Goa	Kolhapur	Delhi
		Option 1:					
		Option 2:					
		Option 3:					
13.	Dining Hall dimensions for Gala Dinner in New Delhi: ➤ Agency is to follow the all requirements mentioned in Annexure I . ➤ Options which do not meet the criteria as per Annexure –I will not be considered. ➤ Agency has to provide the hotel from the given options only, even if they receive the offer close to the arrival of delegation.	Address of Dining Hall/ Hotel with Location and Dimension in sq ft					
		Option 1:					
		Option 2:					
		Option 3:					

Note: Any Bid which fails to meet above mentioned criteria, is subject to Rejection in Technical Evaluation.

**Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(International Cooperation Cell)**

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organisation Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved

to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or 'Other Important Documents' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person to the concerned official, latest by before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/ bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005 or email: support-eproc@nic.in.
