

SUV/161/7/2018
High Commission of India
Suva

Invitation to Tender for Event Management during World Hindi Conference (WHC)
(Scheduled to be held on 15-17 February 2023 in Fiji)

About the Event

World Hindi Conference (WHC) is an international event scheduled to be held on 15-17 February 2023 at Denarau International Convention Centre (DICC), Nadi, Fiji with participation of around 1200 delegates including high-level dignitaries, government officials, academicians, writers, poets, critics of Hindi language from India, Fiji and other countries. The three-days event will comprise inaugural and closing sessions, parallel sessions, cultural programmes, welcome dinner and farewell lunch.

Scope of Work

High Commission of India, Suva invites proposal from the Companies having experience for holding big events, for making required arrangements for the WHC. Estimated cost of the overall work is FJ\$ 1,150,000/- (INR 4,07,80,000/-). The detailed Scope of Work is attached herewith. There could be some modifications in requirements at later stage. The main components of the scope of work are as under:

- i Facilitation counters at Nadi airport for arriving delegation for the conference.
- ii Transportation for around 300 official delegation from airport to respective hotels, hotels to event venue and back as per programme schedules.
- iii Transportation for around 700 general participants from India and other countries from their hotels to event venue and back as per programme schedules.
- iv Daily transport for local participants (around 200) from around Viti Levu to Nadi in morning and back to the towns in the evening.
- v Setting up full time information desk at the venue regarding transportation and other event related matter during the complete event.
- vi Appropriate branding of the event through bi-lingual (Hindi & English) publicity material such as banners, hoardings, flyers, etc. Publicity material to be displayed at the venue, Nadi airport, entrance of Denarau, places of stay (hotels) of delegates and also en route from the airport to the event

venue. (All designs will be approved by the High Commission of India, Suva before final printing.) Some branding and publicity will be required in Suva as well.

- vii Creation of proper ambience at event venues (DICC, Golden ball room, Pacific ball room, Marquee at Sheraton, Denarau) with branding, etc. as per the scheduled programme. This includes inaugural and closing ceremony followed by lunch/dinner.
- viii Provision of well-trained ushers (preferably bilingual – Hindi & English) to guide delegates and guests to the event venue(s) and respective places of their stay.
- ix Preparation of Media Conference room for press conferences during the event.
- x Preparation and distribution of programme brochure containing site map of Denarau highlighting the event venue and event information kit for delegates.
- xi Design and provision of lapel pins for HoS, Ministers and Senior Officials.
- xii Design and provision of badges for official delegation, HCI officials and local participants
- xiii Design and provision of car labels/parking stickers for access control to the airport and event venue
- xiv Provision of adequate signages around main venue depicting directions for event places, lunch/breakfast/dinner places, meeting rooms, transportation facilitation points.
- xv Design and provision of category-wise mementoes for the delegates
- xvi Provision of flags (house flags, table flags, paper flags, etc.) along with poles/stands of India and participating countries for display at the event venue, airport and at other designated places.
- xvii Videography and Photography throughout the event. Arrangement of Group Photos as and when required.
- xviii Organisation and conduct of site visits for official delegates.
- xix Publishing of daily bulletin about the event.
- xx Any other related work

Eligibility Criteria

A Company participating in bidding process, is required to meet the following eligibility criteria:

- i The Company should be registered for doing such jobs in Fiji. (A registration certificate needs to be submitted along with the technical bid.)
- ii The Company should have an office/establishment in Fiji
- iii The Company should have an average annual turnover of FJ\$ 500,000/- (INR 1,77,30,500/-) in the last 3 years excluding COVID pandemic period i.e.

2017-18, 2018-19 and 2019-20. (Bank statements need to be submitted in support along with technical bid. Also, an undertaking needs to be submitted along with the technical bid stating that the company has not suffered losses in above-mentioned years.)

- iv The Company should have managed at least 3 international events/conferences in the last 3 years excluding COVID pandemic period. (Details, along with certificates in this regard, need to be submitted along with technical bid.)

Submission of Bids

The Companies are requested to submit their proposals in two separate parts (in two separate sealed envelopes) as follows:

- i. **Technical Bid:** Overall concept plan, time-line, material, quality and quantity of all deliverables mentioned under scope of work. Bid Security will also be included in Technical Bid.

