



National Skill Development Corporation
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Website: www.nsdcindia.org

National Skill Development Corporation

INVITATION FOR PROPOSALS FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES
UNDER FRAMEWORK AGREEMENT

(Two Bid: Technical and Financial Bids)

NON-CONSULTING SERVICES

IFP REFERENCE : BID/PR/2017/0013

DATE OF COMMENCEMENT : 17th July 2017

PRE BID MEETING : 28th July 2017; 11:00 am

DATE AND TIME FOR RECEIPT OF BIDS : 16th August 2017, 2: pm

TIME AND DATE OF OPENING OF BIDS:....._ 16th August 2017, 2:30 pm

PLACE OF OPENING OF PROPOSALS : National Skill Development Corporation
 301, West Wing, Worldmark-1,
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INVITATION FOR PROPOSALS (IFP)

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301, West Wing, Worldmark-1,

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Website: www.nsdcindia.org**Empanlement of Event Management Agencies**

Invitation for Proposals (IFP)

Date : 17th July 2017

IFP No. :PROCUREMENT REFERENCE NUMBER : BID/PR/2017/0013

National Skill Development Corporation (NSDC) is a one-of-its-kind, Public Private Partnership (PPP) model in India, under the Ministry of Skill Development & Entrepreneurship (MSDE). It aims to promote skill development by catalyzing creation of large, quality and for-profit vocational institutions.

1. The NSDC intends to Empanel Event Management Agencies for which the Purchase Orders will be issued under the Framework Agreements to be set up through this IFP.
2. NSDC now invites sealed Technical and Financial Proposals from eligible agencies for setting up the Framework Agreements (FA) for provision of Event Managemnt Agencies:
 - a. All requirements mentioned in the Schedule of Requirements for which quotations will be called from the agencies under Framework Agreements based on the rate card fixed as an outcome of this selection. It is expected that 4-5 agencies will be awarded with Framework Agreements.
3. NSDC intends to obtain rate cards from various agencies which meet the technical criteria being set up in this IFP document, which once approved will be used as ceiling for obtaining cost estimates from the qualified bidders for various departments/divisional requirements of NSDC.
4. All bids must be accompanied by a bid security as per **Annexure – 1** as specified in the proposal document and must be delivered to the above office at the date and time indicated above. Electronic bidding will not be permitted. Late bids will be rejected. Bidders bidding will be required to meet the eligibility and qualification criteria to be considered elgible for award of contract.
5. Framework Agreements will be signed with proposers that submit the Proposals, meet the technical evaluation and qualification criteria specified in the document for setting up framework agreement. Depending upon the Lowest Rate for each item quoted by the

proposers , NSDC will prepare a final rate card and invite all qualified agencies for their acceptance to the rate card. Proposers agreeing to accept the rate card will enter into framework agreement with NSDC and will be categorized as Approved Event Management Agency. **The framework agreements will impose no obligation on NSDC to purchase the estimated or any quantity from the Proposers who sign the framework agreements.**

6. Concerned division or department of NSDC will raise their requirements to the Approved Service Providers. Quotations thus obtained will be compared by NSDC and purchase order will be awarded to the lowest Approved Event Management Agency. The purpose of establishing the rate card under the Framework Agreement is to provide ceilings for the proposed works under which the proposers would be allowed to quote. Any Service provider violating the rate card will be removed from the approved list.
7. The Framework Agreement shall be valid for a period of 3 year from the date of signing of the Agreement.
8. The process will follow Invitation for Proposal for Empanelment of Event Management Agencies under Framework agreement under NSDC Procurement Guidelines (Single Stage Two Envelopes) and is open to all eligible bidders.
9. Proposal will be publically opened in the presence of Bidders' designated representatives who choose to attend at the address given above on the specified date and time. Proposal must be valid for 120 days.
10. In the event of the date specified for bid receipt and opening being declared as a closed holiday for the purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
11. A pre-proposal meeting will be held on 17th July 2017 at 11:am at the address given below to provide additional clarifications. Non-attendance at the pre-proposal meeting will not be a cause for disqualification of a Proposer. Interested Proposers should depute their staff only to attend the pre-proposal meeting.
12. A complete set of documents for setting up framework agreement in English may be downloaded by interested Proposers from the official website of NSDC at www.nsdcindia.org free of cost. Proposer would be solely responsible for ensuring that any subsequent addenda issued thereafter and available in website is also downloaded / incorporated in the document while preparing and submitting Proposals.

Seal of Office & Address
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2. Section I. Instructions to Proposers

Instructions to Proposers (ITP)

A. Introduction

- 1. Scope of Proposals**
 1. National Skill Development Corporation, NSDC (hereinafter called the Purchaser), invites Proposals for setting up framework agreement for the supply of Goods/services (as described in the Schedule of Requirements).
 - 1.2 Throughout these documents, the terms “writing” means any handwritten, typewritten, or printed communication, including telex, cable, and facsimile transmission, and “day” means calendar day. Singular also means plural.
- 2. Source of Funds**
 - 2.1 National Skill Development Corporation
- 3. Fraud and Corruption**
 - 3.1 As per F & C section of Approved Procurement Guidelines of NSDC
- 4. Eligibility**
 - 4.1 This Competition process is **open to all** firms subject to meeting the technical and qualification as laid down in the IFP
 - 4.2 (a) Not Used

(b) government-owned enterprises in the may participate only if they can establish that they (i) are legally and financially autonomous and (ii) operate under commercial law.
 - 4.3 A Bidder that has been blacklisted or de-barred by Central or any State Government will not be eligible to participate.
 - 4.4 Pursuant to ITP Sub-Clause 14.1, the Proposer shall furnish, as part of its Proposal, documents establishing, to the Purchaser’s satisfaction, the Proposer’s eligibility to participate in the procurement process.
 - 4.5 Proposers shall provide such evidence of their continued eligibility satisfactory to the Purchaser as the Purchaser

shall reasonably request.

5. Eligible Goods and Services

5.1 For purposes of this clause, the nationality of the bidder or Proposer is distinct from the country from where the Goods and Services are supplied.

5.3 For purposes of this clause, (a) the term “Goods” includes any Goods that are the subject of this Invitation for Proposals and (b) the term “Services” includes related services such as transportation, insurance, commissioning, training or any other services for which the IFP is raised.

6. Documents Establishing Eligibility of Goods and Services and Conformity to Documents for setting up Framework Agreement

6.1 Pursuant to ITP Clause 14, the Proposer shall furnish, as part of its Proposal, documents establishing, to the Purchaser’s satisfaction, the eligibility of the Goods and services to be supplied under the Framework Agreement.

6.2 The documentary evidence of the eligibility of the Goods and Services shall consist of a statement in the Proposal of the country of origin of the Goods and Services offered.

6.3 The documentary evidence of conformity of the goods and services to the document for setting up framework agreement may be in the form of literature, drawings, and data and shall consist of:

(a) a detailed description of the essential technical and performance characteristics of the Goods;

(b) an item-by-item commentary on the Purchaser’s Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;

6.4 Wherever applicable, the Goods to be supplied under the Framework Agreement shall be registered (if applicable) with the relevant authority in India. A Proposer who has already registered its Goods by the time of submission of Proposal should submit a copy of the Registration Certificate with its Proposal. Otherwise, the successful

Proposer, by the time of signing of Framework Agreement, shall submit to the Purchaser a copy of the Registration Certificate of the Goods for use in India.

- 6.5 For purposes of the commentary to be furnished pursuant to ITP Clause 6.3 (b) above, the Proposer shall note that standards as well as references to brand names designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Proposer may substitute alternative standards, brand names, and/or catalog numbers in its Proposal, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

**7. Documents
Establishing
Qualifications of
the Proposer**

- 7.1 The Proposer shall provide documentary evidence to establish to the Purchaser's satisfaction that:
- (a) the Proposer has the financial, technical, and production capability necessary to perform the Framework Agreement, meets the qualification criteria specified in the **Section II**, and has a successful performance history in accordance with criteria specified in the **Section II**.
 - (b) in the case of a Proposer offering to supply Goods, that the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the manufacturer or producer of such Goods to supply the Goods in India (as per Manufacturer's Authorization Form in Section VII); Not used
 - (c) in the case of a Proposer who is not doing business within India (or for other reasons will not itself carry out service/maintenance obligations), the Proposer is or will be (if awarded the Contract) represented by a local service/maintenance provider in India equipped and able to carry out the Proposer's warranty obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (d) the Proposer meets the qualification criteria listed in the **Section II**.

