

**Request for Proposal (RFP) for Selection of an Event Partner for
organising World Food India 2019**

Ministry of Food Processing Industries

Government of India

Panchsheel Bhawan, August Kranti Marg

Khelgaon, New Delhi-110049

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NOTICE INVITING TENDER

FOR

Selection of an Event Partner for World Food India 2019

Ministry of Food Processing Industries (MoFPI), Government of India invites e-bids from Industry Associations/ Bodies/ Organisations of National and International repute for appointment as 'Event Partner' for World Food India 2019. The details of submission of e-Bids are available in the RFP document available at the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

The timeline for submission of bids/proposals are given below as:

Event	Date	Time
Date of upload of RFP	19.09.2018	06.00PM
Date for Pre-bid meeting at Panchsheel Bhawan , New Delhi	28.09.2018	03.00 PM
Last date of bid Submission	12.10.2018	05.00 PM
Date of Technical bid Opening	15.10.2018	11.00 AM

The Ministry reserves the right to cancel any or all the e-Bids or annul the Bidding process without assigning any reason thereof. All proposals are to be submitted online through the portal (<https://eprocure.gov.in/eprocure/app>) only.

(ANKIT MISHRA)

<Deputy Director>

Ministry of Food Processing Industries

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Chapter 1

DISCLAIMER

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of MoFPI or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the MoFPI to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the "Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by MoFPI in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for MoFPI, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder(s) 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. MoFPI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. MoFPI, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and

any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage. MoFPI also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. MoFPI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that MoFPI is bound to select a Bidder or to appoint the Selected Bidder as Event Partner for the Assignment and MoFPI reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder 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 MoFPI or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the bidder. MoFPI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

Chapter 2

INSTRUCTIONS FOR E-TENDERING

The bidding process for this RFP will be completed online through e-Tender portal. The RFP document can be downloaded free of cost from the e-Tender portal. The bidder must register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-Tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.

For successful registration of DSC on e-Procurement portal <https://eprocure.gov.in/eprocure/app> the bidder must ensure that he/she possesses Class-2/Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <https://eprocure.gov.in/eprocure/app> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise even before e-Bid submission date starts.

The Bidder shall be required to use own Digital Signature while uploading its Bid. The Bidder shall be required to upload the Bid using its Digital Signature only. Failure to comply or usage of Digital signature of other firm shall be liable for rejection of the Bid. The Bidders must upload all the required documents electronically in the PDF format except for the Financial Proposal Submission Form (BOQ) which will be electronically uploaded on the prescribed XLS format only on e-Tender portal.

It is suggested that the PDF Files should be made in grey scale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Tender portal <https://eprocure.gov.in/eprocure/app>. The required electronic documents for each document label of Technical (Fee details, Annexure etc) schedules/packets can be clubbed together to make single different files for each label. The size of Single label file should not exceed 20-25 MB size.

Along with the bids, the bid processing fees of Rs.25,000/- and the EMD of Rs.5 lakh must be submitted on or before the bid closing date by way of separate demand drafts payable to PAO, MoFPI at New Delhi to the Director, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg

Khelgaon, New Delhi-110049.

The e-bids will be opened in the office of MoFPI.

Chapter 3

ENGAGEMENT OF AN EVENT PARTNER FOR ORGANISING WORLD FOOD INDIA 2019 IN NEW DELHI, INDIA

Background

The Ministry of Food Processing Industries, Government of India, organised World Food India, 2017, which was the largest gathering of investors, manufacturers, producers, food processors, policy makers, and organizations from the global food ecosystem. Its aim was to provide opportunities for both investment and trade in the food processing sector for leading Indian and International companies. Encompassing the entire food spectrum from production to consumption, WFI looked at creating a better sourcing environment, thereby enabling higher returns for farmers, creating employment, and fostering entrepreneurship.