Bid Security: Bid Security of FJ\$ 50,000/- (Fijian Dollar Fifty Thousand only) in the form of Insurance Security Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque, Bank Guarantee (including e-bank guarantee) from a commercial bank or online payment. Bid Security shall remain valid up to 45 days beyond the final bid validity period.

{The Bid Security would be refunded to unsuccessful bidders after completion of the EMC selection process without any interest within 30 days of declaration of result. In case of successful bidders, bid security would be refunded after signing of the agreement and receipt of performance security.}

- ii. **Financial Bid:** Budgetary proposal in the format of attached Detailed Scope of Work.

2. Proposals should be submitted to the High Commission of India, Suva as described above by 05:30 pm on 14 December 2022.

3. Interested companies may contact the undersigned for pre-bid meetings / enquiries at email hoc.suva@mea.gov.in by 05:30 pm on 07 December 2022.

Evaluation of Bids and Award of Job

Eligible companies would separately be invited to the High Commission of India, Suva to make a detailed presentation (maximum 30 minutes) on their technical bid. After all presentations, the Consultancy Evaluation Committee (CEC) would examine the technical bids in light of the respective presentations. Those who qualify the technical evaluation will only be considered for financial bid. Minimum 70% marks is required in technical presentation to be selected for opening of Financial Bid as per following marking criteria:

Evaluation points	Maximum marks		
Over all concept and planning	20		
Design, Creativity, innovative ideas	20		
Work Experience	30 (quantified in 3 segments of 10 marks each, as shown under)		
Experience in years	3-5 years	6-8 years	9-10 years
	5 marks	8 marks	10 marks
Number of events conducted	3-5	6-8	9-10
	5 marks	8 marks	10 marks
Average Annual Turnover in 2017-18, 2018-19 & 2019-20	Above 0.5 Million FJ\$ up to 1 Million FJ\$	Above 1 Million FJ\$ up to 2 Million FJ\$	Above 2 Million FJ\$ up to 4 Million FJ\$
	5 marks	8 marks	10 marks
Quantity and quality of deliverables	20		
Efficient use of time and space	10		
Total	100		


2. Comparison of Financial Bid shall be done by the formula as under:

$$Sf = 100 \times Fm/F$$

Where **Sf** is the financial score of the Financial Bid being evaluated; **Fm** is the Total Price (TP) of the lowest priced Financial Bid which would be allocated maximum score of 100 marks for Financial Bids; **F** is the TP of the Financial Bid under consideration subsequently.

3. Job will be awarded on the basis of Quality and Cost Based Selection. Equal weight ages will be given to the technical and financial scores. The company securing the combined highest score in technical and financial evaluation, will be awarded the job.

4. Once the job is awarded, the selected company shall need to enter into an Agreement (a draft is enclosed) with the High Commission of India, Suva and to submit a Performance Security of FJ\$ 50,000/- (Fijian Dollar Fifty Thousand only) in the form of Insurance Security Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque, Bank Guarantee (including e-bank guarantee) from a commercial bank or online payment. Performance security shall remain valid up to 60 days beyond the date of completion of all contractual obligations of the EMC including warranty obligations.

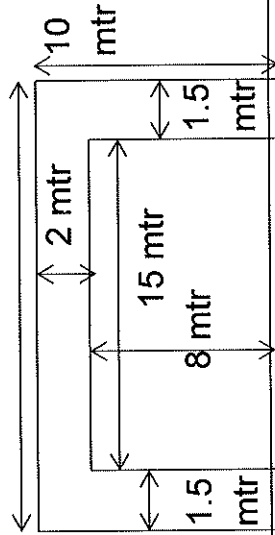

(Saifullah Khan)
Head of Chancery
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Head of Chancery
High Commission of India
Suva

Detailed Scope of Work for Event Management Company regarding World Hindi Conference (15-17 February 2023)