- 8. One Proposal per** 8.1 A firm shall submit only one Proposal. A firm that submits

- Proposer** individually , more than one Proposal will cause all the Proposals with the firm’s participation to be disqualified.
- 9. Cost of preparation and submission of Proposals**
- 9.1 The Proposer shall bear all costs associated with the preparation and submission of its Proposal, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the competition process.
- 10. Content of Document for setting up Framework Agreement**
- 10.1 The Documents for setting up Framework Agreement are those stated below and should be read in conjunction with any addendum issued in accordance with ITP Clause 12.
- Section I. Instructions to Proposers (ITP)
 - Section II. Qualification Requirements
 - Section III Technical Evaluation Criteria & Technical Form
 - Section IV. Form of Framework Agreement
 - Section V. Form of Purchase Order
 - Section VI. Technical Specifications/Activity Schedule
 - Section VII. Sample Forms
 - Section VIII Fraud & Corruption Policy of NSDC
 - Section IX Performance Standards
- 10.2 The “Invitation for Proposals” does not form part of the Document for setting up Framework Agreement and is included as a reference only. In case of discrepancies between the Invitation for Proposals and the Document for setting up Framework Agreement listed in 10.1 above, said Document for setting up Framework Agreement will take precedence.
- 11. Clarification of Document for setting up Framework Agreement**
- 11.1A prospective Proposer requiring any clarification of the Document for setting up Framework Agreement shall contact the **Purchaser** in writing at the **Purchaser’s** address as mentioned in the IFP. The **Purchaser** will respond **in writing to any request for clarification received no later than ten (10) calendar days** prior to the deadline of submission of Proposals. Copies of the Purchaser’s response shall be published in the official website of NSDC including a description of the inquiry but without identifying its source.

11.2 A pre-proposal meeting will be held on 17th July 2017 , 11:00 am at the address given in IFP above to provide additional clarifications. Non-attendance at the pre-proposal meeting will not be a cause for disqualification of a Proposer. Interested Proposers should depute their staff only to attend the pre-proposal meeting.

12. Amendment of Document for setting up Framework Agreement

12.1 At any time prior to the deadline for submission of Proposals, the **Purchaser** may amend the Document for setting up Framework Agreement by issuing Addenda.

12.2 Any addendum thus issued shall be part of the Document for setting up Framework Agreement pursuant to ITP Sub-Clause 10.1 and shall be uploaded on the website at www.nsdindia.org Proposers would be solely responsible for ensuring that any subsequent addenda issued thereafter and available in website is also downloaded / incorporated while preparing and submitting Proposals.

12.3 To give prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, the **Purchaser shall extend**, at its discretion, the deadline for submission of Proposals, in which case, the Purchaser will issue an addendum and publish on its website.

13. Language of Proposal

13.1 The Proposal, **as well as all correspondence** and documents **relating** to the Proposal exchanged by the Proposer and the **Purchaser**, shall be written in English language. Supporting documents and printed literature furnished by the Proposer may be in another language provided they are accompanied by an accurate translation of the relevant passages **in English**, in which case, for purposes of interpretation of the Proposal, the translation shall **govern**.

14. Documents Constituting the Proposal

14.1 The Proposal submitted by the Proposer shall comprise the following:

- (a) duly filled-in Form of Technical Proposal and Financial Proposal , in accordance with the forms indicated in Section VII;
- (b) original form of proposal security in accordance with the provisions of ITP Sub-Clause 19 (Proposal

Security);

- (c) written power of attorney authorizing the signatory of the Proposal to commit the Proposer;
- (d) the documentary evidence in accordance with ITP Sub-Clause 4.4 establishing to the Purchaser's satisfaction the Proposer's eligibility to submit Proposal including but not limited to documentary evidence that the Proposer is legally incorporated;
- (e) documentary evidence establishing to the Purchaser's satisfaction, and in accordance with ITP Clause 6 that the Goods and ancillary services to be supplied by the Proposer are eligible Goods and Services, pursuant to ITP Clause 5, and that they conform to the Document for setting up Framework Agreement;
- (f) documentary evidence establishing to the Purchaser's satisfaction, and in accordance with ITP Clause 7 that the Proposer is qualified to perform the Contract if its Proposal is accepted.; and
- (h) The manufacturers' authorization form in Form 4 of Section VII – Not used.

15. Proposal Form

- 15.1 The Proposer shall complete the Proposal Form and other forms furnished in the Document for setting up Framework Agreement, indicating the Goods or services to be supplied, a brief description of the Goods or services, etc.

16. Period of Validity of Proposals

- 16.1 Proposals shall remain valid for the period 120 days after the date of proposal submission specified in ITP Clause 21. A Proposal valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 16.2 In exceptional circumstances, prior to expiry of the original proposal validity period, the Purchaser may request that the Proposers extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A Proposer may refuse the request without forfeiting its proposal security. A Proposer agreeing to the request will not be required or permitted to modify its Proposal, but will be required to extend the validity of its proposal security for the period of the extension.

- 17. Proposal Security**
- 17.1 The Proposer shall furnish, as part of its Technical Proposal, a proposal security in the amount stipulated in the Annexure 1 in Indian Rupees.
- 17.2 **The proposal security shall remain valid for a period of 60 days beyond the validity period for the Proposal.**
- 17.3 The proposal security shall be denominated in Indian Rupees, and shall be in the following forms:
- (a) a bank guarantee issued by a nationalized/scheduled bank in India. The format of the (bank) guarantee shall be in accordance with the form of proposal security included in Section VII.
- 17.4 Any Proposal not accompanied by an acceptable proposal security shall be rejected by the Purchaser as non-responsive.
- 17.5 The proposal securities of unsuccessful Proposers will be returned as promptly as possible, but not later than 28 days after the expiration of the period of proposal validity.
- 17.6 The proposal security of the successful Proposer will be returned when the Proposer has signed the Agreement and furnished the required performance security.
- 17.7 The proposal security may be forfeited
- (a) if the Proposer withdraws its Proposal, except as provided in ITP Sub-Clauses 16.2 and 23.3; or
- (b) in the case of a successful Proposer, if the Proposer fails within the specified time limit to:
- (i) sign the framework agreement, or
- (ii) furnish the required performance security.
- 18. Alternative Proposals by Proposers**
- 18.1 Alternative Proposals shall not be accepted.
- 19. Format and Signing of Proposal**
- 19.1 The Proposer shall prepare one original and one copy of the Proposal, clearly marking each one as “ORIGINAL PROPOSAL” and “COPY OF PROPOSAL,” as

appropriate. In the event of any discrepancy between them, the original shall govern. The Technical and Financial Proposals will be marked accordingly.

19.2 The original and all copies of the Proposal, each consisting of the documents listed in ITP Sub-Clause 14.1, shall be typed or written in indelible ink and shall be signed by the Proposer or a person or persons duly authorized to bind the Proposer to the Contract. The later authorization shall be indicated by written power of attorney, which pursuant to ITP Sub-Clause 14.1 (d) shall accompany the Proposal.

19.3 Any interlineation, erasures, or overwriting to correct errors made by the Proposer should be initialed by the person or persons signing the Proposal.

19.4 The Proposer shall furnish in the Proposal Form (a sample of which is provided in the Sample Forms Section of this document) information regarding commissions or gratuities, if any, paid or to be paid to agents relating to this Proposal and to the execution of the Agreement/Purchase Order if the Proposer is awarded the Agreement/Purchase Order.

20. Sealing and Marking of Proposals

20.1 The Proposer shall enclose the original and 1 copies of the Proposal, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes containing the original and copies shall then be enclosed in another envelope. The procedure will be done for both Technical and Financial Proposal

20.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Proposer;
- (b) be addressed to the Purchaser at the address below:

CEO & Managing Director, NSDC
National Skill Development Corporation
301, West Wing, Worldmark-1,
Aero City, New Delhi – 110 037
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Website: www.nsdcindia.org
e-mail: procurement@nsdcindia.org

- (c) bear the specific identification of this Competition process e.g. **Proposal for setting up Framework Agreement, IFP No.** ; and
- (d) bear a statement “DO NOT OPEN BEFORE 16th August 2017 2:30 pm”.

