

F.No.14-2/2022-IC
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(International Co-operation Cell)

.....
Shastri Bhawan, New Delhi – 110001
Dated the 13th December, 2023

Requirement of Boarding/ Lodging, Transportation, Sightseeing, Tourist guide etc. as a complete package basis for the visit of 100- member Youth Delegation from Bangladesh to India from 7th – 14th February, 2024.

*The Department of Youth, Ministry of Youth Affairs & Sports (MoYAS) intends to invite sealed quotations from reputed **Agencies/ firms, having experience of at least 3 years** (since 2016) in the field of arrangements, for Boarding & Lodging, Transportation, etc. for **a visit of 100- member Youth Delegation from Bangladesh to India from 7th – 14th February, 2024 as a turnkey package rate basis.** The logistic requirements for the group are enclosed at **Annexure-I** and, Day-to-day programme for the Delegation is enclosed at **Annexure-III** respectively.*

2. ELIGIBILITY:

(i) The bidder shall 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.

(ii) The bidder should be solvent.

(iii) The bidder should have valid registration with the PAN and GST Registration.

(iv) The bidder should have local offices at Delhi/ NCR to ensure satisfactory fulfillment of contractual obligations.

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

(vi) None of the Fulltime Directors of the interested Bidder has any relative working in MoYAS.

(vii) A Bidder shall submit only one proposal. IN CASE, MORE THAN ONE PROPOSAL IS RECEIVED FROM THE BIDDER, ALL SUCH PROPOSALS SHALL BE DISQUALIFIED.

(viii) The bidder {in terms of 2 (i) above} shall have continuous experience of at least 3 Years (since 2016) in handling international delegations in India.

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(ix) The minimum room dimensions quoted for each location for single and twin bedded rooms must be of the size of 120 sq ft and above. The Dining hall for Delegation should have a seating capacity of 120- 130 persons with minimum dimension of 4000 sq ft. The delegation should be accommodated in a single hotel.

(x) **At least 2 hotel options quoted as per requirements** (Delhi- must be within 7-8 km radius of India Gate and not more than 10 km radius from the places of visit in all other visiting cities) at all locations. *Quoting of any lower category hotel option will render the bidder technically disqualified. The Ministry will have discretion to avail any of the hotel options and it would be final. Bidders are required to give at least two hotels options. If the bidder meets this criterion then only his technical bid will be processed.*

3. SCOPE OF WORK:

The successful bidder may be required to carry out other miscellaneous activities as well for successful hosting of boarding/ lodging, transportation, sightseeing, Tourist guide etc. as a complete package basis. However, the requirement for Suite(s), car, bouquet, garland, local guide and snacks at all locations 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 36 hours before their scheduled time and the vendor has to arrange all these items at the rates quoted in the BoQ. **The rooms requirement may increase or decrease depending on the flight schedule of the delegation. 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** on or before **3rd January, 2023 (by 11.00 A.M.)** Only **online** bids will be accepted. **The prescribed format for technical bid for the group is given at Appendix-A. A PROFORMA (Annexure-II) has also been attached, which is to be filled by the bidder indicating the page numbers of the supporting documents in the uploaded technical bid documents (e.g. page numbers of the turnover in last 5 years, page number of the work orders of the number of delegates handled, etc. as mentioned in the performa).** **Financial bids are to be submitted in a standard BoQ format with the tender document. Financial bids of only those firms which are declared technically qualified shall be opened publicly, on the date and time which will be specified after finalization of the technical bid, in the presence of the firm's representatives who choose to attend.**

4.1 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders/Contractors are advised to follow the instructions provided in the Instructions to the Contractors/ Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>. Instructions for Online Bid Submission are also enclosed for reference. Instructions for online bid submission are given at **Annexure IV**.

4.2 Intending bidders are advised to visit again Ministry of Youth Affairs and Sports website <https://yas.nic.in/> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.

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4.3 All the pages of Technical bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Manual bids will not be accepted. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter. A scanned copy of the Earnest Money Deposit (EMD) is also required to be uploaded with the technical bid. The financial bids are to be submitted in the prescribed BoQ online at eprocure.gov.in/eprocure/app.

