



जैव प्रौद्योगिकी उद्योग अनुसंधान सहायता परिषद  
(भारत सरकार का उपक्रम)  
**Biotechnology Industry Research Assistance Council**  
(A Govt. of India Enterprise)

**Notice Inviting Tender**

**for**

**Engaging Event Management Agency  
for Global Bio-India [GBI] 2024**

**Biotechnology Industry Research Assistance Council  
(BIRAC)**

**[No. BIRAC/HR&A/007/2024/ENQ-47]**

**कार्यालय का पता**

5वीं मंजिल, एनएसआईसी बिजनेस पार्क, एनएसआईसी भवन,  
ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली – 110020

5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

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सीआईएन सं./ CIN No.: U73100DL2012NPL233152

वेबसाइट का पता/ Website address: [www.birac.nic.in](http://www.birac.nic.in)

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**Biotechnology Industry Research Assistance Council**  
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### **NOTICE INVITING TENDER**

#### **1.0 Letter of Invitation**

Biotechnology Industry Research Assistance Council (BIRAC), New Delhi invites Bids for Engaging Event Management Agency for Global Bio-India [GBI] 2024.

The BID document containing the details of qualification criteria, submission details, brief objective & Scope of work and evaluation criteria etc. can be downloaded from website <http://birac.nic.in/> and <http://eprocure.gov.in/epublish/app>.

<b>Bid No:</b>	BIRAC/HR&A/007/2024/ENQ-47
<b>Brief Description:</b>	Notice Inviting Tender for Engaging Event Management Agency for Global Bio-India [GBI] 2024
<b>Category:</b>	Services
<b>Approximate Quantity:</b>	As per Scope of Work
<b>Contract Period:</b>	Completion of work as per the timelines
<b>Bid Originating Location:</b>	BIRAC Office, New Delhi
<b>Type of bid:</b>	Notice Inviting Tender
<b>Cost of bid document (IN INR):</b>	NIL
<b>Earnest money Deposit (IN INR):</b>	1% of the estimated Cost of Contract
<b>Performance Bank Guarantee:</b>	3% of the quoted Cost of Contract
<b>Issue / Sale of Bid document:</b>	Downloadable from BIRAC Website & Central Public Procurement Portal (CPPP)
<b>Bid Publication Date:</b>	<b>10<sup>th</sup> July 2024</b>
<b>Bid duration</b>	21 days
<b>Site/s Visit Dates:</b>	NA
<b>Pre-bid Meeting Date, time &amp; Venue:</b>	<b>18<sup>th</sup> July 2024 at 02:30PM</b> at Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
<b>Last Date &amp; Time for Submission of BID:</b>	<b>30<sup>th</sup> July 2024 by 02:00 PM</b>
<b>Bid Opening Date &amp; Time:</b>	<b>30<sup>th</sup> July 2024 at 02:30 PM</b>
<b>Place of submission &amp; opening of bid:</b>	Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020

<b>Presentation Date, time &amp; Venue:</b>	(Shall be communicated later to PQC qualified bidders only) Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
<b>Estimated Cost of Contract:</b>	Rs. 8,00,00,000/- [Rupees Eight Crore Only]
<b>Pre-Qualification Criteria:</b>	As per Clause - 7.0
<b>Bid Validity</b>	90 days from the Bid Closing Date

The eligible bidders may submit their responses in sealed envelope in the prescribed format as indicated in the Bid document.

Prospective bidders should download the Complete Tender Documents from BIRAC's web site [www.birac.nic.in](http://www.birac.nic.in) and CPPP. Addendum/ Corrigendum, if any, to the tender documents shall be uploaded on website only. Hence, bidders may visit the same regularly till the bid submission date.

Bidders meeting the qualification criteria shall be invited for presentation cum pitching before the selection committee of BIRAC.

Thanking you,

Yours faithfully,  
Head - HR & Admin  
For BIRAC

Note: BIRAC reserves the right to cancel this tender and/ or invite afresh with or without amendments, without liability or any obligation for such tender and without assigning any reason. Information provided at this stage is indicative and BIRAC reserves the right to amend/add further details in the Bid.

This Bid is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this Bid is to provide interested parties with information that may be useful to them in the formulation of their applications pursuant to this Bid. This Bid includes statements, which reflect various assumptions and assessments arrived at in relation to the Bid that may not be accurate. The Authority 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 Bid.

पांचवी मंजिल, एनएसआईसी बिजनेस पार्क, एनएसआईसी भवन, ओखला इंडिस्ट्रियल एस्टेट, नई दिल्ली-110020, भारत  
5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020, India  
Phone : 011 29878000 Fax: 011 29878111 Website: [www.birac.nic.in](http://www.birac.nic.in) E-mail: [birac.dbt@nic.in](mailto:birac.dbt@nic.in)  
सीआईएन सं./CIN No. : U73100DL2012NPL233152

## 2.0 Background

Biotechnology Industry Research Assistance Council (BIRAC), is a Public sector undertaking registered under the Indian Companies Act 2013 as a Section 8 'Not for profit Company', as an interface agency of DBT, Ministry of Science & Technology, BIRAC was set up with a vision to stimulate, foster and enhance the strategic research and innovation capabilities of the Indian biotech industry particularly SME's, to make India globally competitive in biotech innovation and entrepreneurship and to create affordable products and services.

## 3.0 Objective

Biotechnology Industry Research Assistance Council (BIRAC), 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020, invites BIDS for Engaging an Event Management Agency for Global Bio-India [GBI] 2024 scheduled to be held from 12<sup>th</sup> to 14<sup>th</sup> September 2024 at Pragati Maidan, New Delhi.

## 4.0 Scope of Work

This outlines steps intended below, activity-wise, includes project planning but not limited to the work scope, milestones, deliverables, legal compliance and performance metrics: -

### A. Conceptualize, Design and Develop Content for Event Planning and Execution

- i) Conceptualize, design and develop 3d views of entire event, lounges, session halls, stalls dictating theme of event and as per scope.
- ii) Designing and development, adaptation of 2d master creatives, arch gate, direction signage, badges, banner, hoarding, printing material like brochure etc.
- iii) Conceptualize, Curate and produce AV content for main inaugural, valedictory and session halls.

### B. On Site Registration and Information desk

- i) Registration & adequate Help Desk Counters for 2500+ delegates and visitors with two-tier registration system, backdrop branding, Chairs, Tables, Electricity Sockets and general lighting etc with a minimum of 2 units divided into 4 blocks.
- ii) Printing of lanyards & Badges with agenda QR code for delegates & VIPs with multi color logo of event, BIRAC-DBT under multiple categories with RFID scanning facility / Magnetic code reading, no use of plastic in the badge unit, the badges to be printed at site and well laminated with 300 GSM of paper, property laminated.
- iii) Providing adequate manpower along with computer and printers for registration (including pre-registered and on the spot registration) for entire event duration, setup of scanning point at access control location where-ever require.

### C. Registration Kits

- i) Kits including one Backpack, Notepad, Pen and Event Brochure
- ii) Media Kits for the Media Personnel Including - Backpacks + Branded Notepad + Branded Pen + Press Release Copy + Event Brochure + BIRAC (DBT) Badges + Lanyard
- iii) All material with Event logo and branding
- iv) Car sticker

### D. Exhibition

- i. Conceptualizing, designing, fabrication and production of technology and content

oriented, pre-fabricated and wooden customized exhibition stalls for different categories of exhibitors with utilities as per table below:

Category	Approximate Count	Estimated size	Type of Space	Utilities
Start-ups / Individual entrepreneurs	400-500	3 Sqm	Built up	One table, two chairs, dustbin, two electric sockets, lights, table facia, name of the exhibitor
Incubators	80-100	5 Sqm	Built up	One table, two chairs, dustbin, two electric sockets, lights, table facia, name of the exhibitor
Universities / Institutes / Research Organizations	40-50	5 Sqm	Built up	<ul style="list-style-type: none"> <li>Customized wooden fabricated exhibition Stalls with utilities i.e. table, chairs, lights, dustbin, two electric sockets, name of the exhibitor and place. All including designing &amp; fabrication.</li> <li>Provision of interactive zones with the latest technology e.q. sensor-based technology, floor projection, augmented reality, VR, rotoscope etc.</li> <li>Steel racks / stand for placing brochures, reception area with table &amp; two chairs. Sofa seating along with photographs of events / schemes of Ministry / Departments inside the seating area.</li> <li>Spot &amp; Picture Lights as per required, floor Carpet / Wooden Floor, Good Quality Visitor Book with Pen.</li> </ul>
Industry (Including Services & CROs)	40-50	80-100 Sqm	Raw/ built up	
Government Enablers	10	20-25 Sqm	Raw/ Built up	
States	10	25 Sqm	Raw/ Built up	
Country	5-8	18-25 Sqm	Raw/ Built up	
Others / Miscellaneous	10	5 Sqm	Built up	

- ii. The Agency shall provide adequate podiums, storage, customized furniture, special lighting, racks, display material etc. in each pavilion or stall
- iii. Poster printing to be done by the agency for all exhibitors.
- iv. New non-woven synthetic Carpet with multi-color scheme inside the halls and outdoor passage & other area
- v. Modular partition panels as per requirement.
- vi. Adequate number of water dispenser in exhibition area.

#### E. THEME PAVILION

Conceptualize, Complete designing & fabrication of theme pavilion area of made from industrial-grade termite-proof HDHMR board, fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin / tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55-inch screen TV mound on the wall, Good Quality Leatherette

sofa seating with Center table with flower for VIPs along with Photo frames on wall with photographs of events/ schemes of Ministry inside the VIP seating area.

Provision of interactive zones with the latest technology e.q. sensor-based technology, floor projection, augmented reality, VR, rotoscope etc.