World Food India 2017

World Food India 2017 provided a platform to explore Indian market across the value chain in food processing and food retail. The event was inaugurated by Hon'ble Prime Minister of India Shri Narendra Modi on 3rd November at Vigyan Bhavan. Mr Maris Kucinskis, Hon'ble Prime Minister of Latvia & Mr Serzh Sargsyan, President of Armenia were also present in the event. Hon'ble President of India, Shri Ram Nath Kovind, was the Chief Guest during the Valedictory Session. World Food India attracted participation from 61 countries. Germany, Denmark and Japan were Partner Countries while Italy and Netherlands were Focus countries. 7 International Ministers, 9 Ministerial/ Official delegations and 15 business delegations, 11 International Business Chambers participated in WFI.

There was significant participation from Japan, USA, France, South Korea, among others. 60 Global CEOs including APAC leadership of leading companies and more than 200 global companies participated in the event. On domestic front, more than 75 Policy Makers including 7 Union Ministers (Finance / Commerce & Industry/ Railways/Surface Transport / Agriculture / DONER / MoFPI), Senior Officials, Chief Ministers of Andhra Pradesh, Chhattisgarh, Haryana and 25 Ministers from 18 States participated in the 3 day event.

The Ministry of Food Processing Industries, Govt of India signed / exchanged/ announced MoUs worth US\$ 11.25 billion during World Food India 2017. Additionally, World Food India provided a platform to the States to announce & sign MoUs with industry in the food processing sector. The States signed MoUs worth US \$ 2.28 billion.

Chapter 4

EVENT PARTNER REQUIREMENTS

1. Purpose

An event of this magnitude requires concerted efforts, coordination and liaison on parallel multiple fronts. An international event of this stature requires the services of agency having prior experience in management of similar events. The agency is required to be well versed with protocols, guidelines and systems of organising such international events. The agency is expected to proactively work in the following areas:

1. Event management from concept to execution and post event follow ups.
2. Road shows for Domestic and International outreach.
3. Hospitality, Protocol & Transportation & liaison support for Indian and International delegates (including non-financial administrative assistance for visa support etc. wherever required)
4. Organising Country Seminars, State Seminars, Ministry/ Department Seminars, B2B & B2G Meetings.
5. Media & Publicity activities (Print advertisement, Audio Visual advertisement, Newspaper advertisement, Magazine advertisement, Domestic & International branding of the Event, Press conferences, Social media promotion, Website management, digital wall displays etc),
6. Management and execution of specialised events such as Food Street, Theme Pavilion, Hackathon, Start Up awards, etc.
7. Printing of event documents, collaterals and publicity materials.
8. Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.
9. Any other work assigned by the Ministry related to the above event.

Chapter 5

SCOPE OF WORK

The selected Bidder will have to provide requisite competent manpower and services as detailed out further in this section:

I. Pre-Event Responsibilities:

A. Conceptualization and Planning for World Food India-2019

1. Conceptualize the Event plan, its scope, objectives and deliverables based on the venue and WFI's requirements and maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
2. Design the Event flow which would include the inaugural ceremony, various parallel sessions/activities, business meetings (B2B/B2G), publicity events, conferences, seminars, exhibitions, closing ceremony, dinner, cultural programs, etc.
3. Create the Event Execution Plan for executing the Event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out.
4. Coordinate with Knowledge and Media Partners and give inputs on the ways and means for promoting & smooth execution of WFI– 2019.
5. Prepare and present the financial estimates for this event in consultation with MoFPI.
6. Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.

B. Venue Development

1. Overall development of exhibition area (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decoration and branding, audio, video, photography, videography and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally required in large scale events) as per plans approved by MoFPI. In case the venue gets changed, the agency will have to make necessary arrangements accordingly.
2. Help Desks with registration desk, country-wise coordination with adequate support (Liaison Officers, provision for ushers, coordinators, etc.).
3. An advance help-desk (for handling email, phone, and postal queries/ assistance sought) should be set up as one of the very first deliverables and at the earliest within six months up to the actual event in November 2019. Help-desks at event location should be an extension of this. This team will also take up aspects related to online registration of international and/or Indian delegates, offline registration at Venue as and when directed by MoFPI.
4. Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
5. Engage all Vendors / Sub Vendors required for carrying out all the above said services as per the sample/option approved by MoFPI. Also, to ensure the deliverances of all services to the fullest satisfaction of MoFPI.
6. Coordinate the arrangements of main hall for the inaugural and closing ceremonies, seminar halls for conducting parallel sessions, round tables, smaller meeting rooms

for B2B and B2G discussions, meetings with partner countries and other miscellaneous arrangements such as press conference rooms, business centre, registration counters etc.