5. Evaluation of Bids:

5.1 Technical Bids:

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

S. No.	Parameters	Marks
1	Past Experience in handling International Youth Delegations	40 (max)
a	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 (max)
a	500 & above	30
b	Less than 500	No. of foreign delegates handled x 0.06
3	Financial Strength of the vendor during last 5 years	30 (max)
a	For each year turnover of Rs 50 lac or above	6
b	For each year turnover of less than Rs 50 lac	Rupee in Ten lac x 6
	Total (1+2+3)	100

In order to be technically eligible, a bidder will have to score minimum 40 marks during the technical evaluation. **(Marking of only those bidders will be assessed who fulfil minimum qualifying criteria viz. have at least 3 years of experience, have GST registration, and provide hotel options as per distance specified in tender document and other conditions)**

5.2 Financial Bids:

Financial bids of only those bidders who have secured 40 marks and above in technical evaluation and are declared technically eligible by the Tender Evaluation Committee (TEC) will be opened. Thereafter, financial bids will be scrutinized, evaluated, ranked. **The Grand total amount of Financial Bid shall form the basis of evaluation.** The bidder quoting the lowest rate in Grand Total of the BoQ will be considered L1 bidder.

6. The online quotation **for technical bids** shall be opened **on 4th January, 2024 and financial bids are expected to be opened on 5th January, 2024 at 11.00 AM** in the Office of the Under Secretary (IC), Room No. 102 C, 'C'- Wing, Shastri Bhawan, New Delhi – 110001. Representatives of the firm, if they so desire, may remain present at the time of opening of the Tender.

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

8. The bidders are required to upload details of their work experience in the field of arrangements for boarding, lodging, local transportation, etc. for in-bound delegation and goodwill with Government/ Ministries/ Departments/ PSUs/ reputed firms mentioning name/ designation/ telephone number etc. of the Department/ Ministry concerned. Copies of work orders/ certificate of services may also be submitted/ uploaded with the tender documents to substantiate claims. Period of experience be specified clearly indicating the number of delegates handled per delegation. As regards the proof of handling the size of delegation, copies of communication may also be attached with the bid.

9. There should be provision for premium quality transport (AC Volvo Bus) 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.

10. Each part of the prescribed formats should be strictly filled in. The tenders not completely filled in as per prescribed format are liable to be rejected, summarily.

11. At any time, prior to the date of submission of the tender, the Department may, for any reasons, modify the bid document by amendments/ may change the date of submission /opening of tender etc.

12. In case of any dispute regarding rejection of quality of services, the decision of the Competent Authority in Department of Youth Affairs shall be final and binding upon the bidder.

13. For local transport arrangements, the bidder should submit the undertaking that all buses and cars have valid registration, and are in good condition. The bidder 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 bidder.

14. The bidder has to make mid-way food arrangements as and when required during the travel/ local site visit as per programme schedule and as per amount given in their tender bid. Further, if required, the agency may be asked to provide extra services as per requirements, therefore, the payment shall be made as per the rate given in the bid. During sightseeing, the agency has to organize lunch/meal/Branded Mineral water/ snacks. Any unforeseen expenditure would be paid by the bidder and the bills in respect of such expenditure would be raised by the bidder along with the final bill.

15. Earnest Money Deposit (EMD):

EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/ Pay Order/ Cheque from any commercial Bank payable to the DDO (Cash), Ministry of Youth Affairs & Sports, New Delhi is required to be submitted to Under Secretary (International Cooperation), Room No. 102 C, C-Wing, Shastri Bhawan, New Delhi before bid opening date /time as mentioned in critical date sheet. **Bids without EMD or in any other form than the**

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prescribed format will not be considered and in such case, the tender is liable to be rejected. A scanned copy of the EMD will also be uploaded with the technical bid.