#### F. LOUNGES

- i) Design & fabrication of **SPEAKER'S LOUNGE** for 50 Pax, made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound- absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, electric power point connection for a laptop, Round table with 4 chairs each x 25 nos. with numbering, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the seating area, provision of Drinking water as per requirement.- Running tea/coffee required for entire event : Post inauguration
- ii) Complete designing & fabrication of **VIP LOUNGE** for 30 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55inch screen TV mound on the wall, Good Quality Leatherette sofa seating with Center table with flower for VIPs along with Photo frames on wall with photographs of events/ schemes of Ministry inside the VIP seating area, separate Pantry with provision for Running Tea/coffee & Snacks arrangement & Drinking water machine as per requirement.
- iii) Design & fabrication of **MEDIA LOUNGE** made out pre-fabricated material with branding, Good Quality Executive Leatherette sofa seating with Center table with flower, including of media conference / briefing room with stage, PA system, mic podium. Drinking water machine as per requirement.
- iv) Design & fabrication of **B2B AREA** for 50 roundtables made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound- absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, electric power point connection for a laptop, Round table with 4 chairs each x 25 nos. with numbering, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the seating area, provision of Drinking water as per requirement.
- v) Design & fabrication of **FOUR Workshop / Session Halls** for 100 to 150 Pax each, made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, customized Semi round table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer,

one projector with projector screen along with long HDMI cable, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, photo frames on wall with photographs of events/ schemes of Ministry inside the room, provision of Drinking water as per requirement. Tea/Coffee arrangement after every session.

- vi) Design & fabrication of **Control Room** along with CCTV monitoring to cover the entire exhibition which is made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, with 24 hours security guard, warm white lighting, tables with electric power point connection for a Monitor screen and laptop, 3-4 Nos 55 Inch screen TV mount on the wall, banquet chairs as per requirement, Branding collaterals Standee and Banners, provision of Drinking water as per requirement. ***(CCTV Cameras (HD Quality) set up all over the venue the cameras shall have night vision & recording)***
- vii) Design & fabrication of **Secretariat Room** for 30 Pax made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, warm white lighting, fabricated long table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, 55 Inch screen TV mount on the wall, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, provision of Tea /Coffee Machine with Drinking water supply.

## G. Entry Gates

### Welcome gate

- i. Designing & fabrication of **Welcome theme-based pillar gate** outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as per required standards. Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support.

### VIP gate

- ii. Designing & fabrication of **Welcome of VIP theme-based pillar gate** outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as required. Use of good quality paint and graphic to be ensured along with proper support mechanism.

## H. Branding & Publicity

- i) Design, Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages for venue branding along with provision of branding inside & Outside of the venue, branding on Roads, street poles Graphics, branding on circles etc. ***The Flex to be used for branding must be Blackout of STAR QUALITY for Good Get-up of printing to be done on flex. (Including printing, stretching and installation)***



- ii) Vinyl Branding with sun board (with 3M pasting) for Podiums, stalls, Table facia, and another area as required. **(Including printing, stretching and installation)**
- iii) Vinyl Branding (with 3M pasting) for Podiums, stalls, Table facia, and another area as required. **(Including printing, stretching and installation)**
- iv) Drop down / dangler with zone wise signage inside the halls
- v) In-route city branding (500 Count)

#### I. Stage & Media Riser

- i) Stage for Inaugural and cultural function, customised digital backdrop & side wings using wood, ms material, printing material based on theme of event
- ii) Structure must be suitable to accommodate up to 15 Pax, other specifications should meet requirement of PM / CM event, up to 4 ft height with carpet finish on top along with both side stairs with proper masking.
- iii) Vinyl Branding with sun board (with 3M pasting) for Podiums, Table facia, and another area as required. **(Including printing, stretching and installation).**
- iv) **Media Riser** (16 x 12 x 4) with carpet finish on top along with stairs with proper masking
- v) **Sound Console Riser** (12 x 8 x 1.5) with carpet finish on top along with stairs with proper masking
- vi) **Camera Riser** (8 x 4 x 4) with carpet finish on top along with stairs with proper masking 2 nos
- vii) **Customized Stage** at 40'x16'x2.5' ht height which is made of plywood with synthetic carpet on top for Presentation, 2 side steps with complete masking along with round trussing structure around the stage for Hanging the LED Screen from the ceiling to show case the schemes, and presentations of BIRAC (DBT), trussing should be wrap with fabric. With spot light, mikes. White colour finish

#### J. Sounds, lights & visuals

- i) Provision sound system with speakers, cordless mic, podium mic, digital mixer, laptop etc in each session halls, as per sitting capacity of Hall.
- ii) Sound Systems: line array speakers, top, base, Side fill, delay speakers, monitors, amplifier System, 64 Channel digital Audio mixer, Unit of Audio CD Player, Microphones: Lapel, Cordless, Podium, Mic with stands, Table mics, Audio / Video Distribution Box, 32 channel media box, DI Box, Laptop, Sound cable and Jacks **as per requirement of Inaugural function, performing cultural program.**
- iii) **Indoor LED wall** - seamless for main Stage
- iv) **Indoor LED wall**- seamless for Indoor - 5 nos  
Includes of seamless HD switcher, Console Display Monitor, Laptop 4, Video Engineer 1, Video Mixer, Pointer clicker, Splitter, Scan convertor, **video equipment's including interface cables, support person**
- v) Moving heads, Sharpy, Laser Lights, LED wash, smoke machine, RGB LED, Light Control Programming Board, Dimmers, Profile Spot, Follow spot, Box truss or T truss **Any other item as per required (Sound - Adamson / DNB / JBL / Bose / sound system)**
- vi) Setup of console with table, chairs, and masking for main hall and in session halls.
- vii) Provision of **55inch TV** with Stand along with long HDMI Cable for connecting Laptop & USB extension cables for connecting Pen drives

#### K. Electrical

- i) Providing, testing, commission of entire cable distribution including of internal and external, PD panels, MCB boxes, provision single / three phase power supply for participants and other areas. Buffet tables with frill and table top. Covers of chairs and tables to be changed daily.
- ii) Power supply through genset for light, sound and video and general load for

inaugural area with fuel charges for entire event days, technical manpower, operations and maintenance

**L. Furniture**

- i. Buffet tables with frill and table top. Covers of chairs and tables to be changed daily.
- ii. Standing Tables for Food & Beverages areas. (1 x 3)
- iii. Good Quality VIP Banquet chairs with Cover and bow. (*Chair cover need to be changed on daily basis*).
- iv. Good Quality Leatherette sofa (2-seater) as required
- v. Round tables with Chairs & Cover (covers to be changed daily)
- vi. Dustbins / Drums with Bin on wheels having plastic black disposable bags.
- vii. SS Railing separators / Mojo 4ft. height
- viii. Que Managers [for Food Area & Near to the Stages]
- ix. Brochure stands

**M. Food & Beverages**

- i. Dining Area for VIPs (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day)
- ii. Provisions of Lunch, Hi-Tea, and Evening tea (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day) *Day 1 (2500 pax), Day 2 (1500 pax) & Day 3(1000) pax.*
- iii. Provision of F&B for Support Staff & Crew Members - 500 Pax daily
- iv. Provision of adequate water dispenser for the entire event as per requirement.

**N. Décor & Artistic Installations**

- i. **High quality Flower Decoration** on Informative Desk, Stage, Podium, VIP Lounge along with greeting with Rose for vip & VVIP guests. (***Rate for the entire event, flower need to be changed on daily basis with all areas***)
- ii. Provision of Good quality **Planters** with Pot for Indoor & Outdoor, Entrance Gate, Walkway Corridor etc.
- iii. Lounges & Rooms, other knickknack areas to add a green touch to the Exhibition as required (Size 2.5-4 ft height -to 4-8 ft height)
- iv. Artistic Selfie-Points with different themes with adequate lighting.
- v. Creating brand recall value through artistic and branding element which is made of MS and graphic with lit effect as per the requirement
- vi. 1 Digital Selfie Booth with Email provision for instant Email. of the photographs to the Visitors
- vii. Entrance and Entire Exhibition area is to be Decorated with the theme of the exhibition with cloth triangular Jhandis, dropdowns, Colorful Drapes with serial lights on all and bush/shrubs inside the venue Artist Sculpture, Hanging Elements, Artist Work as per required.

**O. Event Management Staff / Manpower**

- i. Emcee for Inaugural
- ii. MTS / volunteer skilled persons for Registration/ Help desk/ VIP rooms / Conference room / other area to manage Entire Event (Male / Female)
- iii. Ushers (male & female)

**P. Overall Event Management Services**

- i. Mascot aligned with Event theme and branding
- ii. Housekeeping Staff from reputed Agency i.e., Male / Female (supervisors and housekeeping / sweepers from 8.00 AM to 11.00 PM and Sweepers in night for

- cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement. (According to area and no. of pax) x 2 days
- iii. Waste Management (All garbage on daily basis and maintain cleanliness of the venue)
  - iv. Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient number of Security Guards (Males & Females) during day time with proper uniform and required equipment.
  - v. Security Guards from reputed Agency (Male & Female guards), in nights as well with proper uniform and required equipment, two days prior of event.
  - vi. Security Supervisors during visiting hours
  - vii. Bouncers (Including Male & Female)
  - viii. Hand Held Metal Detector
  - ix. Door Frame Metal Detectors with 4 range cabin for females.
  - x. Providing sufficient number of Fire extinguishers in exhibition area 10 kg ABC type cylinders with sand buckets as per requirement.
  - xi. One Fire Brigade Van from 9:00 AM to 9:00 PM daily. PIA can approach the Fire Brigade office of requisitioning Fire tender
  - xii. Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine
  - xiii. **Medical help desk** in Octanorm structure with First Aid kit, Doctor and nursing staff.
  - xiv. Setting up help desk at Gate with manpower, branding, table, chairs, fan, power points etc. for entry coupon distribution / guidance
  - xv. Provision of loading vehicle during event along with manpower, during setup and dismantle days for exhibitor / organiser, round the clock

#### Q. Live Streaming, Photography & Videography

- i. Provision of **Hybrid Setup** and **Live streaming** of the entire event Exhibition with the installation of the necessary, suitable and proven web based web streaming software broadcasting along with recording of events. 10 Years of BIRAC (DBT) logo watermark and creation of Landing Page to add on the digital video event. Integrate Power Points for meeting webinars, Audio- Videos for live streaming as presentations, source, speeches/lectures per the requirement of BIRAC. Provide live HD adaptive webcast/streaming services with live feeds for websites and existing social media platforms integrating with global reputed Content Delivery Network services. Live Recording and Video Editing + Management of the recorded videos, Editing Features, Trimming, Replacements, Markings, Highlight Clips, Library and Management Tools Search after each webinar.
- ii. Anamorphic content for the short film.
- iii. **Photography and Videography** during the exhibition should cover all aspects of the exhibition, and events, and should be compiled on various platforms. Also 5 Min. Short film & 1 min, Teaser of the 2 day exhibition. 2 Photographer & 2 Videographer for the inaugural function (separate). Soft copy of video/photos to be given in Hard Disc on daily basis.