7. Procure all the necessary clearances and make arrangements for the security protocols of the VIP movement during the event.
8. Arrange for artistes for the cultural programs planned in the event.

C. Participation Arrangements

1. The selected agency should coordinate with Knowledge Partner(s) to ensure participation from prospective investors across the globe and should confirm the presence of at least 50+ global CEOs of major global food and agri-business companies 60 days before the event.
2. Ensure participation of Ambassadors/Diplomats, Consulate Generals, CXOs of Indian/ Multinational Food processing companies and State Governments etc.
3. Co-ordinate with the Knowledge Partner (s) for obtaining the list of speakers, panelists and invitees and arrange for printing invitations and posting of the same. Invites would be sent out to speakers, VIPs, Guests, Dignitaries, Delegates etc.
4. To support/provide information on bookings for accommodation and that of travel for the incoming delegation.
5. Arrange for food stalls/ Food Court (for exhibition) and catering on the days of the event.
6. To ensure local conveyance, shuttle buses and cars from airport or hotels and within exhibition area during the event.
7. Set up facilitation counters and digital kiosks at the airport to provide a smooth experience to all participants.

D. Marketing and Promotion

1. Organize domestic and international road shows, stakeholders' meeting, CEO forums, dialogues with international agencies etc., leading food research institutions and academic bodies to promote World Food India, Ambassadors and High Commissioners Round Tables, and State Government Round Tables, etc.
2. To create a sense of inclusivity and participation along with “buzz” about WFI in the months leading up to the actual event in November 2019, the agency may suggest the tentative plan for the pre-launch activities and related financials as an optional item. If it is selected, the agency will be executing the pre-launch activity.
3. Updating and maintaining World Food India website and event app.
4. Placement of billboards, hoardings, road maps and flags in the city of event as also obtaining necessary permissions/clearances from respective authorities.
5. Arrangements for banners, badges, fliers, pamphlets, program brochures, fair guide etc. in conjunction with the theme provided by Media Partner and produce a final print.
6. Propose and arrange for appropriate mementos/delegate kit to be given away at the Event as per instruction of MoFPI.
7. End to end invitee management including printing of cards, inviting the participants for various events and workshops, follow-up, maintaining the invitee database etc.
8. Coordinate with Knowledge Partner(s) and all other related agencies for collaterals to ensure content and quality of publication.
9. Mobilising sponsorships/ sales of at least 25% of the value of the event or 25% of the estimated expenditure of the event.

E. Coordination and Staffing

1. Coordinating with other Central Ministries, State Governments, Indian and Foreign Embassies, industry captains and associations, Knowledge Partner(s),

other agencies hired for the said purpose and associated with WFI 2019 to ensure smooth functioning of the event.

2. Coordinating with relevant agencies for getting requisite permission, NOCs and approval for various activities like blocking of venue, power/water supply, firefighting arrangements, traffic authority, security, visa approvals, insurance and other such activities.
3. Report the progress of activities to MoFPI along with Knowledge Partner(s) and other agencies every alternate week on a designated day till March 2019 and every week thereafter till October 2019.
4. Event Partner should nominate a team of 5 people from its team which should work as the single contact point for MoFPI / Knowledge Partner(s) for all coordination purposes. *This team should, however, be assisted by the back office, senior management and international offices of the eventual Event Partner.*
5. To provide experienced manpower as per requirement of event having domain knowledge and expertise to handle the allocated work efficiently and provide details of their team members with experience as decided in consultation with MoFPI.

II. Post Event responsibilities :

1. To prepare a final report of Event.
2. Reports of sectoral seminar proceedings alongwith recommendations and way forward.
3. Film on the event (with visual info-graphics of the event outcomes).
4. Post event souvenirs (Table calendars, Wall calendars, Dairies etc.)
5. Follow up Thank You letters to the delegates.
6. Follow up of investment MoUs signed during the Event.
7. Coordination of follow up & Handholding of the Start up winners & Hackathon winners.