{Venue: Denarau International Convention Centre (DICC), Sheraton, Nadi Fiji}

S.No	Service/Items	Specification / requirements	Rate (per item/ per day)-FJ\$	Amount (FJ\$)
1	Facilitation counters at Nadi airport for arriving delegation	4-5 counters along with event details, welcome kit, etc. for 2 days (14&15 February 2023)		
2	Transportation for around 300 official delegation from airport to respective hotels in Denarau, Nadi	2 Minibuses (45 seater), 10 Vans (20 seater), 20 SUV cars for 2 days (14&17 February 2023) – All air conditioned with drivers		
3	Transportation for around 1000 participants from their respective hotels (mostly in Nadi, some may be in Lautoka/Singatoka) to the event venue and back as per programme schedule	12 Minibuses (45 seater), 10 Vans (20 seater), 20 SUV cars for three days (15,16&17 February 2023) – All airconditioned with drivers		
4	Dedicated cars for high-level dignitaries	20 SUV/Sedan for four days (14,15,16 & 17 February 2023) – All airconditioned with drivers		
5	Daily transport for local participants (around 200 pax) from around Viti Levu to Nadi in morning and back to the towns in the evening	4 Buses (60 seater) for three days (15,16 & 17 February 2023) – All airconditioned with drivers		

6	Setting up full time information desk regarding transportation and other event related matters during the complete event	One information desk on 15,16 & 17 February 2023 near event venue. The desk will be attended all the time by dedicated staff of EMC from 08:00 am to 10:00 pm.	
7	Designing, printing and installation of outdoor hoardings in bi-lingual (Hindi & English) – (Designs will be approved by the High Commission before final printing.)	Total ten, 6mtr x 8mtr each, PVC material with Aluminium frame One at Nadi Airport, Three en route from Nadi Airport to the event venue, One at Nausori Airport, One in Suva City, One in Lautoka, One in Ba, One in Labasa, One in Sigatoka	
8	Designing, printing and installation of one welcome arch, as per below-shown measurements 18 mtr	At the entrance of Denarau Island with proper branding (Size: as per the given measurement) PVC material with Aluminium frame	
9	Pull-up banners	20 banners to be kept near places of stay (hotels) of delegates 2mtr x 1.2 mtr each, PVC material, steel base	



10	Preparing and placing of signages (with stands where required)	From Denarau entrance to DICC (Sheraton), for parallel sessions, lunch/dinner marquee, information desk, etc. 20 signages of standard size.		
11	Creation of proper ambience at event venues (DICC, Golden Ball Room, Pacific Ball Room, Marquee at Sheraton, Denarau) with branding including by use of LCDs/standees/backdrops, etc. as per scheduled programme.	This includes inaugural and closing ceremony followed by lunch/dinner, around 14 parallel sessions, cultural programmes.		
12	Well trained usherers (preferably bilingual – Hindi & English) in clearly distinguishable Event Attire	50 usherers would be required for three days to guide delegates and guests to the event venue(s) and respective places of their stay		
13	Preparation of Media Conference Room	Proper ambience for media briefing with branding, etc. [Equipment, furniture, etc. will be provided by the Hotel. Setting up arrangements are required from the EMC.]		
14	Preparation and distribution of welcome kit to all participants	Each Kit should contain a pen, a handy note-book, one lapel-pin, one appropriate badge, one information brochure, one small memento, one site map of Denarau highlighting the		

		event venue, etc. for around 1350 pax.		
15	Design and provision of lapel pins and badges	1350 Badges need to be prepared in different colour code as per categories of participants (viz. high-level dignitaries, official delegates, private participants, local participants, EMC staff, volunteers, etc.)		
16	Design and provision for car labels / parking stickers for access control to the airport and event venue	For all vehicles arranged by the EMC according to their use/schedule		
17	Design and provision for befitting mementoes for the delegates	300 mementoes of different categories for dignitaries (25), speakers (75), official delegates (200), etc.		
18	Provision of flags (house flags, table flags, paper flags, etc.) along with poles/stands of India and participating countries for display at the event venue, airport and at other designated places.)			
19	Organisation and conduct of sightseeing for official delegates	For 300 official delegates, few sightseeing in their leisure time		
20	Publishing and distribution of daily bulletin about the event	1000 copies the daily bulletin (coloured) for three days		

DRAFT AGREEMENT

This Agreement is executed in Suva, Fiji on the _____ of 2022 between the President of India, acting through the Head of Chancery, High Commission of India at Suva (hereinafter referred to as the 'HCI' which expression shall include designated officers of the High Commission of India)

AND

M/s. (COMPANY NAME), a company registered under Companies Act having its registered office at **(COMPANY ADDRESS)** (herein referred to as the 'Event Manager' which expression shall include its executers, administrators, representatives, assigns and successors).