#### R. Other Utilities

- i) Provision of **Wheel Chairs** for disabled people.
- ii) Provision of **Lamp Lighting ceremony** with all accessories (necessities like wick, oil, camphor and matchbox/big candle).
- iii) Hi - Speed Internet (wifi Zone) with Technical Assistant
- iv) IT & Basic Office stationery (Notepad, pen, scale, scissors, scotch tape, fevistick, markers and staplers) along with Printer and copier (LaserJet printer with laptop and A3/A4 printing provisions)
- v) Transport & Labour charges

- vi) Walkie Talkies
- vii) 10 Nos Golf Cart with Branding during the setup and dismantle days round the clock availability.
- viii) Post event responsibility

**S. LICENSES AND PERMISSIONS**

All Licenses / NOC from relevant Govt. authorities for event operation

**Note:**

- *Estimation shall be required for each area / activity.*
- *Requirements in numbers, area mentioned are purely tentative which may vary and are meant for planning purpose only.*
- *Samples wherever required shall have to be vetted by the designated official of BIRAC.*
- *Item / service / installation / perquisite apart from the Scope of Work will have to be supplied on need basis by the agency/firm executing the event.*

## 5.0 Instructions to Bidders

- 5.1 The bidders are expected to examine all the instructions in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document up to the satisfaction of the BIRAC in every respect will be at Bidders' risk and responsibility and may result in the rejection of its Bids.
- 5.2 Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.

## 5.3 Language of Bid

The bid prepared by the bidders and all correspondence and documents exchanged between the bidders and BIRAC relating to the Bid submitted shall be in English or bilingual (Hindi and English) language. However, printed literature furnished by the bidders may be in any other language as long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

## 5.4 Signing the Bid

The bid shall be signed by the bidders or a person duly authorized to bind the bidders to the contract. The authorization shall be indicated by written letter of authorization/ agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

## 5.5 Cost of Bidding

The bidders shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, BIRAC will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

## 5.6 Validity of Bids

- i) Bids shall remain valid for 90 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the BIRAC.
- ii) In exceptional circumstances, BIRAC may solicit the bidders' consent to an extension of the period of validity.

## 5.7 Submission Details

Bidders are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t technical / financial capabilities for acceptance and submission of documents for verification by BIRAC. Bids are to be submitted in sealed covers.

Bids are to be submitted in sealed covers as per the details given below.:

- i) Authorization letter (***Annexure - I***)
- ii) The bid shall be submitted in sealed envelope super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office. This envelope shall contains the following:

- a) **1<sup>st</sup> Inner Sealed Cover** - The first inner sealed cover should contain all the documents pertaining to **Pre-Qualification Criteria (PQC)** as prescribed and will clearly be super scribed with “**PQC**” along with enquiry number. This cover should include **Covering letter and PQC (format enclosed as Annexure - III)** with all stamped and signed supporting documents.
  - b) **2<sup>nd</sup> Inner Sealed Cover** – The second inner sealed cover should contain all the documents pertaining to **Technical Evaluation Criteria (TEC)** as prescribed and will clearly be super scribed with “**TEC**” along with enquiry number. This cover should include **Covering letter and TEC (format enclosed as Annexure - IV)** with all stamped and signed supporting documents.
  - c) **3<sup>rd</sup> Inner Sealed Cover** - The third inner sealed cover will contain only the price bid duly filled in, stamped and signed and should be clearly super scribed with “**Price Bid**” along with enquiry number **(format enclosed as Annexure - V)**.
  - d) **4<sup>th</sup> Outer Sealed Cover** - The fourth outer sealed cover will contain all the above mentioned 3 envelopes ( i.e. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Inner Sealed Covers) super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office.
- iii) Only one bid should be included in one cover.
  - iv) The bid which fails to comply with the above instructions shall be summarily rejected.
  - v) Transfer of Bid Document - Non Transferable.
  - vi) Late bids - Bidders are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid. BIRAC will not be responsible for the loss of the bid or delay in postal transit. Any bid received after dead line for submission of bid, will be rejected and returned unopened.
  - vii) The cost for preparing the BID including visits by the bidders to BIRAC Office is not reimbursable.
  - viii) BIRAC reserves the right to call for any clarifications covered in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

## 5.8 Address of Submission/communication/inspection

**The sealed envelope should be addressed to:**

Head - HR & Administration

Biotechnology Industry Research Assistance Council (BIRAC) 5th  
Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate,  
New Delhi – 110020

## 5.9 Amendments and Addendum to Bid

- i) At any time prior to the deadline for submission of bids, BIRAC may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidders modify the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents.
- ii) The amendment and addendum, if any will be notified by BIRAC or published on the BIRAC website ([www.birac.nic.in](http://www.birac.nic.in)) before the last date of submission.
- iii) In order to allow the bidders reasonable time to take the amendment in to

account in preparing their bids, the BIRAC may at its discretion, extend the deadline for the submission of Bids and any such extension will be notified by BIRAC.

**5.10 Conflict of Interest**

The Bidders shall not receive any remuneration in connection with the assignment except as provided in the “Service and Confidentiality Agreement”.

**5.11 Warranty of the agency**

The agency shall warrant that it is under no contractual restrictions of legal disqualification or other obligations which will prohibit from entering into agreement and that the statement and particulars herein contained in this Bid and in the relevant and supporting documents to this Bid are correct.

**5.12 Bid Rejection Criteria (BRC)**

BIRAC reserves the right to reject any bid if:

1. Received after the expiry of due date and time.
2. Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.
3. It is not given in the prescribed format as per clause 5.7
4. The bid has not been indexed or properly paginated and details provided in PQC & TEC Checklist (clause 7.0 & 8.0) are not submitted.
5. Supporting documents to substantiate the PQC & TEC have not been submitted.
6. Certificates certified by Chartered Accountants must bear UDIN number, in absence of which, it will be considered as invalid and the bid shall be rejected.
7. All Declarations/undertakings/information have not been provided on the Letter Head of the Bidders, duly signed and stamped.
8. At any time, a material misrepresentation is made or uncovered
9. The agency/ firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the bid.

**5.13 Engagement Terms and Conditions**

- i) The effective date of the engagement will be in accordance with execution of the Service and Confidentiality (S&C) Agreement.
- ii) The Bidder shall be liable to indemnify BIRAC in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising as a consequence of negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the work and the services provided.
- iii) **Letter of Award (LOA):** On acceptance of Bid for awarding the contract, BIRAC will issue a Letter of Award “LOA” to the successful bidder in writing. Such successful bidder will need to execute a “Service and Confidentiality Agreement” (**enclosed as Annexure - X**). After execution of the Agreement, no variation in or modification of any of the terms of the Agreement shall be made except by written amendment signed by the parties. The engagement of the bidder shall be governed by the terms and conditions of the “Service and Confidentiality Agreement”.

iv) **Payment Terms**

a) The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	Acceptance of LOA and submission of Performance Bank Guarantee (PBG) and submission of layout plan.	30% - the payment will be made on Acceptance of LOA, submission of Performance Bank Guarantee (PBG) and after submission of layout plan.
Stage 2	Approval of overall layout & plan, specifications & Mobilization of requisites items at site and self- certified utilization of funds released as per stage 1 certified by Authorized Signatory.	40% - the payment will be made on approval of overall layout & plan, specifications & Mobilization of requisites items at site and self- certified utilization of funds released as per stage 1 certified by Authorized Signatory.
Stage 3	After successful Completion of the Event and submission of invoice along with the CA certificate ( <b>as per Annexure VI</b> ) for item wise as given <b>Annexure - V</b> , completion report, other supporting documents and final event reports.	30% - the payment will be made after successful Completion of the Event and submission of invoice along with the CA certificate ( <b>as per Annexure VI</b> ) for item wise as given <b>Annexure - V</b> and completion report and other supporting documents and final event report.

- b) The payment will be made after submission of Invoice along with supporting documents as desired by BIRAC. This shall be scrutinized and checked before passing the bills for payment.
- c) Income Tax as per statutory provision shall be deducted from the bills and remitted to Income Tax authorities by the Accounts Department of BIRAC. A TDS certificate shall be issued by BIRAC to the agency for such deductions. The agency is liable to pay the taxes and levies according to the laws and regulations applicable.
- d) BIRAC shall make timely payments through the Electronic Payment Mechanism (viz NEFT/ RTGS /ECS). Bank details have to be provided by the agency
- e) BIRAC shall not be liable for any consequences, whatsoever, in case there is a delay in making payments for any reasons resting with agency. Further, no interest shall be paid on such delayed payments.

#### 5.14 **Abnormal Rates**

The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the BID unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.



### 5.15 Disclaimer

- a. BIRAC shall not be responsible for any late receipt of applications for any reasons whatsoever.
- b. BIRAC reserves the right to reject all applications without assigning any reasons thereof.
- c. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the BIRAC without assigning any reasons thereof.
- d. To include any other item in the Scope of work at any time after consultation with bidders or otherwise.
- e. BIRAC reserves the right to reject all the RFPs without assigning any reasons.

### 5.16 Jurisdictions

All the disputes or difference differences regarding the bid/contract shall be governed in accordance with the Laws applicable in India and subject to by the exclusive jurisdiction of the courts situated at in New Delhi, India.