8. Communication of post event report to the concerned Government agencies, Departments, Ministries and other organizations of the conclusion.

RESPONSIBILITIES OF MINISTRY OF FOOD PROCESSING INDUSTRIES

- a. Responsible for the overall organization of the Event and provide all necessary support and consultation to the Event Partner.
- b. Responsible for intimating each Government Department & organisation for working jointly with Event Partner & other partners.
- c. Responsible for supporting in acquiring all Government permissions and clearances for organizing the International/Domestic Road Shows.
- d. Providing all the required guidance, support, permissions or approvals, as required, to Event Partner, in terms of regulatory approvals and permissions and blocking of venue, permission and allotment of necessary power, water supply, etc. for organizing the Event, as and when required;
- e. Overall structuring the event and concepts of different programmes, suggesting speakers, if any;
- f. Provide full support to Event Partner in terms of marketing the event in and outside India as may be mutually agreed.
- g. Arrange permission for Event Partner's Facilitation Desk at the Delhi airport and other places, as may be required.
- h. Effective and timely coordination and approvals with the senior government officials i.e. regular review meetings between senior government officials and Event Partner and continuous process of communication and information dissemination.

Chapter 6

ELIGIBILITY

The Industry Bodies/ Associations/ Organizations intending to bid for engagement as Event Partner shall fulfil the following eligibility conditions. Failure to comply with eligibility criteria shall render the Bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

Serial	Criteria	Minimum Requirement
1	Financial turnover	Average annual Turnover of INR 200 Cr in the last 3 years, i.e., 2017-18, 2016-17 and 2015-16 (Audited Balance sheet and Income statements should be submitted for the last three financial years preceding the Bid Submission Date)
2	Manpower Strength	A dedicated team having event management and

		advertisement experience which can be used for the event
2.1	Project Team	A dedicated team reporting directly to the MD/Chief of the prospective Event Partner/Team Leader shall be assisted with experts and the back office/international offices for every task as defined in the “Scope of Work” and shall be available at all times.
3	Minimum Experience	The Bidder should have organized at least 2 (two) international investment promotion events during the last 3 (three) Financial Years (viz., FY 2015-16, FY 2016-17, FY 2017-18). The budget for each individual event should be at least INR 20 cr.
4	Others	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction. The Bidder shall have to furnish Self Declaration stating to this effect signed by authorised signatory of the agency with seal.

Chapter 7

Technical Evaluation

1. Scrutiny of eligibility criteria mentioned in **Chapter 6** for responsiveness to the RFP will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted and whether the response to RFP is generally in order.
2. The Evaluation Committee can seek additional information from the applicants and presentations also to be made by the agency to Competent Authority, if needed.
3. The response to the RFP not conforming to eligibility criteria mentioned in chapter 6 will be rejected.
4. The selection of agency will be based on the evaluation of the technical and financial bids by the Evaluation Committee.
5. Technical Evaluation: This will be done based on evaluation of the documents submitted online and technical presentation. The agency is expected to submit the

documents as mentioned in Chapter 10 (soft copies). Each of the item type has been allocated marks based on which the final technical score will be calculated.

Evaluation criteria:

Serial	Evaluation Criteria	Maximum marks	Reference document
1	Company Profile	50 marks	
1.1	<p>Number of Business Events (of the size and scale mentioned in eligibility criteria in Chapter 6) organized in the last 3 financial years in the fields of Investment Promotion for the State, Business Exhibitions, Trade fair, Conferences, etc</p> <ul style="list-style-type: none"> • 3 events: 5 marks • Up to 5 events: 10 marks • More than 5 events: 15 marks 	15 marks	<i>Form C and brief profile of firm etc.</i>
1.2	<p>Sponsorship/ revenue generated for a single-similar event obtained in the last three years</p> <ul style="list-style-type: none"> • Sponsorship/ revenue generated of INR 05 crores: 10 marks • Every additional amount of INR 1 crore: 2 marks each (max marks up to 15 cumulatively) 	15 marks	<i>Form C</i>
1.3	<p>International connectivity in terms of global presence in major foreign countries that is reflective in terms of outreach and network.</p> <ul style="list-style-type: none"> • Up to 5 locations: 5 marks • Equal to or more than 6: 10 marks 	10 marks	<i>Form G</i>
1.4	<p>The organization should have a Pan-India presence in the major cities of India in terms of regional chapters/offices/infrastructural support and other networking facilitation.</p> <ul style="list-style-type: none"> • Presence in less than 20 States: 5 marks 	10 marks	<i>Form B</i>