Whereas the HCI has agreed to engage the Event Manager for World Hindi Conference (herein after referred as Conference) scheduled to be held from 15-17 February 2023 at Nadi, Fiji (main event at Denarau International Convention Centre) as the executing agency for the works assigned by the HCI for the Conference on the terms and conditions as are laid down in this Agreement.

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. GENERAL

- 1.1 The Event Manager undertakes to set up and provide the services, details of which, in general, are described along with objects as under.
- 1.2 The Conference will involve several works out of which the Event Manager shall provide the services, personnel, transport, material, etc. on terms and conditions given in Annexures I & II which shall form integral part of the Agreement.

2. COST OF THE PROJECT

- 2.1 The Event Manager has agreed to carry out the work as per the scope of work (annexed) at a total cost of FJ\$.....(INR.....)
 - (i) All type of taxes will be paid by the HCI subject to the condition given in Para 6.2b.
 - (ii) Freight, insurance charges, transport of its personnel shall be the responsibility of the Event Manager.
- 2.2 (i) The Event Manager agrees to organise to supply personnel, equipment and other services as directed by the HCI through its designated officers.
 - (ii) Installation, commissioning and trial run shall be undertaken by the Event Manager to the full satisfaction of the HCI.

- 2.3 Access to premises/venue will be provided by the HCI to the Event Manager. Access to the airport, hotels for installing equipment, counters, booths for facilitation will be obtained by the Event Manager.

3. SUPPLY OF EQUIPMENT

- 3.1 The Event Manager will arrange its transport and commissioning as directed by the HCI. In the event of HCI requisitioning supply of any equipment, in addition to the equipment covered by this contract or making any changes in the specification in the existing list, a separate schedule for supply would be worked out for the additional/ changed equipment. However, the Event Manager should anticipate all materials, machinery; equipment needed for the organization of the Conference and shall bring it to the notice of the HCI well in advance. The HCI shall consider the advice and work out a schedule of its supply or otherwise. The Event Manager shall not express its inability to supply any equipment required for the success of the Conference.
- 3.2 The jobs involving printing and signage will be as per standards and directions of the HCI. Graphics and design work will be the responsibility of the Event manager. However, final approval on design of branding materials such as hoardings, banners, etc. will be accorded by the High Commission.
- 3.3 The Event Manager shall appoint coordinators for airport facilitation, printing, signage, arrangements at the venue as agreed mutually between the High Commission and the Event manager. The Event Manager's representative shall be available whenever approached by designated officer of the High Commission.

4 PERSONNEL

The Event Manager shall provide the personnel as given in Annexure – I. They should be well trained, educated, English-knowing (preferably Hindi-knowing also), presentable and well-versed in Protocol and event management activities. They shall bear themselves with decorum, discipline and decency. Personnel found wanting in the necessary attributes shall be replaced by the Event Manager on the directions of the High Commission immediately without hesitation/reconsideration.

5 INSTALLATION AND COMMISSIONING

The Event Manager shall depute technicians for the installation of equipment for trial-run. Similarly technician shall be available for any repairs, faults and technical assistance during the Conference.

6 TERMS OF PAYMENT FOR SUPPLIES AND LIQUIDATED DAMAGES

- 6.1 The payment will be made to Event Manager as per the following

schedule:-

- (a) Advance payment of 30% of the estimated cost, 15 days before the commencement of Conference against submission of Bank Guarantee of equal amount from any commercial bank.
- (b) Payment of actual expenditure on submission of actual bills after the completion of the event by the Event Manager after adjusting 30% Advance Payment and obtaining certification from the Division holding the event/conference.

6.2 Payment of event Management Fee shall be calculated on the basis of cost of different services provided by the Event Manager and shall exclude the following elements:-

- (i) All bought out items from Government or private agencies;
- (ii) Sales Tax/ Service Tax/ VAT etc.

6.3 Liquidated damages: In the event of delay in providing services, the liquidated damages shall be charged and paid at the rate of 1% per day of the total estimated cost subject to maximum of 5%. These charges will be applicable except for circumstances, which are beyond the control of the Event Manager.

6.4 Force Majeure condition will be applicable to this Agreement. These include earthquake, cyclone, flood, fire, pandemic and unforeseen calamities.