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

15.2 The EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid. Further, the successful bidder has to furnish the required Performance Security within the specified period; otherwise its bid will be rejected. Therefore, an undertaking has to be given along with the tender saying that "Performance security as will be specified by the Ministry will be deposited by the company, if it becomes a successful bidder, failing which the company will not claim any rights for its bid". In the case of Public Sector Undertakings or Government Organisations, viz. IRCTC, Ashok Tours and Travels and Balmer Lawrie & Co. Ltd, are exempted from submission of EMD.

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

16. Bids will be opened as per 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 Price- Bid opening will be intimated later.

17. The Department of Youth Affairs, 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.

18. The final payment to the vendor would be subject to the feedback received from the delegates. A maximum of two percent of the total value of the work awarded will be deducted in the event of non-satisfaction of delegates for which a feedback form will have to be taken by the firm/ agency from all the delegates in a format duly approved by the Ministry. The Ministry's decision will be final in this regard.

19. The entire job will have to be executed by the successful bidder on turnkey basis subject to fulfillment of all the terms & conditions prescribed by the Ministry. Further, it will be the responsibility of the successful bidder to provide sufficient number of representative at all locations without any additional cost.

20. The successful bidder will submit the bills within 15 days after completion of the visit. The delay in submission of bills beyond prescribed time will lead to deduction of 0.5% of the total bill amount on daily basis.

21. It may be noted that **financial bid** is to be submitted in the prescribed BoQ for online at eprocure.gov.in/eprocure/app. Bidders must quote the rates as per BoQ, otherwise their bids may be treated as cancelled.



(Ravi Kumar Sinha)
Under Secretary (IC)
Telefax No.2338-4723
Email:- ic.yas@nic.in

**Technical Bid Format for the visit of 100-member Youth Delegation from Bangladesh to
India from 7th – 14th February, 2024.**

S.No	Particulars	To be filled by the Bidder	
1.	Name of the Bidder (Agency)		
2.	Whether brief profile of the agency is enclosed (Max 10 pages)		
3.	Address of the Bidder (Agency)		
		Tel.	Fax.
4.	Year of establishment with documentary evidence		
5.	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.		
6	Whether Agency is ready to furnish performance security as per the condition given in para 15.2 above.		
7.	Registration Details PAN No. (Copy also to be enclosed)		
	GST Registration No. (Copy also to be enclosed)		
8	Annual Turnover of the agency during the last 5 years (copies of IT returns & certified copies of turnover from CA are to be attached)	Year	Turnover (in Rs.)
		2022-23	
		2021-22	
		2020-21	
		2019-20	
		2018-19	
	Total		
9	Whether the prospective bidder is		

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	capable to meet all the specifications, as per annexure-I(A) & II(A)			
10	Details of work experience in handling Foreign Delegates in India in the field of arrangements for boarding, lodging, local transport and organizing international level meetings/ conferences for in-bound delegation and goodwill with Govt./ Ministries/ Departments/ PSUs/ reputed firms mentioning name/ designation/ telephone number etc. of the Department/ Ministry concerned. Supporting Documents/ Work orders etc. are to be enclosed in support of the claim. Mention the number of years of experience.			
11.	Total No. of Foreign Delegates handled during the last 5 years (year-wise) (Relevant documents in support of claim to be enclosed/uploaded)	Year	No. of Delegates Handled	
		2022-23		
		2021-22		
		2020-21		
		2019-20		
		2018-19		
		Total		
12.	Details of EMD/ Cheque (EMD in original to be submitted to US (IC), before last date of submission of bids and a scanned copy to be uploaded)	(i) Amount : (ii) Draft No/Cheque No. (iii) Date (iv) Issuing Bank		
13.	Name, Designation and address of the officer to whom all references shall be made regarding this event.	Tel:		Mobile:
		Fax:		Email:
14.	Dining Hall dimensions for Banquet Dinner in Sq. ft. Non- availability of this requirement may be liable to rejection of bid. Option of the hotel offered by the agency should have	Inventory proposed (Address of Dining Hall/Hotel to be mentioned)	Location	Dimension in sq ft