	<ul style="list-style-type: none"> • Presence in more than 20 States: 10 marks 		
2	Technical Presentation including Team Strength	50 marks	
2.1	a. Understanding of work b. Plan for the event management, branding and advertisement – social, portal, mass media c. Ideas for cultural events (at-least three) d. Innovative ideas for the event planning and execution e. Sample design of collaterals f. Business plan with a tentative list of sponsors g. Team strength		
	Total	100 marks	

6. The qualifying score will be 70 marks out of 100. Firms which qualify in the technical evaluation will be ranked based on merit and they will be short listed for opening of financial bids.

Chapter 8

Selection

Final selection will be made based on Quality cum Cost Based Selection (QCBS system) by giving 80:20 weightage to the technical and financial score respectively. Then agency will be ranked based on total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. The following formula shall be deployed for scoring on the proposals:

A	B	C	D	E	F	G	H	I	J
No.	Bidder name	Technical score (out of 100 marks)	Technical Weightage	Weighted Technical Score (C x D)	Financial score (out of 100 marks)	Financial Weightage	Weighted Financial Score (F x G)	Total Score (E+H)	Rank
1			0.8			0.2			

Financial Score (F) = 100 x Lowest bid from the bidders/Actual bid of the bidder

Financial Bid

1. Ministry shall bear all the direct and indirect costs, expenses, fee, charges, taxes etc., and reimburse to event partner on actual basis, the cost and expenses so incurred by event partner (including taxes), including but not limited to promoting, organizing and executing the event, for and on behalf of Ministry for all the activities performed by event partner as covered in the scope of work.
2. The event partner will be provided with a fee which would be a percent of total expenditure incurred in organizing the event. The quoted fee should be inclusive of all expenses relating to the personnel establishment of the event partner (including recruited and hired manpower)
 3. The quoted fees will be disbursed as per the following milestones:

Sl No	Installment	Out of quoted fees	Mile stone
1	1 st instalment	@25%	On signing of Agreement with MoFPI as Event Partner
2	2 nd instalment	@25%	On utilisation of 25% of total expenditure incurred on the Event and providing CA certificate on utilisation of the first instalment.
3	3 rd instalment	@50%	On completion of “Post event” responsibilities as indicated in scope of work.
Out of packet expenses for domestic/ international travel for above event shall be reimbursed on actuals on prior approval of MoFPI, apart from the quoted fees.			

Financial Format

Along with the technical documents and presentation, agency is required to submit their financial quotes in a separate sealed envelope. The quotes must be submitted in the attached format given in **FORM H** and uploaded as pdf document.

Project Duration

Duration of the assignment would be for a period of 18 months from the date of signing of the Agreement. The contract for the assignment may be extended after completion of duration of 18 months as per terms and fees mutually agreed upon.

Chapter 9

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>. The technical evaluation of the bidder will be done based on the documents submitted online. Physical documents submitted by the bidders will not be considered for evaluation.

Registration

1. Bidders are required to enrol 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 / TCS / Encode / 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, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine several search parameters such as Organization 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 consider 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 must 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 /XLS / RAR / DWF/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 must digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder must select the payment option as “offline” to pay the tender fee / 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 the last date of bid submission 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 /PDF 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/PDF 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/PDF file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' 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 subject to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid opener.
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 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.