### 5.17 Earnest Money Deposit (EMD)

- **Submission of EMD:** The Earnest Money @1% of the estimates annual cost of contract in the form of a Demand Draft, payable at New Delhi from any commercial bank in favour of "Biotechnology Industry Research Assistance Council" (BIRAC) has to be submitted along with bid document. If the bid is received without EMD, it will not be considered and will be summarily rejected.
- **Forfeiture of EMD:** EMD of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the specified period of validity of bid. Further, if the bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- **Refund of EMD:** EMD furnished by all unsuccessful bidders shall be returned without any interest whatsoever, after award of the contract. EMD of the successful bidder shall also be returned without any interest whatsoever, only after receipt of performance security, as required in the contract.
- **Adjustment of EMD:** The earnest money deposited along with the bid documents for the present bid shall be in respect of the present bid document only and the contract to be hereby awarded only. No Bidder shall be entitled to request or claim for transferring and appropriating any previously deposited amount or performance security amount or for adjusting any outstanding bill amount with the earnest money payable with the bid documents.

### 5.18 Performance Bank Guarantee

- The agency shall furnish a Performance Bank Guarantee (**Format attached at Annexure - XI**) drawn on bank/branch in India for 3% of the quoted cost of contract, with acceptance of LOA/ signing of Service and Confidentiality Agreement.
- The proceeds of the Performance Bank Guarantee shall be payable to BIRAC as compensation for agency's failure to perform and complete its obligations under the

contract.

- BIRAC has the right to invoke the Performance Bank Guarantee in case the agency fails to complete any/all obligations under the contract to the satisfaction of BIRAC.
- Performance Security is to be furnished by a specified date and it should remain valid for a period of 06 Months beyond the duration of event.
- The PBG will be duly discharged by BIRAC after successful completion of Agency's obligations under the contract, including completion of any/ all obligations under the contract to the satisfaction of the BIRAC and/or person/agency appointed by it for the said purpose.
- **Refund of Performance Security** - Performance Security shall be refunded to the supplier without any interest, whatsoever, after due performance and completion of all obligations under the contract. The refund of performance security shall not normally be later than 90 days of such performance and completion of contract obligations.

## 6.0 Evaluation Methodology

- 6.1 **Opening of Bids by BIRAC:** BIRAC will open the Bids on the stipulated date and time as given in the schedule. Authorized representative of the bidder is requested to attend the bid opening process.
- 6.2 **Authorization Letter-** Bids with Authorization Letter (***Annexure - I***) shall only be considered for Pre- Qualification Criteria (PQC).
- 6.3 The bids shall be verified based on the documents submitted for PQC. Checklist provided at ***Annexure – III*** is required to be mandatorily filled. Those bids which satisfy the PQC will be considered for Technical Evaluation Criteria (TEC).
- 6.4 Each bidder shall be assigned scores under each parameter as given in the Technical Evaluation Criteria [TEC] wherein marking will be done by the Committee on the basis of presentation done by the perspective bidder and TEC Documents. The Bidders scoring minimum 70 marks shall only be qualified technically and considered further for opening of price bid. Checklist provided at ***Annexure – IV*** is required to be mandatorily filled
- 6.5 Out of the technically qualified bidders, the lowest Financial Proposal will receive a maximum of 100 marks.
- 6.6 Financial Proposal Marks (FPM) =  $100 \times \text{Lowest Financial Proposal in Rs.} / \text{Financial Proposal under consideration in Rs.}$
- 6.7 Final Evaluation - The final evaluation will be made on the basis of the following:  
Weightage for the Technical Proposal Marks: 0.75  
Weightage for the Financial Proposal Marks: 0.25  
Combined Score =  $\text{TPM} \times 0.75 + \text{FPM} \times 0.25$
- 6.8 The Bidder with the highest Combined Score shall be declared as the successful bidder.
- 6.9 The schedule date/time for presentation and opening of financial bids would be indicated later.
- 6.10 **Price Bid (***Annexure - V***)**
- i. The Bidder shall complete the price bid furnished in the bidding document.
  - ii. Price bid quoted by the successful bidder shall be held firm during the contract.
  - iii. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price bid are to be strictly in accordance with bid. Conditional bid is liable to be rejected.
  - iv. Duties, taxes and other levies payable as per the statute should be included in the bid. The price bid shall be quoted **inclusive of the applicable taxes**.
  - v. The bidders shall not indicate separate discount. Discount if any should be merged in the quoted rates.
  - vi. Rate for each item shall be quoted. Even if a single column is left un-filled the Price Bid may not be considered for evaluation.
  - vii. If there is any discrepancy in the unit price & total price, the unit price will prevail and the total price will be corrected accordingly.
  - viii. If there is any discrepancy between words and figures the amount in words shall

prevail.

- ix. The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.
- x. The Bidder shall complete the price bid furnished in the bidding document.
- xi. Bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price bid are to be strictly in accordance with bid. Conditional bid is liable to be rejected.
- xii. Rate for each item shall be quoted. If any item in the price bid is left blank/Zero/NIL/Free the bid may not be considered for evaluation.

**7.0 Pre-Qualification Criteria (PQC)**

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

S. No.	Eligibility Criteria	Supporting Documents
1	Bidder must be an Indian legal entity registered as a Company/LLP/Society/partnership firm/proprietorship firm under respective acts in India	Self-attested copy of registration of legal entity such as Company Incorporation Certificate from ROC/Partnership deed etc.
2	The bidder must have fully operational office/branch office/head office in Delhi/NCR	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company
3	The bidder must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card
4	The bidder must have 5 years work experience of similar Event/Exhibition work	Self-attested Copy of the work order arranged in chronological order i.e. latest first and letter of successful completion from the client.
5	The bidder must have executed Event/Exhibition work at least 3 Project of value not less than Rs. 01 crore [Rupees One Crore] each in last 3 Years	Self-attested Copy of the work order arranged in chronological order i.e. latest first letter of successful completion from the client.
6	The bidder must have average annual total turnover of Rs. 32 crores during the last three financial years (2020-21, 2021-22, 2022-23)	Turnover certificate duly certified duly certified by CA with valid UDIN number /Audited financial statements for last three financial years and Income Tax return
7	The bidder must have Net-worth of not less than Rs. 1 crore as per audited financial statement of the FY 2022-23	Net worth certificates duly certified duly certified by CA with valid UDIN number / Audited financial statements for last three financial years and Income Tax return
8	The bidder should have completed similar kind of work in <b>minimum three</b> Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order arranged in chronological order i.e. latest first and letter of successful completion from the client.
9	The bidder should not have been blacklisted by any Central /State Government/Public Sector Undertaking, Govt. of India	Undertaking on the Letter Head of the Bidder duly signed & Stamped by Authorized Signatory (As per <b>Annexure - VII</b> )
10	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this Bid and in the execution of agreement.	Undertaking on Bidder's Letter Head, duly signed and stamped by the Authorized Signatory (As per <b>Annexure - VIII</b> )
11	The bidder should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.	Undertaking on Bidder's Letter Head, duly signed and stamped by the Authorized Signatory (As per <b>Annexure - IX</b> )
12	The bidder should not submit bid as Consortium/Joint Venture.	Self-attested declaration on the letter head of the agency

**Note:**

- 1. Documentary Evidences are mandatorily to be submitted along with the formats.**

**8.0 Technical Evaluation Criteria**

S. No.	Technical Evaluation Criteria (Documentary Evidences are to be attached as the scoring will be done based on the submitted documents)	Maximum Score (Total 100)	Supporting Documents
1.	Experience in Event/Exhibition of similar nature costing Rs. 8 Crore or more	10	Self-attested Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client.
2.	Experience in Event Management at the Venue (Pragati Maidan, New Delhi)	5	Self-attested Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client.
3.	Previous Experience of Event Management with any Science & Technology Department	10	Self-attested Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client.
4.	Experience of core team members along with their Qualification and experience who will be deployed	10	Self-attested copy of details of technical strength mentioned on organization's letter head along with their qualification and experience.
5.	Awards received for any exhibition/event/pavilion for any State/Central govt./ Ministry/ PSU/Govt. Department.	5	Self-attested copy of the Certificates/Awards
6.	ISO Certification for Quality, Security and event management	10	Self-attested copy of the valid ISO Certificates
7.	Evaluation of Technical presentation before the technical evaluation Committee Design/concept/content development as per scope of work.	50	-

**Note:**

***Documentary Evidences are mandatorily to be submitted as the scoring will be done based on the submitted documents.***

***Annexure - I***

**Authorization Letter**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Letter for Authorized Signatory**

Dear Sir / Madam,

This has reference to your above-mentioned bid for Engaging Event Management Agency for Global Bio-India [GBI] 2024.

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to submit the bid & attend opening of the above bid No. \_\_\_\_\_ on behalf of M/s \_\_\_\_\_ (Agency Name).

**The specimen signature is attested below:**

Name: \_\_\_\_\_

(Specimen Signature of Representative) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorizing Authority

Name of Authorizing Authority & Designation:

Company Seal:

***Note: Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not received.***

***Annexure - II***

**Covering letter with EMD**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Submission of EMD**

Dear Sir / Madam,

This has reference to your above-mentioned bid for Engaging Event Management Agency for Global Bio-India [GBI] 2024.

Mr./Miss/Mrs. \_\_\_\_\_ hereby submit the Earnest money deposit in the form of Demand draft bearing number \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ payable at New Delhi on behalf of our agency.