20.3 If the outer envelope (both Technical and Financial Proposal) are not sealed and marked as required by ITP Sub-Clause 20.2, the Purchaser will assume no responsibility for the misplacement or premature opening of the Proposal.

21. Deadline for Submission of Proposals

21.1 Proposals must be received by the Purchaser at the address specified in ITP Sub-Clause 20.2 (b) no later than 16th August 2017, 2:00 pm. In the event of the specified date for the submission of Proposals being declared a holiday for the Purchaser, the Proposals will be received up to the appointed time on the next working day.

21.2 The Purchaser may, at its discretion, extend the deadline for the submission of Proposals by amending the document for setting up Framework Agreement in accordance with ITP Sub-Clause 12.3, in which case all rights and obligations of the Purchaser and Proposers previously subject to the deadline will thereafter be subject to the deadline as extended.

22. Late Proposals

22.1 Any Proposal received by the Purchaser after the deadline for submission of Proposals prescribed by the Purchaser in the ITP Clause 21 will be rejected and returned unopened to the Proposer.

23. Modification and Withdrawal of Proposals

23.1 The Proposer may modify or withdraw its Proposal after submission, provided that written notice of the modification, or withdrawal of the Proposals duly signed by an authorized representative, is received by the Purchaser prior to the deadline prescribed for submission of Proposals. No Proposal can be modified subsequent to the deadline for submission of Proposals.

23.2 The Proposer’s modification shall be prepared, sealed, marked, and dispatched as follows:

- (a) The Proposer shall provide an original and the number of copies specified ITP Sub-Clause 20.1 of any

modifications to its Proposal, clearly identified as such, in two inner envelopes duly marked "PROPOSAL MODIFICATION-ORIGINAL" and "PROPOSAL MODIFICATION-COPIES." The inner envelopes shall be sealed in an outer envelope, which shall be duly marked "PROPOSAL MODIFICATION."

- (b) Other provisions concerning the marking and dispatch of Proposal modifications shall be in accordance with ITP Sub-Clauses 20.2 and 20.3.

23.3 A Proposer wishing to withdraw its Proposal shall notify the Purchaser in writing prior to the deadline prescribed for Proposal submission. A withdrawal notice shall be received prior to the deadline for submission of Proposals. The notice of withdrawal shall:

- (a) be addressed to the Purchaser at the address named in the **ITP Sub-Clause 20.2(b)**,
- (b) bear the specific identification of the IFP title and IFP number, and the words "PROPOSAL WITHDRAWAL NOTICE," and
- (c) be accompanied by a written power of attorney authorizing the signatory of the withdrawal notice to withdraw the Proposal.

23.4 Proposals requested to be withdrawn in accordance with ITP Sub-Clause 23.3, shall be returned unopened to the Proposers.

23.5 No Proposal may be withdrawn after the Proposal submission deadline. Withdrawal of a Proposal after proposal submission deadline may result in the forfeiture of the Proposer's proposal security, pursuant to ITP Sub-Clause 17.7.

24. Proposal Opening

24.1 The Purchaser will open Technical Proposals, including withdrawal notices and modifications, in public, in the presence of Proposers' representatives who choose to attend, at NSDC office on 16th August 2017 at 2:30 pm, and at the place specified in the ITP Sub-Clause **20.2(b)**. Proposers' representatives shall sign a register as proof of their attendance. In the event of the specified date of the proposal opening being declared a holiday for the

Purchaser, the Proposals shall be opened at the appointed time and location on the next working day.

- 24.2 Envelopes marked “WITHDRAWAL” shall be read out and the envelope with the corresponding Proposal shall not be opened but returned to the Proposer. No Proposal withdrawal notice shall be permitted unless the corresponding withdrawal notice is read out at proposal opening. Envelopes marked “MODIFICATION” shall be read out and opened with the corresponding Proposal.
- 24.3 Technical Proposals shall be opened one at a time, reading out: the name of the Proposer and whether there is a modification;; the presence or absence of a proposal security; the presence or absence of requisite powers of attorney; and any other such details as the Purchaser may consider appropriate. No Proposal shall be rejected at proposal opening except for late proposals pursuant to Sub-Clause 22.1.
- 24.4 Proposals (and modifications sent pursuant to ITP Sub-Clause 23.2) that are not opened and read out at proposal opening shall not be considered further for evaluation, irrespective of the circumstances.
- 24.5 The Purchaser will prepare minutes of the proposal opening at the end of the opening session, including, as a minimum: the name of the Proposer and whether there was a withdrawal or modification; the presence or absence of a proposal security; the presence or absence of requisite powers of attorney.

The Proposer’s representatives who are present shall be requested to sign the minutes. The omission of a Proposer’s signature on the minutes shall not invalidate the content and effect of the minutes. The minutes should be distributed to all Proposers who request them.

- 24.6 *Financial Proposals will be opened for only those proposers who meet the technical and qualification criteria as mentioned in the Section III. The Purchaser will invite all technically qualified proposers to attend the financial proposal opening.*

25. Clarification of Proposals

- 25.1 During evaluation of the Proposals, the Purchaser may, at its discretion, ask the Proposer for a clarification of its

Proposal. The request for clarification and the response shall be in writing, and no change in the substance of the Proposal shall be sought, offered, or permitted.

- 26. Confidentiality**
- 26.1 Information relating to the examination, clarification, evaluation, and comparison of Proposals, and recommendations for the award of a Contract shall not be disclosed to Proposers or any other persons not officially concerned with such process until the notification of Contract award is made to all Proposers.
- 26.2 Any effort by the Proposer to influence the Purchaser in the Purchaser's proposal evaluation, proposal comparison, or contract award decisions may result in the rejection of the Proposer's Proposal.
- 26.3 From the time of proposal opening to the time of Contract award, if any Proposer wishes to contact the Purchaser on any matter related to its Proposal, it should do so in writing.
- 27. Examination of Proposals and Determination of Responsiveness**
- 27.1 The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Proposals are generally in order.
- 27.2 The Purchaser may waive any minor informality, nonconformity, or irregularity in a Proposal that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Proposer.
- 27.3 Prior to the detailed evaluation, pursuant to ITP Clause 28, the Purchaser will determine whether each Proposal is of acceptable quality, is complete, and is substantially responsive to the document for setting up framework agreement. For purposes of this determination, a substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the document for setting up framework agreement without material deviations, exceptions, objections, conditionalities, or reservations. A material deviation, exception, objection, conditionality, or reservation is one: (i) that limits in any substantial way the scope, quality, or performance of the Goods and related Services; (ii) that limits, in any substantial way that is inconsistent with the document for setting up framework agreement, the Purchaser's rights or

the successful Proposer's obligations under the Contract; and (iii) that the acceptance of which would unfairly affect the competitive position of other Proposers who have submitted substantially responsive Proposals.

27.4 If a Proposal is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Proposer by correction of the nonconformity. The Purchaser's determination of a Proposal's responsiveness is to be based on the contents of the Proposal itself without recourse to extrinsic evidence.

28. Evaluation of Proposals

28.1 The Purchaser will determine to its satisfaction whether the Proposers that are selected as having submitted the responsive Proposals are qualified to perform the Contract satisfactorily, in accordance with the criteria listed in ITP Sub-Clause 7.1 read with **Section II**. The Technical Proposals will be evaluated as per the criteria mentioned in section III.

28.2 The determination will evaluate the Proposer's financial, technical, and production capabilities. It will be based on an examination of the documentary evidence of the Proposer's qualifications submitted by the Proposer, pursuant to ITP Sub-Clause 7.1, as well as other information the Purchaser deems necessary and appropriate. The Purchase will also determine whether the products offered by the Proposer meet the technical specifications given in Section VI.