General Terms of Bid Submission:

1. The offers should be made strictly as per the formats enclosed.
2. The offers submitted should preferably not bear any corrections, alterations, over writings and additions. In such cases, the person/s signing the bid should authenticate such corrections.

3. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.
4. All content/documents prepared for the event shall also be handed over in soft copy to the concerned authority-MoFPI.
5. Any technical or Financial Bid submitted cannot be withdrawn / modified after the closing date and time for submission of the bid offers. However, the bidder may modify or withdraw its offer after submission provided that, MoFPI, prior to the closing date and time receives a written notice of modification or withdrawal.
6. MoFPI reserves the right to accept or reject all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more Applicants, or to cancel the process in part or whole. No Applicant is obligated to respond to or to continue to respond to the RFP. Additionally, MoFPI reserves the right to alter the specifications, in part or whole, during the RFP process, and without re-issuing the RFP. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes.
7. MoFPI may revise any part of the RFP, by providing a written addendum on MoFPI's website till 48 hours before the last timeline for submission of the bids.
8. The bid and all supporting documentation submitted by the Applicant shall become the property of MoFPI.
9. Responses submitted by an applicant to this RFP represent a firm offer to contract on the terms and conditions described in the Applicant's response. The bid must be signed by an official authorized to commit the Applicant to the terms and conditions of the bid. Applicant must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.
10. The Applicants submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the Applicants, such bids may be disqualified and may not be considered for the selection process.
11. The RFP and all supporting documentation/templates are the sole property of MoFPI and shall NOT be redistributed without the prior written consent of MoFPI. Violation of this would be a breach of trust and may, inter-alia causes the Applicant to be irrevocably disqualified. The material must be returned to MoFPI when submitting the Applicant proposal, or upon request. In case the Applicant is not interested in responding to the RFP, the RFP documents and any annexure must be returned to MoFPI immediately.
12. The bid and all supporting documentation submitted by the Applicant shall become the property of MoFPI.
13. By submitting a signed bid, the Applicant certifies that:
 - The Applicant has arrived at the prices in its bid without agreement with any other Applicant of this RFP for restricting competition.
 - The prices in the bid have not been disclosed and shall not be disclosed to any other Applicant of this RFP.
 - No attempt by the Applicant to induce any other Applicant to submit or not to submit a bid for restricting competition has occurred.
14. Each Applicant must indicate whether they have any actual or potential conflict of interest related to contracting services with MoFPI. In case such conflicts

of interest do arise, the Applicant must indicate the way such conflicts can be resolved.

15. MoFPI is not responsible for any assumptions or judgments made by the Applicants for arriving at any type of sizing or costing. MoFPI will benchmark the performance of the Applicant to the RFP documents circulated to the Applicants and the expected service levels as mentioned in these documents. In the event of any deviations from the requirements of these documents, the Applicant must make good the same at no extra costs to MoFPI, to achieve the desired service levels as well as meeting the requirements of these documents. MoFPI shall not be responsible for any assumptions made by the Applicant.
16. The Applicant represents and acknowledges to MoFPI that it possesses necessary experience, expertise and ability to undertake and fulfil its obligations, under all phases involved in the performance of the provisions of this RFP. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Applicant at no additional cost to MoFPI. The Applicant also acknowledges that MoFPI relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Applicant of responsibility for the performance of all provisions and terms and conditions of this RFP, MoFPI expects the Applicant to fulfil all the terms and conditions of this RFP.
17. MoFPI shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. MoFPI reserves the right to make any changes in the terms and conditions of this RFP. MoFPI will not be obliged to meet and have discussions with any Applicant, and / or to listen to any representations.
18. MoFPI reserves the right to alter the requirements specified in the RFP. MoFPI also reserves the right to delete one or more items from the list of items specified in the RFP. MoFPI will publish on its website about changes, if any to the RFP.
19. The Applicant is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel. The Applicant shall be vicariously liable for any acts, deeds or things done by their employees which is outside the scope of power vested or instructions issued by MoFPI. Applicant shall be the principal employer of the employees engaged by Applicant and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the purchase contract to be issued for this RFP. No right of any employment shall accrue or arise, by engagement of employees by the Applicant, for any assignment under the purchase contract to be issued for this tender. All remuneration, claims, wages, dues etc. of such employees of Applicant shall be paid by Applicant alone and MoFPI shall not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of Applicant's employee. The Applicant shall hold MoFPI, its successors, Assignees and Administrators fully indemnified and harmless against loss or liability, claims actions or proceedings, if any, that may arise from whatsoever nature caused to MoFPI through the action of its employees, agents, contractors,

subcontractors etc. However, the Applicant would be given an opportunity to be heard by MoFPI prior to making of a decision in respect of such loss or damage.