\_\_\_\_\_

Authorized Signatory

Company Seal:



**Annexure - III****PQC Covering Letter**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&amp;A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
 Biotechnology Industry Research Assistance Council (BIRAC)  
 5th Floor, NSIC Business Park, NSIC Bhawan,  
 Okhla Industrial Estate, New Delhi – 110020

**Subject: Notice inviting Tender for Engagement of Event Management Agency for Global Bio-India [GBI] 2024.**

Sir/Madam,

The undersigned having read and examined in detail all the Bid documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl. No.	Description	Response
1	Name of the Bidder	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

**The following documents are enclosed:**

1. Authorization Letter (As per **Annexure - I**)
2. Pre-qualification criteria as per the details given below:

S. No.	Pre-Qualification Criteria	Supporting Documents Required	Type of Document	Page number of the supporting document
1.	Bidder must be an Indian legal entity registered as a Company/LLP/Society/partnership firm/proprietorship firm under respective acts in India	Self-attested copy of registration of legal entity such as Company Incorporation Certificate from ROC/Partnership deed etc.		
2.	The bidder must have fully operational office/branch office/head office in Delhi/NCR	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company		
3.	The bidder must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card		
4.	The bidder must have 5 years work experience of similar Event/Exhibition work	Self-attested Copy of the work order arranged in chronological order i.e. latest first and letter of successful completion from the client.		
5.	The bidder must have executed Event/Exhibition work at least 3 Project of value not less than Rs. 01 crore [Rupees One Crore] each in last 3 Years	Self-attested Copy of the work order arranged in chronological order i.e. latest first and letter of successful completion from the client.		
6.	The bidder must have average annual total turnover of Rs. 32 crores during the last three financial years (2020-21, 2021-22, 2022-23)	Turnover certificate duly certified by CA with valid UDIN number/Audited financial statements for last three financial years and Income Tax return		
7.	The bidder must have Net-worth of not less than Rs. 1 crore as per audited financial statement of the FY 2022-23	Net worth certificates duly certified by CA with valid UDIN number/Audited financial statements for last three financial years and Income Tax return		
8.	The bidder should have completed similar kind of work in <b>minimum three</b> Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order arranged in chronological order i.e. latest first and letter of successful completion from the client.		

S. No.	Pre-Qualification Criteria	Supporting Documents Required	Type of Document	Page number of the supporting document
9.	The bidder should not have been blacklisted by any Central /State Government/Public Sector Undertaking, Govt. of India	Undertaking on the Letter Head of the Bidder duly signed & Stamped by Authorized Signatory (As per <b>Annexure - VII</b> )		
10.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this Bid and in the execution of agreement.	Undertaking on Bidder's Letter Head, duly signed and stamped by the Authorized Signatory (As per <b>Annexure - VIII</b> )		
11.	The bidder should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.	Undertaking on Bidder's Letter Head, duly signed and stamped by the Authorized Signatory (As per <b>Annexure - IX</b> )		
12.	The bidder should not submit bid as Consortium/Joint Venture.	Self-attested declaration on the letter head of the agency		

I/we hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Annexure - IV**

**Technical Evaluation Criteria TEC**  
**(To be submitted on Agency's Letter Head)**

Ref. No. BIRAC/HR&amp;A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
 Biotechnology Industry Research Assistance Council (BIRAC)  
 5th Floor, NSIC Business Park, NSIC Bhawan,  
 Okhla Industrial Estate, New Delhi – 110020

**Subject: Notice inviting Tender for Engagement of Event Management Agency for Global Bio-India [GBI] 2024.**

Sl. No.	Technical Evaluation Criteria	Supporting Documents	Type of Document	Page number of the supporting document
1.	Experience in Event/Exhibition of similar nature costing Rs. 8 Crore or more	Self-attested Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client.		
2.	Experience in Event Management at the Venue (Pragati Maidan, New Delhi)	Self-attested Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client.		
3.	Previous Experience of Event Management with any Science & Technology Department	Self-attested Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client.		
4.	Experience of core team members along with their Qualification and experience who will be deployed	Self-attested copy of details of technical strength mentioned on organization's letter head along with their qualification and experience.		
5.	Awards received for any exhibition/event/pavilion for any State/Central govt./Ministry/ PSU/Govt. Department.	Self-attested copy of the Certificates/Awards		

Sl. No.	Technical Evaluation Criteria	Supporting Documents	Type of Document	Page number of the supporting document
6.	ISO Certification for Quality, Security and event management	Self-attested copy of the valid ISO Certificates		
7.	Evaluation of Technical presentation before the technical evaluation Committee	-		

I/we hereby declare that my/our Bid is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

**Format for Price Bid**  
**(To be submitted on Agency's Letter Head)**

Ref. No. No. BIRAC/HR&A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5<sup>th</sup> Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Notice inviting Tender for Engagement of Event Management Agency for Global Bio-India [GBI] 2024.**

The total price offer (in Indian Rupees) for entire scope of Services to be rendered including remuneration and reimbursable expenses payable, milestones and corresponding cost estimate. For the purpose of evaluation, **the total cost shall include all taxes and duties on the amount payable by BIRAC to the agency and other reimbursable expenses.**

S #	Elements	Detail	Qty.	Unit	Rate	Amount
1	<b>Conceptualize, content curation</b>	Conceptualize, design, 3D view of entire event and its elements, AV content of main screen for Inaugural, valedictory and session halls	1	Job		
2	<b>Exhibition</b>	<b>Incubators, Universities:</b> Customised wooden fabricated stalls of 5 sqm each, 100 mm raised wooden platform, table with branding, chairs, lights, company name etc - as per design	500	sq-mtr		
		<b>Start-up:</b> Customised wooden fabricated stalls of 3 sqm each, 100 mm raised wooden platform, table with branding, chairs, lights, company name etc - as per design	1500	sq-mtr		
		<b>Designing and fabrication of customised wooden fabricated Theme pavilion</b> based on theme of event or requirements of departments, with different sizes including of furniture, fixture and lighting. Utilities as per scope of work	225	sq-mtr		
		<b>Industries stalls, Utilities as per scope of work</b>	600	sq-mtr		
		<b>State stalls, Utilities as per scope of work</b>	250	sq-mtr		
		<b>Country stalls, Utilities as per scope of work</b>	200	sq-mtr		
		New non wooven carpet (Red & Grey) as per required	150000	sq-feet		
		Modular partition panels as per requirements	250	Nos		
3	<b>Lounges</b>	Design & fabrication of <b>Speaker's Lounge</b> for 50 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank	1	Nos		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
		size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55 inch screen TV mound on the wall, Good Quality Leatherette sofa seating with Centre table with flower for VIPs along with Photo frames on wall with photographs of events / schemes of Ministry inside the VIP seating area, separate Pantry with provision for Tea/coffee & Snacks arrangement & Drinking water as per requirement.				
		Design & fabrication of <b>VIP Lounge</b> for 30 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55 inch screen TV mounted on the wall, Good Quality Leatherette sofa seating with Centre table with flower for VIPs along with Photo frames on wall with photographs of events / schemes of Ministry inside the VIP seating area, separate Pantry with provision for Tea/coffee & Snacks arrangement & Drinking water as per requirement.	1	Nos		
		Design & fabrication of <b>Media Lounge</b> made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, 8mm thick ISI Marked Laminated wooden Flooring Work with plank size not less than 1200 mm X 190 mm (with unilin/tongue-groove locking arrangement) with Skirting. Wooden wall with pine wood finish on top along with Grid ceiling with warm white lighting, lockable door, including paint, 55 inch screen TV mound on the wall, Good Quality Leatherette sofa seating with Center table with flower for VIPs along with Photo frames on wall with photographs of events / schemes of Ministry inside the VIP seating area, separate Pantry with provision for Tea/coffee & Snacks arrangement & Drinking water as per requirement.	1	Nos		
		Design & fabrication of <b>B2B Room</b> for 200 Pax made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet	1	Nos		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
		treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, customized 50 round tables with electric power point connection for a laptop Branding collaterals Standee and Banners, on wall with photographs of events/ schemes of Ministry inside the room, provision of Drinking water as per requirement.				
5	Control Room	Design & fabrication of Control Room along with CCVT monitoring to cover the entire exhibition which is made out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, with 24 hours security guard, warm white lighting, tables with electric power point connection for a Monitor screen and laptop, 3-4 Nos 55 Inch screen TV mount on the wall, banquet chairs as per requirement, Branding collaterals Standee and Banners, provision of Drinking water as per requirement. <b><i>(CCTV Cameras (HD Quality) set up all over the venue the cameras shall have night vision &amp; recording)</i></b>	1	Nos		
6	Secretariat and EMA Room along with store area	Design & fabrication of Secretariat and EMA Room for 30 Pax along with store area out of industrial-grade termite-proof HDHMR board, MS CC PIPE with 100- 200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, warm white lighting, fabricated long table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, 1 Laser Printer, 55 Inch screen TV mount on the wall, executive movable office chair with height adjustment as per requirement, Branding collaterals Standee and Banners, provision of Tea / Coffee Machine with Drinking water as per requirement.	1	Nos		
7	Workshop / session hall	Design & fabrication of 5 session halls ( 1 for inaugural of 1000 capacity and 4 session halls of capacity 150 pax each), made out of industrial-grade termite-proof HDHMR board, with Acoustic Treatment inside the wall & Ceiling (sound-absorbent material) & fixed over the frame of MS CRC PIPE with 100-200 mm c/c members inside the partition wall, synthetic Carpet treatment on the floor, the plastic paint finish on the walls, lockable door, Grid ceiling with warm white lighting, customized Semi round table with electric power point connection for a laptop, Laptop (configuration - i3 8GB Ram, 128GB SSD with windows home or Prof.) for presentation, one projector with projector screen along with long HDMI cable, Branding collaterals Standee and Banners on wall with				