28.3 An affirmative post qualification determination will be a prerequisite for award of the framework agreement to the Proposer, who also quote lowest evaluated price. A negative determination will result in rejection of the Proposer's Proposal. Arithmetical errors will be rectified as follows. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit or subtotal price shall prevail. If there is a discrepancy between subtotals and the total price, the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail

29. Award Criteria

29.1 The Purchaser will award the Framework Agreements to the Proposers whose Proposals have been determined to be substantially responsive and as per the criteria laid down in section III, provided further that the Proposers are

determined to be qualified to perform the Contract satisfactorily, pursuant to ITP Clause 28.

30. Purchaser's Right to Accept Any Proposal and to Reject Any or All Proposals

30.1 The Purchaser reserves the right to accept or reject any Proposal, or to annul the competition and reject all Proposals at any time prior to Framework Agreement award, without thereby incurring any liability to the affected Proposer or Proposers.

31. Notification of Award

31.1 Prior to the expiration of the period of proposal validity, the Purchaser will notify the successful Proposers in writing by e-mail, that their Proposals have been accepted.

31.2 The notification of award will constitute the formation of the framework agreement.

31.3 Upon the successful Proposers furnishing of the signed Framework Agreement and performance security pursuant to ITP Clause 33, the Purchaser will promptly notify each unsuccessful Proposer and will discharge its proposal security, pursuant to ITP Clause 17.

31.4 If, after notification of award, a Proposer wishes to ascertain the grounds on which its Proposal was not selected, it should address its request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Proposer.

32. Signing of Framework Agreement

32.1 Promptly after the Purchaser notifies the successful Proposers that their Proposals have been accepted, the Purchaser will send the Proposers the Form for setting up the framework agreements provided in the document for setting up framework agreement, incorporating all agreements between the parties.

32.2 Within twenty-one (21) days of receipt of the Form for setting up the framework agreement, the successful Proposers shall sign and date the Form and return it to the Purchaser.

33. Performance Security

33.1 Within twenty-one (21) days or as mentioned in the Notification of Award from the Purchaser, the successful Proposers shall furnish the performance security in

accordance with the Conditions of Framework Agreement, using the Performance Security Form provided in Section VII of the document for setting up framework agreement, or in another form acceptable to the Purchaser.

33.2 Failure of the successful Proposer to comply with the requirement of ITP Clause 32 or ITP Sub-Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security.

**34. Award of
Purchase Orders**

34.1 The Purchaser, will issue the Purchase Orders directly to the Service providers during the validity of Framework Agreement indicating details like quantity, delivery location, delivery schedule etc.

Section II. Qualification Requirements (Ref: ITP 7.1 (a))

The Proposer should submit documentary evidence on its qualifications to perform the Contract if its proposal is accepted as detailed below:

S no	Details	Documentary Proof
1	The average annual turnover during the last three financial year (FY 2013-14 to FY 2015-16) should be INR 2 Crore or more.	Copies of Audited statement for FY 2013-14 to FY 2015-16 and and CA certificate providing the turnover from Managing the Event
2	The Proposer should have carried out at least 2 events in the last 2 financial years (FY 2015-16 to FY 2016-17) for Government or any Central Ministry involving the Hon'ble Prime Minister or President of India, out of which one event should be a minimum value of INR 75 lakh .	Copies of Work order or Agreement or Letter from Client.
3	The Proposer must have managed minimum two events ranging over 20,000 sqft as gross area during the last two financial years (FY 2015-16 & FY 2016-17).	Copies of Work order or Agreement or Letter from Client.
4	The Proposer must have at least 5 years of work experience in event management.	Registration documents ,Pan Card and Service tax registration.

Section III: Technical evaluation criteria.

Technical Evaluation Criteria

This Section complements the Instructions to Proposers. It contains the criteria that the Purchaser shall use to evaluate a bid and determine whether a Bidder qualifies in accordance with the technical criteria being laid down for .

Contents

1. Technical Evaluation Criteria

Technical Evaluation Criteria

The bidder which meets the eligibility criteria mentioned above will be evaluated on the basis of Submission of Proposal for Technical Evaluation & Presentation and will submit the financial quotation for the rate card.

S #	Technical Requirement & Experience	Marks	Maximum Marks (100)
1	Number and types of events managed by the bidder across India. (i) 2 events in the last 2 financial years for Government or any Central Ministry involving the Hon'ble Prime Minister or President of India, out of which one event should be a minimum value of INR 75 Lakh . (ii) More than 2 events in the last 2 financial years for Government including State or any Central Ministry, out of which one event should be a minimum value of INR 1 crore .	5 5 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	10
2	Number of Event conducted in States : i. Upto 2 states ii. More than 2 states	5 5 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	10
3	Size of events handled by the bidder i. 20,000 sq to 25,000 sq ft ii. More than 25,000 sq ft	5 5 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	10
4	Years of experience in the industry in Event Management i. Upto 5 years from the date of issue of Bid document. ii. More than 8 years from the date of issue of Bid document	5 5 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	10
5	Number of offices across India (a) Upto 2 offices at least one in state capital (b) More than 2 offices at least 1 in state capital and 1 in Metro city.	5 5 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	10

6	Profile of the Proposer i. Promoter background ii. Type/ number of employees iii. Clients profile	03 03 <u>04</u>	10
7	Designs and variety of work presented by the bidder i. Design Imagination ii. Fabrication/structures developed	05 05	10
8	Creative solutions suggested by the proposer in the presentation for Skill India Pavillion – 20,000 sqft		10
9	Outreach plan suggested by Proposer including local media		10
10	Technological interventions through mobile, touch screens, iPads etc. for registration and engagement of the visitor at the event/pavilion. For e.g. a skillfie (skill selfie) booth		10
	Minimum Technical Marks required to pass the Technical criteria: 70		

Evaluation of Technical Proposals and Finalization of Framework Agreements:

a. Technical Qualification.

1. Proposer will be evaluated as per document submitted and Presentation made in the format provided above
2. Proposer must pass the technical criteria with minimum of 70 marks.

b. Financial Evaluation

1. Financial Proposals of qualified technical proposers will be opened. Rate Card will be prepared based on the lowest rates quoted by each agency for the items.
2. NSDC will invite the qualified agencies for their acceptance to the rate card finalized,
3. 4-5 Agencies accepting to meet the Rate Card will be awarded the Framework Agreement..

NOTE: Depending upon the number of responses; NSDC reserves the right to increase or decrease the number of agencies for the Framework Agreement.

Section IV. Framework Agreement

Form of Framework Agreement

THIS Agreement (“Agreement”) is entered into this *[insert starting date]*, by and between National Skill Development Corporation, (NSDC); (“the Purchaser”) having its principal place of business at New Delhi, India, and *[insert Supplier’s name]* (“the Supplier”) having its principal office located at *[insert Supplier’s address]*.

This Agreement is a binding contract but imposes no obligation on the Purchaser to purchase the estimated or any quantity from the Supplier.

WHEREAS, the Purchaser wishes to have the Supplier supply the Goods or services hereinafter referred to, and

WHEREAS, the Supplier is willing to supply these Goods or services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Scope** The Purchaser has entered into Framework Agreements with the Supplier in order to allow NSDC (Purchaser) to award Purchase Order under the Framework Agreement. The Supplier shall supply the Goods or services (“Schedule requirements,” which is made an integral part of this Agreement) as and when the NSDC issues the Purchase Orders (in the format specified at Section V) specifying the details of Goods or services to be delivered along with the delivery schedule and consignee’s address.
2. **Term** This framework agreement shall be valid for a period of 3 year during the period commencing *[insert starting date]* and continuing through *[insert completion date.]*,
3. **Country of Origin** of Not Used.
4. **Standards** The Goods or services supplied under this Agreement shall conform to the standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin.
5. **Use of Documents and Information** of The Service provider shall not, without the Purchaser’s prior written consent, disclose the Agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Agreement.
6. **Inspection and Audit** and Not Used.
7. **Fraud and Corruption** and As per F & C Section of Approved NSDC Procurement Guidelines
8. **Conflict of Interest** of The Service provider declares that it (or any affiliate that directly or indirectly controls, is controlled by, or is under common control with Supplier) has not been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Goods described in this framework agreement.
9. **Registration of Goods** of If required under the Applicable Law, Goods supplied under the Agreement shall be registered for use in India.
10. **Patent Rights** The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of

the Goods or any part thereof.