20. MoFPI shall inform the Applicant of all breaches and claims of indemnification and shall grant the Applicant sole authority to defend, manage, negotiate or settle such claims; and make available all reasonable assistance in defending the claims (at the expense of the Applicant). The written demand by MoFPI as to the loss/ damages mentioned above shall be final, conclusive and binding on the Applicant and Applicant shall be liable to pay on demand the actual amount of such loss / damages caused to MoFPI.

Two stage bidding process:

For selection of the successful Consultant, a two-stage bidding process will be followed under the Quality and Cost Based Selection System.

- 1) The response to the present RFP is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid
- 2) The Consultant must upload the Technical and Financial bid document via the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>)

Chapter 10

Preparation of Proposals:

1. Brief CVs of the Key Personnel who will be engaged for this study shall be submitted. The key personnel whose CVs are provided will continue to be engaged and available for the project. Substitution, will, however be permitted with prior written approval of MoFPI if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of MoFPI.
2. The Technical Proposal should provide the following information using the attached Standard Forms:
 - Standard technical proposal submission form (FORM A)
 - General information format (FORM B)
 - Summary of Events provided in support of Firm Experience in the format provided (FORM C).
 - The list of Key Personnel by specialization and the tasks that would be assigned to each Key Personnel as per the format for Curriculum Vitae (CV) provided (FORM D).
 - The formats provided shall be signed by the proposed Key Personnel or by an authorized official of the Firm. Each page of the CVs provided shall be signed.
 - A description of the detailed approach and methodology and work plan for performing the Project (FORM E)
 - A brief profile of the Consultant (FORM F)
 - Details of international connectivity of the firm in terms of global presence in major foreign countries (FORM G)
3. The Financial proposal should be provided in prescribed format (FORM H)

Other terms and conditions-

Registration in PFMS:

The selected event partner firm/ agency will be required to mandatorily register themselves in Public Finance Management System (PFMS).

Conflict of Interest:

The event partner shall not receive any remuneration in connection with the assignment except as provided in the contract. The event partner and its affiliates shall not engage in consulting activities that conflict with the interest of the client.

Breach of Contract:

Save as provided hereunder, any activity in violation of the Contract to be executed shall be termed as breach of Contract.

Force Majeure

The failure of a Party to fulfil any of its obligations shall not be a breach of, or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In the event of a Force Majeure event, the parties shall take the following measures:

- a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfil its obligations hereunder with a minimum of delay.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c. The Parties shall take all reasonable measures to minimise the consequences of any event of Force Majeure.

d. For the purposes of this RFP, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents’ employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) consider at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

Termination for Default:

MoFPI may terminate the Contract if:

- a) the Event Partner fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, within fifteen (15) days of receipt of notice of default or within such further period as MoFPI may have subsequently granted in writing;
- b) the Event Partner becomes insolvent or bankrupt
- c) if the Event Partner fails to comply decisions / mandate of MoFPI.
- d) any document, information, data or statement submitted by the Event Partner in its Proposals, based on which it was considered eligible or successful, is found to be false, incorrect or misleading; or
- e) if the acts of Event partner are found to be unethical by MoFPI.

The Event Partner may also terminate the Contract for Default if MoFPI is in material breach of its obligations pursuant to the Agreement and has not remedied the same within thirty (30) days (or such longer period as the Event Partner may have subsequently agreed in writing) following the receipt by MoFPI of the Event Partner's notice specifying such breach.