6.5 In case the Conference is cancelled or postponed due to any reason, no claims shall be made by the Event Manager on the HCI, except for specific items delivered to the HCI, on its written directions.

7 INSTALLATION

The High Commission shall undertake inspection of the equipment, materials and services to be provided by the Event Manager. The result of this inspection by the High Commission shall be final and binding on the Event Manager.

8 PERFORMANCE SECURITY

The Event Manager will issue a Performance Security of FJ\$ 50,000/- (Fijian Dollar Fifty Thousand only) in the form of Insurance Security Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque, Bank Guarantee (including e-bank guarantee) from a commercial bank or online payment. Performance security shall remain valid up to 60 days beyond the date of completion of all contractual obligations of the EMC including warranty obligations.

In the event that the performance of the Event Manager is found to be unsatisfactory, the High Commission reserves the right to cancel the appointment of Event Manager for the subsequent Summits/Conferences and/or encash the Performance Guarantee of the Event Manager in its

favour. No claims will be made by the Event Manager on the High Commission in that case.

9 ARBITRATION

If a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived therefrom, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996.

- The authority to appoint the arbitrator(s) shall be the International Centre for Alternative Dispute Resolution in India.
- The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996.
- The number of arbitrator shall be 1.
- The language of the arbitration proceedings shall be English.
- The place of arbitration proceedings shall be New Delhi/Suva.
- The cost of arbitration shall be borne by the parties equally.

10 GOVERNING LAW

The contract shall be governed by and construed according to the laws in force in India as well as in Fiji.

11 ASSIGNMENT

This contract is personal to **(COMPANY NAME)**, and cannot be assigned to any third party otherwise.

IN WITNESS WHEREOF THIS AGREEMENT has been executed between the parties hereto by their authorized officers in two originals on the date and the year written above.

**Signed and delivered
for & on behalf of
High Commission of India, Suva**

**Signed and delivered
for & on behalf of
(Company Name)**

.....
Name & Designation

.....
Name & Designation

Witness

Name & Contacts

PERSONNEL

The terms and conditions governing the employment of personnel shall be as follows:

- (i) The personnel shall work during normal working hours (9.00 a.m.-5.30 p.m.). However, the working hours shall vary (limited to 8 hours) according to contingency. The personnel shall be given a meal break of half an hour which shall not be counted in the shift of eight working hours.
- (ii) All personnel are expected to be smartly dressed with good footwear, English speaking (preferably Hindi speaking also) and experience in Conference work.
- (iii) The cars, buses, etc. must be in neat & clean and fully air-conditioned.
- (iv) The drivers must be skilled, professional and aware of protocols.
- (v) A shift roster shall be maintained by the Coordinator of the company to record the attendance of all personnel, which shall be duly countersigned by the designated member(s) of the High Commission.
- (vi) Overtime allowance beyond the normal working hours (8 hours) per day shall be paid by the Event Manager to the personnel at the rate of 100% of the hourly rate on a pro-rata basis, subject to certification by the High Commission regarding the overtime performed.
- (vii) If the duration of the detention period beyond the normal working hours is less than sixty minutes, no overtime shall be admissible.
- (viii) Employees with working experience during earlier conferences are preferable.
- (ix) The Event Manager will replace any employee immediately in case of any complaint regarding his/her competence or conduct is received by the High Commission.
- (x) The authority for final selection of all personnel shall be the High Commission.
- (xi) The personnel should be fully vaccinated and should follow COVID protocol throughout the event.

GOODS AND MATERIALS

The goods and materials shall be supplied/installed on the following terms and conditions:

- (i) The materials used for all the hoardings/banners should be of top quality and hoardings/banners should be fixed keeping the cyclone season in mind.
- (ii) The advertisement/branding materials shall be installed at the venue/site one day prior to the commencement of the Conference. The Event Manager should arrange to have a team of technicians available at all times to attend to any issue.
- (iii) The stuffs used in welcome kit, mementos, etc. must bear the logo of the Conference.
- (iv) In case any material is defective or inappropriate in terms of branding, either prior to or during the Conference, steps shall be taken by the Event Manager to repair the defect or to supply replacement immediately.
- (v) No payment shall be made for the material which cannot be utilized due to defects or improper branding.
- (vi) The transportations, installation, testing and removal of the materials would be the responsibility of the Event Manager.