- 11. Performance Security** Within twenty-one (21) days or as mentioned in the notification of the Agreement award, the successful Proposer shall furnish to the Purchaser the performance security in the amount specified in the Annexure 1 to this Agreement. The performance security shall be denominated in Indian Rupees, and shall be in the form of either an unconditional bank guarantee or irrevocable letter of credit issued by a nationalized/scheduled bank located in India or bank located abroad, acceptable to the Purchaser, in the format provided in the Documents for setting up framework agreement; or demand draft or a pay-order drawn in favor of the Purchaser. The performance security will be returned to the Supplier not later than thirty (30) days following the date of expiry of the Agreement and Purchase Orders issued under the Agreement, including any warranty obligations.
- 12. Inspections and Tests** Pre dispatch inspection (to check compliance to technical specifications defined in FA) may be carried out by the Purchaser or an agency appointed and paid by Purchaser for this purpose. Goods shall be dispatched only after receipt of satisfactory inspection report and communication to this effect by NSDC/ Inspection Agency. These tests will be prior intimated by NSDC to the Service provider and will be done if required.
- 13. Packing** The Supplier shall provide such packing of the Goods (if required) as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Purchase Order.
- 14. Delivery and Documents** Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Purchase Orders. The shipping and/or other documents to be furnished by the Supplier are (a) two originals and two copies of the Supplier's invoice, showing Purchaser, the Agreement number, Purchase Order number; Goods' description, quantity, unit price, and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal; (b) two copies of delivery note showing Purchaser's name and delivery through to final destination as stated in the Purchase Order; (c) one original of the manufacturer's or Supplier's Warranty certificate covering all items supplied; and (d) copy of the Certificate of Inspection furnished to Supplier by the nominated inspection agency (where inspection is required).
- Documents or soft files will be sent to NSDC as per requirements of the assignment. Final product should be in ready to print or high resolution files as desired by the concerned section/division. Service Provider will be responsible for taking precautionary measures against any plagiarism, or copy righted material; that must not to be used for NSDC assignment.
- 15. Insurance** The Goods supplied under the Purchase Orders to be issued under the Agreement shall be adequately insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.
- 16. Transportation** The price indicated in Purchase Orders for Goods shall include the cost of transportation, including insurance, to the consignees indicated in the Purchase Order.
- 17. Incidental Services** Following incidental services are required, the price of which will be quoted by the Suppliers
- (NOT REQUIRED FOR THIS ASSIGNMENT):
- (a) Annual Maintenance for the supplied Goods, for a period of 3 yrs after the expiry of warranty period, provided that this service shall not relieve

the Supplier of any warranty obligations under this Agreement; and

- (b) Training of the Purchaser's personnel, at the Purchaser's site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods.

18. Warranty
(NOT REQUIRED
FOR THIS
ASSIGNMENT):

- (a) The Supplier warrants that the Goods supplied under this Agreement are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Agreement. The Supplier further warrants that all Goods supplied under this Agreement shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods. This warranty shall remain valid for 12 months after the Goods have been delivered to and accepted at the final destination indicated in the Purchase Order unless a different warranty period is indicated in technical specifications.
- (b) The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period of 48 hours and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Purchaser. If the Supplier, having been notified, fails to remedy the defect(s) within the period of 48 hours, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Agreement.

19. Payment

Hundred (100) percent of the Price of Goods received under each Purchase Order shall be paid by NSDC within thirty (30) days of receipt of the Goods upon submission of invoice and other documents described in Clause 14 of this Agreement.

20. Prices

Price quoted by the Service providers shall be fixed and firm for the duration of this Framework Agreement and Purchase Orders, including any extensions.

21. Amendments

Any variation or modification to this Agreement or the Purchase Orders shall be made only by written amendment signed by the parties.

22. Assignment

The Service provider shall not assign, in whole or in part, its obligations to perform under this Agreement, except with the Purchaser's prior written consent.

**23. Delays in the
Supplier's
Performance**

Delivery of the Goods and performance of related Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Purchase Orders. If at any time during performance of the Purchase Order, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Purchase Order.

**24. Liquidated
Damages**

Subject to Clause 23, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Agreement,

deduct from the Purchase Order Price, as liquidated damages, a sum equivalent to 0.5% of price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the 10% of the Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Agreement or the Purchase Order pursuant to Clause 25.

- 25. Termination for Default** The Purchaser, without prejudice to any other remedy for breach of the Agreement, by written notice of default sent to the Service Provider, may terminate this Agreement in whole or in part:
- (a) if the Service Provider fails to deliver any or all of the Goods or services within the period(s) specified in the Purchase Order, or within any extension thereof granted by the Purchaser; or
 - (b) if the Goods or services do not meet the Technical Specifications or registration requirement (if any) stated in the Agreement; or
 - (c) if the Service Provider, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 7, in competing for or in executing the Agreement; or
 - (b) if the Service Provider fails to perform any other obligation(s) under the Agreement.
- In the event the Purchaser terminates the Agreement in whole or in part, pursuant to this Clause, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services.
- 26. Termination for Insolvency** The Purchaser may at any time terminate the Agreement by giving written notice to the Service Provider if the Service Provider becomes bankrupt or otherwise insolvent.
- 27. Termination for Convenience** The Purchaser, by written notice sent to the Service Provider, may terminate the Agreement or the Purchase Order, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Agreement or Purchase Order is terminated, and the date upon which such termination becomes effective. The Goods or Services that are already supplied before the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the terms and prices described in the Agreement and the Purchase order.
- 28. Dispute Resolution** Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration and Conciliation Act of 1996 of India. The venue of adjudication/arbitration shall be New Delhi.
- 29. Applicable Law** The Agreement shall be interpreted in accordance with the laws of Union of India. Salient features of major labour and other laws that are normally applicable in India are given as Appendix H..
- 30. Notices** Any notice given by one party to the other pursuant to this Agreement shall be sent to the other party in writing. The Purchaser's addresses for notice purposes is:

CEO and Managing Director, NSDC
National Skill Development Corporation
301, West Wing, Worldmark-1,
Aero City, New Delhi – 110 037
T: +011-47451600-10 | F: +91-11-46560417 |
Website: www.nsdcindia.org
Email: procurement@nsdcindia.org

The Supplier’s addresses for notice purposes is:

31. Taxes and Duties The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods or services to the Purchaser.

FOR THE PURCHASER

FOR THE SERVICE PROVIDER

Signed by _____

Signed by _____

Title: _____

Title: _____

3. SECTION V: Format of Purchase Order

Framework Agreement Ref. No.
Purchase Order Ref. No.

Dated

To

Dear Sirs,

Sub.: PURCHASE ORDER FOR SUPPLY OF _____

With reference to above Framework Agreement, which shall be fully incorporated herein, you are requested to supply the following goods and associated services subject to terms and conditions mentioned in above referred framework agreement:-

S No.	Item	Qty	Delivery period	Consignees	Agreed Unit Rate	Total Price
TOTAL						

Unit price mentioned above is inclusive of all other incidental services and exclusive of applicable taxes.

TOTAL PURCHASE ORDER PRICE (inclusive of all) XXXXXXXXXXXXXXX

Other terms and conditions are mentioned in the Framework Agreement referred above.

Purchaser's Representative) (Purchaser or

Name: _____

Address: _____

Tel. No. : _____

Section VI – Technical Specifications /Activity Schedule

Activity Schedule

About NSDC

The National Skill Development Corporation (NSDC) is a one-of-its-kind, Public Private Partnership (PPP) model in India, under the Ministry of Skill Development & Entrepreneurship (MSDE). It aims to promote skill development by catalyzing creation of large, quality and for-profit vocational institutions.

Background

Skill and knowledge are the driving forces of economic growth and social development for any country. In India, Skill India Mission was launched to train a minimum of 400 million skilled people by the end of year 2022.

Skill India Mission has presence across the nation through its network of affiliates and initiatives in different regions. Accordingly, a robust mission is in place and there are more than 1100 training partners with more than 12000 training centres in 29 states and 6 union territories to train the unskilled. The eco-system and infrastructure is now in place and has made an impact on skill map of the country.