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	proper categorization. Agency has to provide the hotel from the given options only, even if they receive the offer close to the arrival of delegation. (As per requirements mentioned in Annexure I(A)).	Option 1:		Delhi	
		Option 2:		Delhi	
15.	Hotel Option offered by the agency should have proper categorization. Agency has to provide the hotel from the given options only, even if they receive the offer close to the arrival of delegation. In Delhi, hotel should not be more than 7-8 km from India gate (shortest distance) and should not be more than 10 km (shortest distance) in other cities from the places of visit.	Hotel Name		Location	Dimensions of room in sq ft
		Option 1:		Delhi	
				Mumbai	
		Option 2:		Delhi	
				Mumbai	
		Option 3		Delhi	
				Mumbai	

Important Note:-

- a) The minimum room dimension for single and twin bedded rooms is 120 sq ft and there shall be two separate beds in twin bedded rooms. The Dining hall for the delegates at all locations should have a seating capacity of 120-130 persons with minimum dimension of 4000 sq ft.
- b) Only those bidders who have at least 3 years of experience in handling international delegation in India will be eligible.
- c) All the columns in the above proforma are to be filled. Any unfilled or wrong information in any column will lead to disqualification of the bidder.
- d) The assessment of the bidder's Past Experience in Column No. 10 will be done only on the basis of supporting documents enclosed.
- e) More than 2 hotel options can also be given at serial number 15 above and the hotel options mentioned must be of the star rating as mentioned in **Annexure I(A)**. Quoting of any lower category hotel option will render the bidder technically disqualified. The Ministry will have discretion to avail any of the hotel options and it would be final.

(Apart from the above, all the requisite documents mentioned in the tender notice are also to be uploaded with the Technical Bid). All the pages of Technical bid and its supporting documents to be uploaded must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

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I hereby undertake that all information provided in the above columns is true and best of my knowledge. I also affirm that the hotel options being quoted are free from seepage and foul smell.

Authorized Signature [In full and initials]
Name and Title of Signatory

Date:

Seal:

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Requirement of Boarding/ Lodging, Transportation (excluding air-fare), etc. as a complete package basis for the visit of 100- member Youth Delegation from Bangladesh to India from 7th – 14th February, 2023 (As per itinerary)

A. Requirement in Delhi for 110 persons

- No. of persons : 110
- Dates of stay : As per itinerary (7 nights)
- Accommodation : Requirement of centrally located accommodation (**Certified 5 Star hotels**) for 50 twin sharing (**with two separate beds**) and 10 single rooms for delegates, Group leaders and Liaison officer in a single hotel with complementary breakfast.
- Transportation : 3 AC Deluxe buses of quality similar to Volvo & above – 42 seater or above for full day (Airport to Airport) as per itinerary. The buses must have **Wi-Fi, First Aid kit** with basic medicines, masks, sanitizer and plastic bags. Innova/ Dzire car for the leader of the delegation, Group leaders and Liaison officer, as per requirement. The cost for car (Dzire/ Innova) as mentioned in BoQ are indicative only and the cost will be deducted if not availed.
- Food : Lunch & Dinner (Veg + Non-Veg) for 120 persons as mentioned in BoQ or as per actual, in a similar category hotel/ restaurant [with at least 2 Non-vegetarian dishes + 4 vegetarian dishes with one Paneer Item + breads + rice + soup + salads (2) + one sweet dish + one soft drink]
- Interpreter : Bengali to English and vice versa Interpreter (as per need)
- Other Requirements** : **Banquet Hall in Delhi (for Gala dinner with cultural performances on 14th February, 2023)**, preferably in the same hotel proposed for stay of the delegates or some other 5 star Hotel within the radius of 7 km from India Gate, with the following requirements;

(A) Dimension of Banquet Hall: The Hall should have seating capacity for 180+ persons in round table seating arrangement with dimension of at least 4500 sq.ft **without pillar.**

(B) Stage and audio-visual facilities required for Banquet Dinner:

- 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 nos)/ Standing adjustable mikes(2)/ Podium Mike(1)

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v. LED Parcan Lights (10)

(C) Printing of Hoardings and standee with Frames for Banquet dinner:

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

(D) Food and Mocktails:

- i. Buffet dinner for 180 persons (Veg and Non-Veg.) (as per the guidelines of the Department of Expenditure, MoF) (**copy of the order enclosed**)
- ii. Mocktail for 180 persons
- iii. Snacks (2 Veg. and 2 Non- Veg.)