S #	Elements	Detail	Qty.	Unit	Rate	Amount
		photographs of events/ schemes of Ministry inside the room, provision of Drinking water as per requirement.				
		Inaugural Hall for 1000 Pax capacity	1	Hall Set up		
		Session Halls for 150 Pax capacity of each	4	Halls set up		
		Sound System with cordless mic, podium, digital mixer, etc. as per requirement of Halls	5	Setup		
8	Registration Desk and website management	Registration & Help Desk Counters for 2500 delegates, / visitors made of Octonorm Structure with two-tier registration system, Chairs plug points and general lighting etc with a minimum of 2 units divided into 4 blocks	1	as per requirement		
		Printing of lanyards & Badges for delegates & VIPs with multi color logo of event with multiple category with RFID / Magnetic code reading, no use of plastic in the badge unit, the badges to be printed at site and well laminated with 300 GSM of paper, properly laminated	1	as per requirement		
		Deployment of staff for data management, coordinate with department, ministries for stall booking, invoices etc. 15 days before the event at Organiser' office.	1	Job		
		Hiring of adequate manpower for registration counter	-	Nos		
		Scanning points with manpower, laptop / devices	1	Lumpsum		
		Laptop, printer and required equipment at Reg. counter (Adequate numbers)	1	Lumpsum		
9	Kits and Distribution	Registration Kits for Delegates (Eco Friendly Bagpack, L- Folder, Pen, Notepad) with event logo & Branding	2500	Nos		
		Media Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ Badges + Lanyard) with event logo and branding	100	Nos		
		Car passes	500	Nos		
10	Entry Gates	<b>Welcome gate</b> Designing & fabrication of <b>Welcome theme based pillar gate</b> outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as per required. Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support.	6	Nos		
		<b>VIP gate</b> Designing & fabrication of <b>Welcome of VIP theme based pillar gate</b> outside the exhibition hall as per requirement. The gates must look similar from outside & inside. which is made of MS Hollow Pipe, base iron and plywood including water base painting, digital printing, 2D/3D art work, Letters for branding and with other construction/ Fabrication materials as per required.	2	Nos		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
		Only Good Quality Paint & graphic to be used for the gate. The Gates should be firmly fixed with good support				
11	Branding & Publicity	Designing, printing and installation of pole bunting in-between the route / main road	500	Nos		
		Design, Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages for venue branding along with provision of branding inside & Outside of the venue, branding on Roads, street poles Graphics, branding on circles etc. <b>The Flex to be used for branding must be Blackout of STAR QUALITY for Good Get-up of printing to be done on flex. (Including printing, stretching and installation)</b>	50000	sqft		
		Vinyl Branding with sun board (with 3M pasting) for Podiums, stalls, Table facia, and another area as required. <b>(Including printing, stretching and installation)</b>	3000	sqft		
		Vinyl Branding for Podiums, stalls, Table facia, and another area as required. <b>(Including printing, stretching and installation)</b>	6000	sqft		
		Hanging / Dangler for space / zone wise signages inside the hall - as	25	Nos		
		VIP Car Stickers	200	Nos		
12	Decor Elements, Installation etc.	<b>High quality Flower Decoration</b> on Informative Desk, Stage, Podium, VIP Lounge along with greeting with Rose for VIP & VVIP guests. <b>(Rate for the entire event, flower need to be changed on daily basis with all areas)</b>	1	lumpsum		
		Provision of Good quality <b>Planters</b> with Pot for Indoor & Outdoor, Entrance Gate, Walkway Corridor, All Lounges & Rooms, other knickknack areas to add a green touch to the Exhibition as required (Size 2.5-4 ft height -to 4-8 ft height)	500	Nos		
		Artistic Selfie Points / installations with different themes and lighting	6	Nos		
		Artistic Installation of 3D letter "#Event name" with riser and lighting	1	Nos		
		Entrance and Entire Exhibition area is to be Decorated with the theme of the exhibition with cloth triangular Jhandis, drop downs, Colourful Drapes with serial lights on all and bush/shrubs inside the venue Artist Sculpture, Hanging Elements, Artist Work as required.	1	lumpsum		
13	Stage & Risers	<b>Stage</b> for Inaugural with specifications suitable to accommodate dia setup for 15 Pax, at the height of 4 ft with carpet finish on top along with both side stairs with proper masking (80' x 40' x 4')	3200	sqft		
		Stage for 4 session halls with specifications suitable to accommodate 5-10 Pax, at the height of 2 ft with carpet finish on top along with both side stairs with proper masking (24' x 12')	288	sqft		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
		<b>Media Riser</b> (16 x 12 x 4) with multistep platforming with carpet finish on top along with stairs with proper side skirting	192	sqft		
		<b>Sound Console Riser</b> (12 x 8 x 1.5) with carpet finish on top along with stairs with proper masking	1	Nos		
		<b>Camera Riser</b> (8 x 4 x 4 ht) with carpet finish on top along with stairs with proper masking 6 Nos	192	sqft		
14	Sound, Lighting & Video arrangement	Provision of <b>Light &amp; Sound for entire exhibition &amp; all room (Inaugural, Session halls, Cultural Program) Sound equipment's including interface cables, support person &amp; usher's</b> Sound Systems as per requirement of performing artists like (with linear Array) with 4 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and jacks. <b>video equipment's including interface cables, support person &amp; usher's</b> Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4, <b>Lights &amp; Recording</b> LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required. <b>Any other item as per required (Sound- JBL/Bose/sound system)</b>	1	Lumpsum		
		<b>Indoor LED wall</b> -seamless for Indoor for Inaugural Stage (min 80 feet by 16 feet). For 3 days	2000	sqft		
		<b>Indoor LED wall</b> -seamless for Indoor (min 16 feet by 10 feet) 5 nos. 3 days	800	sqft		
		Provision of <b>55 inch TV</b> with Stand along with long HDMI Cable for connecting Laptop & USB extension cables for connecting Pen drives.	15	Nos		
		Sound Console table with Masking	10	Nos		
		Providing, testing, commission of entire cable distribution including of internal and external, PD panels, MCB boxes, provision single / three phase power supply for participants and other areas.	1	Lumpsum		
		Power supply through genset for light, sound and video and general load for inaugural area with fuel charges for entire event days, technical manpower, operations and maintenance	1	Lumpsum		
16	Furniture	Good Quality VIP Banquet chairs with Cover and bow for inaugural or valedictory ( <i>Chair cover need to be changed on daily basis</i> ).	1200	Nos		
		Dias chairs seating with table for 10-15 Pax for inaugural or valedictory	1	Job		
		Speaker's Podium with branding for inaugural, valedictory and session halls	5	Nos		
		Good Quality Leatherette sofa (2 Seater)	40	Nos		
		Coffee Table with flower pot as per required	25	Nos		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
		Buffet table with frill and table top for food court (Chair cover need to be changed on daily basis).	100	Nos		
		Round Table with Chairs & Cover for food court (Cover have to change on a daily basis)	50	Nos		
		Chairs for food court	300	Nos		
		Cocktail Table at 4ft height with cover (Cover have to change on a daily basis)	50	Nos		
		Dustbins, - Drums with Bin on wheels having plastic black disposable bags.	100	Nos		
		Queue Managers (Adequate numbers)	1	Lumpsum		
		Brochure stands	25	Nos		
		SS Railing / mojo 4ft height	500	R-ft		
17	Manpower Deployment	Emcee for Inaugural	1	Nos		
		Deploy 40 MTS / volunteer skilled persons for Halls / Conference room / other area to manage Entire Event (Male) for 6 days including of setup days	320	Nos		
		15 Female Ushers for VIP, Secretariat, Meeting room etc. 3 days	45	Nos		
		Event Management Team Plan to be deployed for management of the whole Exhibition (Coordination and Staffing)	1	Lumpsum		
18	Event Services	<b>Housekeeping Staff</b> from reputed Agency i.e; Male/Female (supervisors and housekeeping/sweepers from 8.00 AM to 11.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement. (According to area and no. of Pax 40)	1	Lumpsum		
		Waste Management (All garbage on daily basis and maintain cleanliness of the venue)	1	Lumpsum		
		<b>Security arrangements</b> to be deploy from reputed agency, sufficient no of Security Guards (Males & Females) during day time with proper uniform and required equipment's. (30 Male & 10 Female) x 5 Days	200	Nos		
		<b>Security Guards</b> from reputed Agency (8 Male) in nights with proper uniform and required equipment's. x 4 Days	32	Nos		
		Security Supervisors during visiting hours 5 x 5 Days	25	Nos		
		Hand Held Metal Detector	10	Nos		
		DFMD with power points	6	Nos		
		Female frisking booth	6	Nos		
		Providing of Fire extinguishers in exhibition area 5-10 kg ABC type cylinders with sand buckets as per requirement.	100	Nos		
		One Fire Brigade Van from 9:00 AM to 9:00 PM daily. PIA can approach the Fire Brigade office of requisitioning Fire tender with crew.	4	Days		
		Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine.	3	Days		
		One Separate <b>Medical Desk</b> Octonorm Structure for First Aid near at best suited place along with one qualified Doctor &	2	Lumpsum		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
		Nurse and necessary medicines, equipment etc.				
		Provision of loading vehicle during along with manpower, during setup and dismantle days for exhibitor / organiser, round the clock	1	Job		
		Setting up help desk at Gate with manpower, branding, table, chairs, fan, power points etc. for entry coupon distribution / guidance	3	Nos		
19	Other utility	Provision of <b>Lamp Lighting ceremony</b> with all accessories (necessities like wick, oil, camphor and matchbox / big candle).	1	Lumpsum		
		IT & Basic Office stationery (Notepad, pen, scale, scissors, scotch tape, fevistick, markers and staplers) along with Printer and copier (Laser)jet printer with laptop and A3/A4 printing provisions)	1	Lumpsum		
		Golf Cart with operator including transport charges, 12 hrs shift per day including of setup days	10	Nos		
		Walkie Talkie	30	Nos		
		Provision of <b>Wheel Chairs</b> for disabled people.	6	Nos		
		Post event responsibility	1	Job		
20	Live Streaming and Videography	Provision of <b>Hybrid Setup</b> and <b>Live streaming</b> of the entire event Exhibition with the installation of the necessary, suitable and proven web based web streaming software broadcasting along with recording of events. Logo watermark and creation of Landing Page to add on the digital video event. Integrate Power Points for meeting webinars, Audio- Videos for live streaming as presentations, source, speeches/lectures per the requirement of TDB. Provide live HD adaptive webcast/streaming services with live feeds for websites and existing social media platforms integrating with global reputed Content Delivery Network services Live Recording and Video Editing + Management of the recorded videos, Editing Features, Trimming, Replacements, Markings, Highlight Clips, Library and Management Tools Search after each webinar.	1	Lumpsum		
		<b>Photography and Videography</b> during the exhibition should cover all aspects of the exhibition, and events, and should be compiled on various platforms. Also 5 Min. Short film & 1 min, Teaser of the 3 day exhibition. 2 Photographer & 2 Videographer for the inaugural function (separate). Soft copy of video/photos to be given in Hard Disc on daily basis.	1	Lumpsum		
21	Internet connectivity	Provision of internet connection with Wi-Fi connectivity for all category like - delegate, participate, exhibitor etc.	1	Lumpsum		
22	License and Permissions	All Licenses / NOC from relevant Govt. authorities for show operation	1	Lumpsum		