To further educate the target youth about the Skill India Mission and encourage them to enrol for skill development training, a multi-media campaign is proposed to be launched soon which targets 150 million youth residing mainly in towns and rural areas.

Need for Ground Activation:

The multi-media campaign planned while has an adequate reach and coverage, it is felt that the mass media campaign still has certain limitations in covering all section of the society. For example, television though has the deepest penetration throughout India, with a reach of approximately 475 million across the country; but, it still covers only about 50% of India's population. Moreover, other traditional media like print reaches only 282 million individuals whereas radio reaches 110 million only. (Source: *Economic Times*, July 2016)

Whereas at the ground level more than 550 Melas get organised in a year with an estimated footfall of 13.1 Cr. Top 13 Melas of the country experience a footfall of 2.6 Cr collectively i.e. 20% of total Melas' reach. Thus, top melas which are important focal points for congregation of target youth, along with *Kaushal Shivir and Rojgar Melas* are considered for participation by Skill India.

Further, even when the media coverage is effective or adequate for one set of targeted audiences, it is felt that ground level activity at the last mile in association with the mass media campaign is required for actual enrolment of youth.

Participation by Skill India in recent events like Pravasi Bhartiya Diwas, Vibrant Gujrat, Vision Jammu & Kashmir and Momentum Jharkhand has helped to spread the message of Skill India Mission in the catchment of these events. Thus, it is felt ground level activation is a necessity to enrol the target youth in to various skill development programmes.

Scope of Work

To optimally utilise the ground activities, it is proposed that the activities planned are categorised in the following manner:

Category	Area	Skill Pavilion*	Main In-charge	Proposed no of events	Comments
Type A PM/President Visit	3,600 sqm Hanger	N/A	NSDC	2	Other accessories/support like seating, AC, Stage
Type B Skill Exhibition and Rojgar Mela	750 sqm + 50 stalls (8' x 8')	Yes	NSDC	6	Other accessories/support like Hanger would be additional requirement
Type C Rojgar Mela + Kaushal Yata	50 stalls (8' x 8')	N/A	NSDC	41	As being held in past by NSDC
Type D Strategic Events	100 sqm	Yes	State/Department, NSDC for Skill Pavilion	10	Vibrant Gujarat, Momentum Jharkhand, among others
Type E Local Festivals & Events	30-45sqm	No	Local TPs, NSDC to help with branding	10	Navchandi, Sonapur,
Type F Local Festivals & Events	none	No	MSDE / NSDC – Communication team	175	Where senior MSDE/ NSDC officials are invited

					as Guests in the event
Total				Events = 69+ Guest Speaker Events = 175	

**Skill Pavilion is an island stall where we showcase different schemes under Skill India. We use this platform to mobilise aspirants and invite TPs to ensure on ground registrations. The pavilion area will also be equipped with latest technology to bring in automation to disseminate information to the visitors with attractions like Selfie booths and interactive touch panels.*

There are total 5 types of events that we may do over the next one year. A mega event can also be a combination of two types of events (eg: During a PM visit, there may be a Type A event where he addresses the audience and simultaneously a Skill exhibition and Rojgar Mela i.e. Type B event may also be organised).

Type A

SNo	Particulars
	Event Date: _____ Handover Date: _____
1	30m x 150m air conditioned German hanger, with carpet flooring - AC / non AC
2	Inside the hanger: <ol style="list-style-type: none"> two air conditioned safe house behind the stage with washrooms and VIP furniture for President and dignitaries (5mx5m each) and decorated Stage for President and other dignitaries seating (22 seats) Stage (height: 1.8m; width: 20m; length 10m) 250 VIP seating 50 Media seating 5000 Plastic chairs for attendees D area to be developed as per protocol Separate entries for VIP, Media
3	<ul style="list-style-type: none"> stage to be decorated with flowers and 7 bouquets 2 podiums as per President house description
4	<ul style="list-style-type: none"> Covered car park area for president's fleet and dignitaries behind the hanger area 2 car parks across the street to be setup; land is there, wooden ballis to guide people would only be required and markings

5	1 led display 30'x10' to become the backdrop on the stage
6	11 led display 12'x8'; one facing the stage and rest for attendees
7	Sound system to match the above requirement
8	Washout console to manage audio/video content to be displayed on Led screens
9	Photographer and Videographer (2 each)
10	3 plaques, remote and backwall setup for e-inauguration
11	<p>Other requirements</p> <ul style="list-style-type: none"> a) Barricading (wooden ballis to guide people, for section division, for security as per protocol of president's visit) b) View cutter, three side of the land area c) 40 CCTV d) Security personnel – 30 nos e) Toilets (30 regular and 6 chemical toilets for VIP guests) f) 5500 food packets (for attendees) g) Water arrangement for attendees and bottled water arrangement for VIP guests, on stage and in the safe house <p>Genset (125KVA x 4 with diesel)</p>
12	Outdoor Branding (20,000 sqft)

Type B

SNo	Particulars
Skill Exhibition	
	Event Date: _____ Handover Date: _____
1	International Make Hanger 750 sqmt (water-proof) to be used as exhibition area (to be air-conditioned)
2	Create 20 open stalls (16 stalls 5mx3m; 3 stalls 3m x 3m and 1 stall 6m x 3m) with standard Skill branding for the respective SSCs; for each stall, we will need two tables, 4 chairs and a LCD screen where the AV content can be displayed by the respective SSCs and TPs.
3	In the center (13m x 8m) a four-side open stall/pavilion where we can have standard Skill India branding with 8 panels, each showcasing a project/scheme under Skill India. Size occupied 104 sqm. Also, two round tables with a seating for four people each, where NSDC representatives can interact with the walk-ins and resolve their queries.
4	Of the 8 panels mentioned above, an LCD screen will be required for 4 panel
5	We would also need two large size LED (10'x6') along with a good sound system to play Skill India and NSDC brand films. A mic would also be required connected to the sound system
6	A large size cut out of Skill India (SKILL INDIA) with skill tools as was put up during the IITF 2016, VG 2017 and Momentum Jharkhand 2017.
7	A reception where ushers (need 4 ushers) can interact with the walk in and distribute flyers with Skill India and PMKVY branding.
8	<p>Four touch panels (minimum 22") with technology integration on the following aspect:</p> <ol style="list-style-type: none"> Skillfie Zone: Candidates can click images with different Skill India tolls and post them directly on Twitter and Facebook One touch panel for Skill up registration One touch screen with Skill India information and option to find a TP nearby One touch panel where a potential TP can find information. <p><i>Technology to be provided by NSDC</i></p>
9	Providing all resource/materials for construction of gate for the venue/exhibition area.
10	Branding material of Skill India in and around the exhibition area (front and side facades, banding on gate, buntings, top front and etc)
11	<p>Other requirements: (numbers to change as per event)</p> <ol style="list-style-type: none"> Toilets – 12nos CCTV – 10nos Security guards- 8nos

	<ul style="list-style-type: none"> d) Fire extinguisher for the exhibition area- 1 Job e) Genset (125 KVA x 4nos with diesel) f) 2 Photographer g) In case of inauguration- scissors, ribbon, decorated plate with flowers h) Bouquets in case of a dignitary coming in i) Nodal Officer from Event Management Company to be present at site during the event to address any issues or requirements
12	10 sqm VIP lounge with sofa
13	One small store room/pantry area for printed materials and tea/coffee/water/snacks
14	Outdoor Branding (15,000 sqft)
	Rojgar Mela
	Event Date: _____ Handover Date: _____
15	50 stalls (2m x 2m), all stalls to have 2 chairs and a table
16	Create 2 helpdesk/registration desk- Pa system, 4 tables and 2 chairs each
17	Stationary for the event
18	Water and Snacks for 1,000 aspirants