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

B. Requirement in Mumbai for 110 persons

No. of persons : 110

Dates of stay : As per itinerary (3 nights)

Accommodation : Requirement of centrally located accommodation (**Certified 5 Star hotels**) for 50 twin sharing (**with two separate beds**) and 10 single rooms for delegates, Group leaders and Liaison officer in a single hotel with complementary breakfast.

Transportation : 3 AC Deluxe buses of quality similar to Volvo & above – 42 seater or above for full day (Airport to Airport) as per itinerary. The buses must have **Wi-Fi, First Aid kit** with basic medicines, masks, sanitizer and plastic bags. Innova/ Dzire car for the leader of the delegation, Group leaders and Liaison officer, as per requirement. The cost for car (Dzire/ Innova) as mentioned in BoQ are indicative only and the cost will be deducted if not availed.

Food : Lunch & Dinner (Veg + Non.Veg) for 120 persons as mentioned in BoQ or as per actual, in a similar category hotel/ restaurant [with at least 2 Non-vegetarian dishes+ 4 vegetarian dishes with one Paneer Item + breads + rice + soup + salads(2) + one sweet dish + one soft drink]

Note:

- 1) One local representative of the firm, well conversant with the places and having good knowledge of English/ Hindi should accompany the delegation throughout the tour (24 hours).



- 2) The programme schedule may vary subject to availability of flights. In the event of minor change in the places of visit in the cities mentioned above, the bidder shall not raise extra.
- 3) 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**.
- 4) The hotel location in Delhi must be within 7-8 km (shortest distance) radius of India Gate, and not more than 10 km (shortest distance) radius in other places of visit.
- 5) ***The room and meal requirement may decrease or increase by not more than 10%. The payment/bill raised will be on actual basis.***
- 6) ***Free WiFi in hotel rooms in all places should be provided.***
- 7) Packed lunch / Dinner / breakfast will be provided on demand.
- 8) During the travel in buses, sufficient number of water bottles (half liter) will be provided to the delegates at all times without failure.
- 9) The requirements for suite, AC car(s), additional water bottles, flower bouquet, garland, local guide, snacks at all locations 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 36 hours before their scheduled time.
- 10) The dates of the visit may change. In case of slight change in dates, the vendor will need to provide services for the revised schedule.

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PROFORMA FOR THE DETAILS OF THE TECHNICAL BID

S.No.	Particulars	Supporting Documents	Page No. on the uploaded file (Technical Bid)	Remarks, If Any
1	Name of the Agency			
2	Not Blacklisted			
3	Certificate of Incorporation			
4	Registration			
5	Annual Turnover of mentioned years (in crore)			
6	Work Experience & No. of delegates handled			
7	EMD/ Cheque			
8	Contact Person (Office in Delhi/ NCR)			
9	Room Options			
10	Whether hotel option meets the criteria			

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**PROGRAMME FOR THE CENTRAL ASIAN YOUTH DELEGATION TO INDIA
FROM 7th – 14th February, 2023**

(DELHI, AGRA, & MUMBAI)