S #	Elements	Detail	Qty.	Unit	Rate	Amount
23	Food & Beverages	Dining Area for VIPS (This should include all necessary furniture, linen, table décor, buffet setup, and round table seating with serving arrangements. (Soft furnishings to change every day)	1	Lumpsum		
		Provisions of buffet Lunch for 100 VIPs x 3 days	300	Pax		
		Provision of buffet Dinner on Day 1	500	Pax		
		Provisions of High tea for 100 VIPs x 3 days	300	Pax		
		Provisions of buffet Lunch for other delegate / participants x 3 days	5000	Pax		
		Provisions of High tea for other delegate / participants x 3 days	5000	Pax		
		Provision of Tea / coffee with cookies arrangements at any of five locations for all the visitors thought the day x 3 days	5	Locations		
		Provision of F&B for Support Staff & Crew Members - 500 Pax on a daily basis for 3 days	1500	Pax		
		Provision of water dispenser for the entire event as per requirement.	5	Locations		
Total						
Government Taxes (GST @ 18%)						
Final total with taxes						

**Note:**

- Rate against each item shall be quoted in all sections of the Price Bid Format.
- In case if a single section is left un-filled the Price Bid may not be considered for evaluation.
- The Agencies will not indicate separate discount, discount if any should be merged in the quoted rates.
- If there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- Duties, taxes and other levies payable as per the statute should be included in the bid. The price bid shall be quoted inclusive of the applicable taxes.
- Estimation shall be required for each area / activity.
- Requirements in numbers, area mentioned are purely tentative which may vary and are meant for planning purpose only.
- Samples wherever required shall have to be vetted by the designated official of BIRAC.
- Item / service / installation / perquisite apart from the Scope of Work will have to be supplied on need basis by the agency/firm executing the event.

**Annexure - VI****CHARTERED ACCOUNTANT (CA) CERTIFICATE**

(On the Letter Head of Chartered Firm)

We, (name and address of Chartered Firm), the auditor of (name and address of AGENCY) has examined the books of accounts and other records, including voucher and supporting documents maintained by (name of AGENCY) in connection with production of (reference of the project) for the event. We have also carefully examined the agreement containing terms & conditions signed between “Biotechnology Industry Research Assistance Council (BIRAC)” and (name of AGENCY) dated (agreement date) by this certificate and the budget approved.

On the basis of information and above stated documents produced to us, we hereby certify that the said firm incurred a total expenditure of Rs. (In figure & words) towards cost of production of (reference of project)

S.No.	Details	Amount
	As per the Price bid [Annexure – V]	

The Certificate is issued at the request of the (name of the AGENCY) and the figures are certified as per documents produced to us.

Place:

Date:

For, (name of Chartered Firm)

Chartered Accountant Firm

Regn. No. \_\_\_\_\_

Name and signature of Partner

Membership No. \_\_\_\_\_

***Annexure – VII***

**UNDERTAKING WITH REGARD TO BLACKLISTING**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Undertaking regarding Blacklisting / Non-Debarment**

It is hereby confirmed and declared that M/s\_\_\_\_\_ is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**UNDERTAKING WITH REGARD to NON-LITIGATION**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Undertaking regarding Litigation**

It is hereby confirmed and declared that M/s\_\_\_\_\_, does not have any litigation / arbitration history with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which works/assignments/services have been executed/undertaken.

(Signature of the Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**UNDERTAKING WITH REGARD to PRE-EXIT OR TERMINATION**

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2024/ENQ-47

To,

The Head-HR & Administration,  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

**Subject: Undertaking regarding Pre-exit or termination**

It is hereby confirmed and declared that M/s\_\_\_\_\_, has not been pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.

(Signature of the Authorized signatory)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

***Annexure - X***

***Service and Confidentiality Agreement***

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at New Delhi BY and BETWEEN **Biotechnology Industry Research Assistance Council**, a Government of India Enterprise having its office at **5<sup>th</sup> Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020** hereinafter referred to as “BIRAC” (which expression shall wherever the context so admits include its successors and assignees) of the **First Part**

AND

\_\_\_\_\_ a company registered under the Companies Act 2013, having its Registered office at \_\_\_\_\_, hereinafter referred to as the “Agency” (which expression shall wherever the context so admits include its employees, administrators and permitted assignees) of the **Second Part**

WHEREAS all the parts are hereinafter referred to as “Parties”;

All Annexure to this Agreement and Tender Document shall be integral part of this Agreement.

WHEREAS BIRAC desires to for Engaging an Event Management Agency for Global Bio Expo – India, 2024 hereinafter may referred to as the “Event” at \_\_\_\_\_ as being organized by the Biotechnology Industry Research Assistance Council (BIRAC) and the Agency hereby agrees to provide the same governed by below mentioned terms and conditions and as per the BID documents.

NOW THEREFORE, the parties hereby agree to be bound by the provisions set out in this agreement.

***1. Interpretation***

- i. Confidential Information: “Confidential Information” means all information (whether in oral, written or electronic form) relating to BIRAC, matters related to BIRAC’s corporate affairs, minutes of the meeting(s) or other agnate materials including any notes or summaries derived from those materials of the Disclosing Party and confidential information received by the Disclosing Party from third parties, but excludes any information that: (1) was lawfully in the possession of the Recipient before receiving it from the Disclosing Party; (2) is provided in good faith to the Recipient by a third party without breaching any rights of the Disclosing Party or any other party; (3) is or becomes generally available to, or accessible by, the public through no fault of the Recipient; (4) is independently developed by the Recipient without use of the disclosed Confidential Information or (5) is required by public authority, by law or decree.
- ii. Words importing the singular numbers shall include the plural number and vice versa.

2. Headings and subheadings are for convenience only and shall not be deemed to be a part of this Agreement.

### **3. Terms of Engagement**

- i. The Contract shall be effective from the issuance of the Letter of Award (LoA) till the successful completion of the work as per BIRAC satisfaction.
- ii. This Contract does not constitute and will not be deemed to constitute an exclusive commitment/ arrangement between BIRAC and the Agency.
- iii. BIRAC will not retain any control for direct supervision of the contracted services and execution of this Contract does not create any liability, explicit or implicit, on BIRAC in respect of the manpower engaged.
- iv. This may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single Contract. However, the same shall be done after prior written approval of BIRAC.
- v. The rights and remedies herein provided are cumulative with, and not exclusive of, any rights or remedies provided by law.
- vi. The Agency shall be entitled to the fees and reimbursement for all preapproved expenses incurred in the performance of the Duties, upon submission and approval of written statements and/or receipts in accordance with the then regular procedures of the BIRAC.
- vii. BIRAC reserves the right to assign the tasks to any of the agency. BIRAC also reserves the right to award the work to any other agency, not necessarily with BIRAC.
- viii. This does not constitute and will not be deemed to constitute an exclusive commitment/ arrangement between BIRAC and the Agency.

### **4. Responsibilities of the Agency**

- i. Discharge the duties, responsibilities and execute activities strictly in furtherance of the BID document, and Scope of Work as given in the BID document as annexed as ***Annexure***  
\_\_\_\_\_
- ii. Ensure compliance with legal provisions related to this Contract. The Agency shall obtain all requisite license and approval at his cost from the appropriate authority for executing this contract work and submit copy of such license and approval to BIRAC.
- iii. Deploy any workforce which will exclusively be on Agency's pay roll.
- iv. Ensure proper behavior of the work force provided for the event. The Agency will prevent the work force from taking part in any direct or indirect association with a person or persons engaged in any antisocial activities, demonstrations, riots of agitation, which may in any way be detrimental or prejudicial to the occupants of land / properties in the neighborhood.
- v. Keep the BIRAC and its employees etc., harmless and indemnified from any consequential claims, actions, suits, proceedings, losses or damages on any ground whatsoever.
- vi. Take disciplinary action against any worker/staff engaged by them.
- vii. Undertake to indemnify the BIRAC against all claims which may arise under the noted acts:

- a The Shops and Establishment Act.
  - b The Workman's compensation Act.
  - c The payment of Wages Act.
  - d The Contract labor (Regulation and Abolition) Act. 1970 and the rules framed thereunder.
  - e Family Pension Scheme.
  - f Inter-state Migrant Workmen (Regulation of employment and condition of Service) Act, 1979.
  - g Any other Statutory Act/Law/Regulation made applicable during the pendency of the contract.
- viii. Be solely responsible for determining all matters of detail as to the manner in which a specific assignment is done with an objectively acceptable quality.
- ix. Undertake necessary liaison work as may be required from time to time with the officials of the concerned departments.
- x. Comply to the best of the technical /scientific knowledge, statutory, regulatory and safety guidelines established by the Government of India, any statutory authority and BIRAC while performing the services.
- xi. Take reasonable measures to protect the secrecy and avoid disclosure and unauthorized use of the Confidential Information of the disclosing party including discussion of the Confidential Information in any public forum which includes formal and informal discussions.
- xii. Comply with all prevailing laws, rules and regulations and shall not indulge in any act, which constitutes an offence or a corrupt practice under the Indian laws.
- xiii. Practice Chinese wall or Firewall policy within to deal with contrary interests or with confidential information.
- xiv. Submit any other documentary evidence as & when called by the BIRAC in connection with this Contract.

## 5. **Payment Terms**

- a. The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	Acceptance of LOA and submission of Performance Bank Guarantee (PBG) and submission of layout plan.	30% - the payment will be made on Acceptance of LOA, submission of Performance Bank Guarantee (PBG) and after submission of layout plan.
Stage 2	Approval of overall layout & plan, specifications & Mobilization of requisites items at site and self- certified utilization of funds released as per stage 1 certified by Authorized Signatory.	40% - the payment will be made on approval of overall layout & plan, specifications & Mobilization of requisites items at site and self- certified utilization of funds released as per stage 1 certified by Authorized Signatory.