Type C

SNo	Particulars
1	Build an island (13m x 8m) a four-side open stall where we can have standard Skill India branding with 8 panels, each showcasing a project/scheme under Skill India. Size occupied 104 sqm. Also, two round tables with a seating for four people each, where NSDC representatives can interact with the walk-ins and resolve their queries. (SSC branding in case an SSC will also be there)
2	Of the 8 panels mentioned above, an LCD screen will be required for 4 panel (<i>Number of panels to be more or less depending on the size of pavilion</i>)
3	We would also need two large size LED (10'x6') along with a good sound system to play Skill India and NSDC brand films.
4	A large size cut out of Skill India (SKILL INDIA) with skill tools as was put up during the IITF 2016, VG 2017 and Momentum Jharkhand 2017.
5	A reception where ushers (need 4 ushers) can interact with the walk in and distribute flyers with Skill India and PMKVY branding.
6	<p>Four touch panels (minimum 22") with technology integration on the following aspect:</p> <ul style="list-style-type: none"> e) Skillfie Zone: Candidates can click images with different Skill India tolls and post them directly on Twitter and Facebook f) One touch panel for Skill up registration g) One touch screen with Skill India information and option to find a TP nearby h) One touch panel where a potential TP can find information. <p><i>Technology to be provided by NSDC</i></p>
7	10 sqm VIP lounge with sofa
8	One small store room/pantry area for printed materials and tea/coffee/water/snacks
9	Outdoor Branding (10,000 sqft)

Type D & E

	Event Date:	Handover Date:
1	50 stalls (2m x 2m), all stalls to have 2 chairs and a table	
2	Create 2 helpdesk/registration desk- Pa system, 4 tables and 2 chairs each	
3	Stationary for the event	
4	Water and Snacks for 1,000 aspirants	
5	Outdoor Branding (5,000 sqft)	

Type F

Only Outdoor & other BTL Activities (design / installations with all coordinations & approvals) at functions / events being organised by other stake holders but NSDC / MSDE being a knowledge non funded partner/ speaker / chief guest/ guest of honor
Hoardings
Pole bunting
Designing of creatives
Local advertisement(Press)
Local Radio

Annexure 1 : Proposal Security and Performace Security

S #	Tentative jobs (Scope of Work)	Proposal Security required from all Propoers (in INR)	Performance Security required only for technically qualified Proposers agreeing to the Rate Card (in INR)
1	Event Managemnt services	2,00,000	200,000

Section VII. Sample Forms

1. Proposal Form - Technical

Date: [insert: **date of Proposal**]

[Purchaser to specify: "IFP No.: [number]"] [insert: **name of Framework Agreement**]

To: [Purchaser insert: **Name and address of Purchaser**]

Dear Sir or Madam:

1. Having examined the Document for setting up framework agreement, including Addenda Nos. [insert **numbers**], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods or Services under the above-named Agreement in full conformity with the said document for setting up framework agreement for the sums as may be determined in accordance with the terms and conditions of the Purchase Orders to be issued under the above mentioned framework agreement.
2. If our Proposal is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the document for setting up framework agreement.
3. We agree to abide by this Proposal, for the Proposal Validity Period specified in the document for setting up framework agreement and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. We undertake that, all Event collaterals created for NSDC will be the property of NSDC and no claims will be made from our side without the written approval from NSDC for their use.
5. Until the formal final Framework Agreement is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award for setting up the Framework Agreement, shall constitute a binding Contract between us. We understand that you are not bound to accept any Proposal you may receive.
6. We undertake that, in competing for (and, if the award is made to us, in executing) the above agreement, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
7. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
8. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Proposal, and to agreement execution if we are awarded the Agreement, are listed below:

Name and Address of Agent	Amount in Indian Rupees	Purpose of Commission or Gratuity

(if none, state “none”)

9. We confirm that we comply with the eligibility requirements as per ITP clause 4 of the document for setting up framework agreement.

Dated this [*insert: number*] day of [*insert: month*], [*insert: year*].

Signed: _____

Date: _____

In the capacity of [*insert: title or position*]

Duly authorized to sign this Proposal for and on behalf of [*insert: name of Proposer*]

2. Proposal Security Form

Date: [*insert: date*]

IFP: [*insert: name and number of IFP*]

Framework Agreement: [*insert: name and number of Agreement*]

To: [*insert: name and address of Purchaser*]

WHEREAS *insert: name of Proposer*] (hereinafter called “the Proposer”) has submitted its Proposal dated [*insert: date of Proposal*] for the performance of the above-named Framework Agreement (hereinafter called “the Proposal”)

KNOW ALL PERSONS by these present that WE [*insert: name of bank*] of [*insert: address of bank*] (hereinafter called “the Bank”) are bound unto [*insert: name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of: [*insert: amount*], for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this [*insert: number*] day of [*insert: month*], [*insert: year*].

THE CONDITIONS of this obligation are the following:

1. If, after the Proposal submission deadline, the Proposer
 - (a) withdraws its Proposal during the period of Proposal validity specified by the Proposer in the Proposal Form, or
 - (b) does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Proposers; or
2. If the Proposer, having been notified of the acceptance of its Proposal by the Purchaser during the period of Proposal validity
 - (a) fails or refuses to sign the Framework Agreement when required; or
 - (b) fails or refuses to issue the performance security in accordance with the Instructions to Proposers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including *insert: the date that is 60 days after the period of Proposal validity*], and any demand in respect thereof must reach the Bank not later than the above date.

For and on behalf of the Bank

Signed: _____

Date: _____

in the capacity of: [*insert: title or other appropriate designation*]

Common Seal of the Bank

3. Performance Security Bank Guarantee

(unconditional)

Date: [*insert: date*]

IFP: [*insert: name or number of IFP*]

Agreement: [*insert: name or number of Agreement*]

To: [*insert: name and address of Purchaser*]

Dear Sir or Madam:

We refer to the Framework Agreement (“the Agreement”) signed on [*insert: date*] between you and [*insert: name of Supplier*] (“the Supplier”) concerning setting up the Framework Agreement for the supply and delivery of [*insert: a brief description of the Goods*]. By this letter we, the undersigned, [*insert: name of bank*], a bank (or company) organized under the laws of [*insert: country of bank*] and having its registered/principal office at [*insert: address of bank*], (hereinafter, “the Bank”) do hereby jointly and severally with the Supplier irrevocably guarantee payment owed to you by the Supplier, pursuant to the Agreement, up to the sum of [*insert: amount in numbers and words*]. This guarantee shall be reduced or expire as provided for by the Framework Agreement Clause 11.

We undertake to make payment under this Letter of Guarantee upon receipt by us of your first written demand signed by your duly authorized officer declaring the Supplier to be in default under the Agreement and without cavil or argument any sum or sums within the above-named limits, without your need to prove or show grounds or reasons for your demand and without the right of the Supplier to dispute or question such demand. Our liability under this Letter of Guarantee shall be to pay to you whichever is the lesser of the sum so requested or the amount then guaranteed under this Letter in respect of any demand duly made under this Letter prior to expiry of this Letter of Guarantee, without being entitled to inquire whether or not this payment is lawfully demanded.

This Letter of Guarantee shall be valid from the date of issue until the date of expiration of the guarantee, as governed by the Agreement. Except for the documents herein specified, no other documents or other action shall be required, notwithstanding any applicable law or regulation. Our liability under this Letter of Guarantee shall become null and void immediately upon its expiry, whether it is returned or not, and no claim may be made under this Letter after such expiry or after the aggregate of the sums paid by us to you shall equal the sums guaranteed under this Letter, whichever is the earlier. All notices to be given under this Letter shall be given by registered (airmail) post to the addressee at the address herein set out or as otherwise advised by and between the parties hereto.

We hereby agree that any part of the Agreement may be amended, renewed, extended, modified, compromised, released, or discharged by mutual agreement between you and the Supplier, and this security may be exchanged or surrendered without in any way impairing or affecting our liabilities hereunder without notice to us and without the necessity for any additional endorsement, consent, or guarantee by us, provided, however, that the sum guaranteed shall not be increased or decreased.

No action, event, or condition that by any applicable law should operate to discharge us from liability hereunder shall have any effect, and we hereby waive any right we may have to apply such law,

so that in all respects our liability hereunder shall be irrevocable and, except as stated herein, unconditional in all respects.