Date	Time	Programme
Day 1 Arrival 7th February (Wednesday)		➤ Arrival at IGI Airport
		➤ Receiving the delegation by the officers/officials of the Department of Youth Affairs and MEA.
		➤ Check-in Hotel, Delhi
	8:30 PM	➤ Dinner and Night Stay at Hotel, Delhi
Day 2 8th February (Thursday)	7:00 AM	➤ Packed breakfast from Hotel
	7:30 AM	➤ Departure for Agra
	11:30 AM	➤ Visit to Taj Mahal
	2:00 PM to 3:00 PM	➤ Lunch at Hotel, Agra
	3:30 PM	➤ Agra Fort showcasing India's rich cultural heritage. ➤ Interaction with NSS/NYKS Volunteers
	5:30 PM	➤ Departure for Delhi
	9:00 PM	➤ Return to Hotel, Delhi for Dinner and Night Stay
Day 3 9th February (Friday)	8:00 AM	➤ Breakfast
	9:30 AM to 11:00 AM	➤ Media – WION with MEA (BM, XPD)
	12:00 Noon to 1:00 PM	➤ Call on with the Foreign Secretary (to be confirmed)
	1:30 PM to 2:30 PM	➤ Lunch at Hotel
	5:30 PM to 6:30 PM	➤ Call on with Hon'ble President at Rashtrapati Bhawan (to be confirmed)
	7:30 PM	➤ Return to Hotel, Delhi for Dinner and Night Stay
Day 4 10th February (Saturday)	7:00 AM	➤ Departure for Mumbai with packed breakfast from Hotel
		➤ Check-in in Hotel, Mumbai
	03:00 PM	➤ Visit to Mumbai Film City to have a glimpse of the thriving Entertainment Industry of the country
	8:30 PM	➤ Return to Hotel, for Dinner and Night Stay
Day 5 11th February (Sunday)	7:30 to 8:30 AM	➤ Breakfast at Hotel
	9:00 AM	➤ Visit to Elephanta Caves, Chhatrapati Shivaji Maharaj Vastu Sangrahalaya and Gateway of India
	2:00 PM to 03:00 PM	➤ Lunch at
	04:30 PM to 05:30 PM	➤ Call on with Deputy Chief Minister, Maharashtra (to be confirmed)
	08:00 PM	➤ Return to Hotel, for Dinner and Night Stay
Day 6 12th February (Monday)	8:00 AM to 9:00 AM	➤ Breakfast at Hotel,
	9:00 AM to 12:30 PM	➤ Visit to Tata Memorial Hospital and advanced Centre for Treatment, Research and Education in

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Date	Time	Programme
		Cancer. Delegates to have first-hand experience of the research as well as the patient care
	1 PM to 2:30 PM	➤ Lunch at Hotel
	4:00 PM	➤ Call on with Hon'ble Governor of the State of Maharashtra (to be confirmed)
	8:00 PM	➤ Return to Hotel, for Dinner and Stay
Day 7 13th February (Tuesday)	7:30 AM to 8:30 AM	➤ Breakfast at Hotel
	8:30 AM – 09:30 AM	➤ Departure to IIT Bombay
	9:30 AM – 11:30 PM	➤ Visit to IIT Bombay (campus walk, presentations and interaction with students)
	12:00 PM to 2:00 PM	➤ Departure for Hotel for lunch
	3:00 PM	➤ Departure for Airport
	6:00 PM	➤ Departure for Delhi by air ➤ Night Halt at Hotel, Delhi
Day 8 14th February (Wednesday)	8:00 AM	➤ Breakfast
	10:00 AM to 1:00 PM	➤ Visit to Red Fort
	1:30 PM to 2:30 PM	➤ Lunch
	3:00 PM to 5:00 PM	➤ Guided visit to National Museum. ➤ Visit to India Gate.
	7:00 PM	➤ Felicitation (distribution of certificate) of Participants by Hon'ble Minister, YA&S/Hon'bleMoS, YA&S/Secretary (YA) and gift exchange during Gala dinner with cultural performances from both the countries.
Departure 15th February (Thursday)		➤ Departure for Bangladesh

Note:

- 1) The programme schedule may vary subject to availability of flights and convenience of the visiting institute. In the event of minor change in the places of visit in the cities mentioned above, the bidder shall not raise extra bill.
- 2) The dates for the places of visit may change. However, no extra payment will be done for the same.
- 3) The Party affected by Force Majeure shall not assume any liability under this Agreement.

R. Prasad

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.

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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

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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 (ie 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.