Stage 3	After successful Completion of the Event and submission of invoice along with the CA certificate ( <i>as per Annexure VI</i> ) for item wise as given <i>Annexure - V</i> and completion report and other supporting documents and final event reports.	30% - the payment will be made after successful Completion of the Event and submission of invoice along with the CA certificate ( <i>as per Annexure VI</i> ) for item wise as given <i>Annexure - V</i> and completion report and other supporting documents and final event report.
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- b. The payment will be made after submission of Invoice along with supporting documents as desired by BIRAC. This shall be scrutinized and checked before passing the bills for payment.
- c. Income Tax as per statutory provision shall be deducted from the bills and remitted to Income Tax authorities by Accounts Department of BIRAC. A TDS certificate shall be issued by BIRAC to the agency for such deductions. Agency is liable to pay the taxes and levies according to the laws and regulations applicable.
- d. BIRAC shall make timely payments through Electronic Payment Mechanism (viz NEFT/ RTGS /ECS). Bank details have to be provided by the agency
- e. BIRAC shall not be liable for any consequences, whatsoever, in case there is a delay in making payments for any reasons resting with agency. Further, no interest shall be paid on such delayed payments.

## 6. *Withholding of Payment*

BIRAC reserves the right to recover from the bills of the Agency the amount due to BIRAC against any losses and damages including Liquidated Damages or as a result of any claims/compensation or due to any statutory imposition etc. without any notice. BIRAC also reserves the right to withhold any payment to safeguard the interest of BIRAC against any dues for which the decision of the company shall be final. In case of any legal disputes, withheld payments shall not be released till the dispute is settled. No interest shall be payable in case of such withheld amounts.

In order to protect BIRAC, it may withhold the whole or any part of the amount due to agency on account of evidence subsequently discovered in respect of following:

- i. For non-completion of contracted work to BIRAC's satisfaction.
- ii. Agency's indebtedness arising out of execution of contract
- iii. All claims against Agency for Liquidated damages.
- iv. Any failure by the Agency to fully reimburse BIRAC under of indemnification provisions of this Contract. If, during the process of the Agency shall allow any indebtedness to accrue of which BIRAC may be primarily or contingently liable or ultimately responsible and agency shall, within five days after demand is made by the BIRAC, fail to pay and discharge such indebtedness, then BIRAC may during the period for which indebtedness shall remain unpaid, withhold from the amounts due to Agency's a sum equal to the amount such unpaid indebtedness. When all the above grounds for withholding payments

shall be removed, payment shall thereafter be made for amounts so withheld.

- v. Garnishee order issued by a Court of Law in India.
- vi. Income-tax deductible at source according to law prevalent from time to time in the country.
- vii. Any obligation of Agency which by any law prevalent from time to time to be discharged by the BIRAC in the event of Agency's failure to adhere to such laws.

## **7. Confidentiality**

The Parties, undertake to maintain strict confidentiality and refrain from disclosure thereof, of all or any part of the Confidential Information and data exchanged/generated from the Process under this Contract for any purpose other than in accordance with this Contract. It shall be the responsibility of both the Parties to ensure maintenance of such confidentiality in respect of their behalf and on behalf of their employees, representatives and associates involved in related activities. Thus, obligation under this Contract will commence on the Effective Date and will subsist till three years after completion/termination or till such time the confidential information falls into the public domain whichever is earlier.

## **8. Return of Materials**

Upon the conclusion of the task the agency undertakes to return or destroy materials containing Confidential Information in physical form handed over by the BIRAC in relation to the services or which was generated by the agency in the course of providing the services.

## **9. Waiver and Assignment**

Any waiver by the BIRAC of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision hereof. The agency shall not have the right to assign the rights or obligations under this Agreement without the prior written consent of BIRAC.

## **10. Effect of this Agreement**

- i. The duty of secrecy under this agreement will commence on the Effective Date and will subsist till three years after completion of the agreement.
- ii. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.
- iii. The rights and remedies herein provided are cumulative with, and not exclusive of, any rights or remedies provided by law.

## **11. Dispute Resolution**

In the event of any dispute or difference between the Parties hereto upon or in relation to or in connection with this Contract, such dispute or difference, shall be resolved amicably and in good faith by mutual consultation.

If such resolution is not possible, then the unresolved dispute or difference whatsoever arising between the Parties out of or relation to the construction, meaning, scope, operation

or effect of this Contract or the validity the breach thereof or in respect of any defined legal relationship associated therewith or derived therefrom dispute shall be submitted for arbitration to International Centre for Alternate Dispute Resolution (ICADR), an autonomous organization working under the aegis of the Ministry of Law & Justice, Department of Legal Affairs, Government of India. The Authority to appoint the sole arbitrator shall be the ICADR. The Arbitration under this Clause and provision of administrative services by ICADR shall be in accordance with the ICADR Arbitration Rules, 1996 read with The New Delhi International Arbitration Centre Act, 2019. The award made in pursuance thereof shall be binding on the Parties. The venue/seat of arbitration shall be New Delhi and the arbitration proceedings shall be conducted in English Language. The provision of this Clause shall not become inoperative notwithstanding the Contract expiring or ceasing to exist or being terminated.

#### **12. Notice**

Any notices, consents, objections, demands, requests or other communications required or permitted to be given pursuant to this Agreement shall be in writing, and shall be sent by registered post, return receipt requested, to the addresses of the parties set forth in the heading to this Agreement. Either party may designate, by notice, a change of address hereunder.

#### **13. Severability**

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

#### **14. Governing Law**

This Agreement shall be construed in accordance with and governed for all purposes by the laws of India. All the disputes or differences regarding the bid/contract shall be subject to the exclusive jurisdiction of the courts situated in New Delhi, India

#### **15. Amendments or Waiver**

No amendment or waiver of this Agreement is binding unless agreed to in writing by the parties.

#### **16. No other Relationship**

The Agency agrees that all Services will be rendered as an independent Agency and that this Agreement does not create an employer-employee relationship or business partnership between the parties.



WHEREFORE, the Parties hereto through its duly authorized representatives have signed this Agreement on the day, month and year mentioned hereinbefore.

<b>For Agency</b> <b>Signatories duly authorised by the agency through</b> <b>its Board Resolution (BoR) No. _____ dated</b> <b>_____ (copy of the BoR attached)</b>		<b>For BIRAC</b>	
Signature		Signature	
Name:		Name:	
Designation: Director		Designation:	
Date.....		Date.....	
<b>WITNESS</b>		<b>WITNESS</b>	
Signed		Signed	
Name:		Name:	
Complete Address:		Complete Address:	

**Annexure - XI**

**Bank Guarantee Form**  
(To be submitted on non-judicial stamp paper)

**PERFORMANCE GUARANTEE**

Ref. No. BIRAC/HR&amp;A/007/2024/ENQ-47

Bank Guarantee No. \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

To,

Biotechnology Industry Research Assistance Council (BIRAC)  
A Government of India Enterprise,  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020

Sirs,

1. In consideration of BIRAC, a Government of India enterprise under the dept. Of Biotechnology of Ministry or Science of technology 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020 (hereinafter referred to as "the BIRAC", which expression shall unless repugnant to the context or meaning thereof includes all its successors, administrators, executors and permitted assigns) having awarded letter of intent (LOI)/ Contract dated \_\_\_\_\_ to M/s. \_\_\_\_\_ having its registered / head office at \_\_\_\_\_ (hereinafter referred to as "Agency"), which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns and the BIRAC having agreed that the Agency shall furnish to the BIRAC a performance guarantee for an amount of US Dollars \_\_\_\_\_ for the faithful performance of the entire contract as mentioned in the LOI.
2. We \_\_\_\_\_ (name of the bank along with address, Telex No., Fax No.) registered under the laws of \_\_\_\_\_ having our head / registered office at \_\_\_\_\_ (hereinafter referred to as "The Bank", which expression shall, unless repugnant to the context or meaning thereof includes all its successors, administrators, executors and permitted assigns), do hereby guarantee and undertake to pay immediately on first demand in writing any / all money to the extent of Indian Rs. .... (in figures) (Indian Rs. .... (in words) without any demur, reservation, contest or protest and/or without any reference to the Agency. Any such demand made by the BIRAC on the Bank by serving a written notice shall be conclusive and binding on the bank notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as Page 30 of 31 the liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be validly enforceable until it is discharged by the BIRAC in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Agency and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that the BIRAC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor in the first instance, without proceeding against the Agency and notwithstanding any Bond or other guarantee/s that the BIRAC may have in relation to the Agency's liabilities.
4. The Bank further agrees that the BIRAC shall have the fullest liberty without being obliged to seek our prior consent and without affecting in any manner our obligations set out hereunder to vary any or all of the terms and conditions of the said contract or to extend the time of performance of the contract by the Agency from time to time or to postpone the performance of the contract for any period of time or from time to time exercise of any of the powers vested in the BIRAC against us and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from any of our liability / liabilities by reason of any such variation or amendment to any or all terms of the contract.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and until all dues payable by the Agency to the BIRAC under the contract have been fully paid and the entire claim which the BIRAC may have against the Agency has been fully satisfied or discharged or till the BIRAC discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution or in the constitution of the BIRAC or in that of the Agency.
7. The Bank hereby confirms that this guarantee has been issued after due observance of all appropriate laws of the country of issue and the issuance of this Bank guarantee does not violate any of the said laws.
8. The Bank hereby also agrees that this guarantee shall be governed by and construed in accordance with Indian Laws and shall be subject to the exclusive jurisdiction of the Courts at New Delhi, India.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. .... (in figures) (Indian Rs. .... (in words) and it shall remain in force until \_\_\_\_\_ (indicate the date of expiry of the bank guarantees) unless extended further. We must receive all claims made under this Guarantee before the said expiry of this Bank Guarantee. If no such claim has been made or received by us within Page 31 of 31 the said expiry or the extended date/s, the rights of the BIRAC under this Guarantee will cease. However, if we have received a claim within the said date, all rights of BIRAC, under this Bank Guarantee shall be valid and subsisting and shall not cease until we have satisfied the said claim.

In witness whereof, the bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_.

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(Signature)

Full Name & designation  
and official address (in legible letters)  
with bank stamp

WITNESS NO.1

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(Signature)

Full name and Official address  
(In legible letters)

WITNESS NO.2

---

(Signature)

Full name and Official address  
(In legible letters)

Attorney as per power of Attorney

No.: \_\_\_\_\_

Dated: \_\_\_\_\_