In the event of termination for default, the party at default shall be liable to pay damages to the party not at fault. In addition, MoFPI shall forfeit the Performance Security.

Termination without Default:

MoFPI shall be at liberty to terminate the Agreement without assigning any reason by giving 30 days written notice to the other party.

Penalty for delay:

a. The event partner will submit a work plan with clear deliverables as per scope of work for execution within one month of signing the agreement. If progress of the assignment is not as per the agreed scope of work, the Selected Bidder shall be liable to pay penalty to MoFPI. For delay in the deliverables as per work plan a penalty up to 15% of payment will be deducted from the next due payment. This provision will be without prejudice to the right of MoFPI to exercise its right to terminate the contract and claim damages.

Wrapping up:

The selected organization will dismantle and clear the area of exhibition and all other temporary construction/ arrangements made. The selected organization will settle all the dues of each outsourced service providers. In addition, the selected organization will submit the final accounts/ bills/ statements establishing no financial pendency relating to event.

Risk Mitigation and Insurance:

Selected organization will also undertake measures to mitigate the risk associated with event and to safeguard MoFPI from liabilities in the event of any unforeseen eventuality.

Disputes Resolution:

In the event of any legal disputes between parties, the appropriate civil court in New Delhi will have sole and exclusive jurisdiction to settle the disputes.

Chapter 11
STANDARD FORMS
Form A
Technical Proposal Submission Form

[Location, Date]

To:

<Designation>

Ministry of Food Processing Industries

<Email>

Subject: Selection of an Event Partner for conducting World Food India 2019

Dear Sir,

We, the undersigned, offer to provide the services of an Event Partner to Ministry of Food Processing Industries for conducting World Food India 2019 in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Bid.

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.

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed Key Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form B

General Information Form

1. Name of the Company/ Firm:.....
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm:
4. Registered Address, telephone, Tele-fax:
5. Contact Person, Designation and Address including email ID.....
6. Length of experience in the field of conducting Investment Facilitation.....
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent/Subsidiary/others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent Company in the project
 9. State whether the in-house expertise is available for all services/sub-systems. If not, details of sub-consultants to be involved in the project.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any organization at any time? If so, give details
11. Financial Strength (as per the audited statements):
12. Has the applicant or any constituent partner in case of partnership firm, ever been convicted?
13. Bids shall remain valid for 180 days after the date of Bid opening prescribed by the MoFPI.
14. Details of all-India presence of the firm in major cities (Regional Chapters/ Offices and their addresses)

Signature of the Authorized Representative

Form C

Firm Experience (summery of Events)

[Using the format below, provide information on each event organized/ sponsorship obtained by your firm in the attached format with not more than 2 pages per event as appendix]

No.	Name and location of the Event	Name and address of the client	Details of the Event	Nature of support with specific area highlighted	Any Other Details

The bidder(s) are required to provide Proof of award of work for the Firm Experience mentioned above for event organized/ sponsorship obtained.

Firm's Name:

Authorized Signatory

Form D

Curriculum Vitae of Key Personnel

The prescribed format for the CV is provided below.

1	Position in the Proposed project (describe degree of responsibility also)	
2	Name of the Staff	
3	Designation	
4	Name and address of the firm presently employed, if any	
5	Years with the firm	
6	Qualifications (Technical and General)	
7	Membership in professional bodies	
8	Relevant Experience including on field experience: 1. i. Project Management ii. Investment Climate iii. Working with State Governments iv. Access to Industry Leaders	
9	Employment record with other firms	

The formats provided shall be signed by the proposed Key Personnel and by an authorized official of the Firm. Each page of the CVs provided shall be signed.

Form E

A description of the detailed approach and methodology and work plan with timelines for the event.

Form F

A Brief profile of the Team Leader shall be provided

Form G

Details of international connectivity of the firm in terms of global presence in major foreign countries.

Form H
FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

Tender inviting Authority :
Tender ID :
Bidder name :

Sl.No	Description	Financial proposal (in percentage of estimated expenditure of the event.)*
1	Event Partner for World Food India 2019	

*The financial proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown in the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

Signature of the Bidder along with stamp/ seal