For and on behalf of the Bank

Signed: _____

Date: _____

in the capacity of: [insert: *title or other appropriate designation*]

Common Seal of the Bank

4. BANK GUARANTEE FOR ADVANCE PAYMENT-

[Guarantor letterhead or SWIFT identifier code]

Date: *[Insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

To: _____ *[name of Employer]*
 _____ *[address of Employer]*
 _____ *[name of Contract]*

Gentlemen:

In accordance with the provisions of the Conditions of Contract, sub clause 6.4 (“Advance Payment”) of the above-mentioned Contract, _____ *[name and address of Service Provider]* (hereinafter called “the Service Provider”) shall deposit with _____ *[name of Employer]* a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of _____ *[amount of guarantee]*¹ _____ *[in words]*.

We, the _____ *[bank or financial institution]*, as instructed by the Service Provider, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ *[name of Employer]* on his first demand without whatsoever right of objection on our part and without his first claim to the Service Provider, in the amount not exceeding _____ *[amount of guarantee]* _____ *[in words]*.

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be performed thereunder or of any of the Contract documents which may be made between _____ *[name of Employer]* and the Service Provider, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____ *[name of Employer]* receives full repayment of the same amount from the Service Provider.

Yours truly,

Signature and seal of the guarantor _____
 Name of Bank/Financial Institution _____
 Address _____
 Date _____

¹ An amount shall be inserted by the bank representing the amount of the Advance Payment, and denominated in Indian Rupees.

4. Proforma for performance statement

(For a period of last three years)

IFP No: _____ Date of Opening: Time : _____ Hours

Name of the Firm : _____

Order Placed By (Full address of Purchaser)	Order No. and Date	Description and quantity of ordered	Value of order	Date of completion of delivery		Remarks indicating <u>reasons for late delivery, if any</u>	Was the supply of goods satisfactory?
				<u>As per contract</u>	<u>Actual</u>		

Signature and seal of the Proposer

5. FORMAT OF PRICE PROPOSAL & PRICE SCHEDULE

Date:[*insert: date of proposal*]
[*Invitation for Proposals (IFP) Ref No.:[number]*]
[*insert: name of Item*]

To: [*Purchaser insert: Name and address of Purchaser*]

Dear Sir or Madam:

1. With reference to the Invitation for Proposals (IFP) (referred above) and your documents for setting up framework agreement, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods or services in full conformity with the said documents for setting up framework agreement, for the sum of Rs. _____ (hereinafter called “the Total Proposal Price”). The above amounts are in accordance with the Price Schedules attached herewith and are made part of this proposal.
2. We undertake, if our proposal is accepted, to deliver the Goods or services in accordance with the delivery schedule and users indicated in the Purchase Orders to be issued.
3. We undertake that, in competing for (and, if the award is made to us, in executing) the above Agreement, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.
4. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
5. We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this [*insert: number*] day of [*insert: month*],
[*insert: year*].

Signed: _____

Date: _

In the capacity of [*insert: title or position*]

Duly authorized to sign this proposal for and on behalf
of [*insert: name of proposer*]

PRICE SCHEDULE
Details of Rate card (in INR) by the Proposer

S no	Particulars	Rate	Cost per
Event Activities			
1	International Hanger (AC)		sqm
2	International Hanger (Non-AC)		Sqm
3	Indian Hanger (AC)		sqm
4	Indian Hanger (Non-AC)		sqm
5	Office Space/Room		sqm
6	Safe House as per PM/President security protocol		sqm
7	Pantry Area as per PM/President security protocol		sqm
8	Washroom in Safe House		sqm
9	Bio-chemical washroom		pcs
10	General washroom		Pcs
11	Deskjet Printer with paper for office use		Job
12	laptop with internet for office use		Job
13	Operator to manage printer and laptop		job
14	Washout Console for AV control		pcs
15	VIP stage of 1.6 m height		sqm
16	Three side open octonorm stall		sqm
17	Island Stall (Skill Pavilion)		sqm
18	Cost per panel (illuminated)		sqft
19	Table for Stall		Pcs
20	Chair for Stall		Pcs
21	Cost of a round table (3ft diameter)		Pcs
22	40" LED TV		Pcs
23	42" Smart ED TV with WIFI		Pcs
24	Big Led Display for backdrop and audience		per sqft
25	Touch Panel 22"		Pcs
26	Smart phone to screencast on Smart Led Tv		Pcs
27	Large Size Skill India Cut Out with Skill tools		Pcs
28	Reception desk (for three people)		pcs
29	fire extinguisher		sqft
30	Photographer		Pcs
31	Videographer		Pcs
32	VIP lounge		Job
33	PA System		Pcs

S no	Particulars	Rate	Cost per
34	Scissors, Ribbon, Decorated plate with flowers for inauguration		Job
35	Lamp for lightning		Pcs
36	Podium as per PMO/President House description		pcs
37	Sound System		Pcs
38	Cordless Mic		Pcs
39	Wireless Mic		pcs
Rojgar Mela			
40	Covered stalls with tent equipment		sqft
41	Pens		Pcs
42	Notepad		Pcs
43	Food packets		Pcs
44	Water bottles		pcs
45	Helpdesk		sqft
Variable			
46	Female Ushers		Per person
47	Security Guard		Per person
48	Genset with diesel		per KV
49	Cultural programmes		Per performance
50	Street food vendors		Per vendor
51	Venue Entry gates		Per gate
52	VIP seats on stage for dignitaries		Per seat
53	Carpeting		Sqft
54	wooden flooring		sqft
55	view cutter		sqft
56	CCTV		Pcs
57	Bouquets		pcs
58	Flex printing for branding in and around event area on stand		sqft
59	VIP Sofa seating		Pcs
60	Plastic seating		Pcs
61	plaques at the time of inauguration		pcs
62	Barricading wooden ballis		m
Outdoor & other Activities			
63	Hoardings		sqft
64	Pole bunting		sqft
65	Designing of creatives		sqft
66	Local advertisement(Press)		Rs/col.com

S no	Particulars	Rate	Cost per
67	Local Radio		RS/10 SEC.

NOTE:

To submit the cost in the above rate card, kindly consider the following:

1. There may be some ad-hoc requirements, which the agency is expected to mobilize in a short duration/s
2. The rate quoted above are applicable for a period of one year, starting from the date of signing the contract and also Annual raise of 6% after completing 1 year..
3. Payment will be made within 30 days after successful completion and submission of the work and on submission of valid and correct Invoice.
4. The cost above will be excluding taxes applicable at the time of submitting the bill
5. NSDC will not be liable for any damage or loss

Section VIII - Fraud and Corruption

(Section VIII shall not be modified)

Section 8. NSDC Policy – Corrupt and Fraudulent Practices

1.1 It should be kept in mind that all actions towards award of Contract and its implementation on the ground have to be fair, consistent, transparent and based on highest standard of ethics. Similarly, bidders/suppliers/contractors/consultants associated in the procurement of Goods, Works & Consultancy, are expected to observe the highest standard of ethics during procurement and execution of contracts. In pursuance to above:

- a. Proposal for award may be rejected, if it determines that the bidder, recommended for award, and/or its employees, sub-contractors, sub-consultant, sub-vendors, agents have engaged in corrupt or fraudulent practices in competing for the Contract in question;
- b. Portion of the funds allocated to a contract may be cancelled, in full or in part, if it is determined that corrupt or fraudulent practices were engaged by contractor/consultant and/or its employees, subcontractors/sub-consultants, sub-vendors, agents for getting the Contract or during the execution of a Contract;
- c. A firm may be declared as ineligible, either indefinitely or for a stated period of time, to be awarded a Contract, if it, at any time, determines that the firm has been engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of above provision, the terms, "Corrupt Practice" and "Fraudulent Practice", mean following:

"corrupt practice" means offering, giving, receiving, or soliciting anything of value to influence the action of NSDC's official(s) in the procurement process or in the contract execution; and

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid/proposal prices at artificial, non-competitive levels.

Section IX. Performance Standards

- 1. Requirements as per activity schedule. The agency is expected to provide experienced professionals to organize this high profile event.**
- 2. Any lapses, loss or damages on part of the agency or its professionals, hired contractors, sub-service providers will need to be borne by the agency.**
- 3. Depending upon the damages, NSDC will decide the amount to be deducted from the final payment of the contract.**