

Request for Proposal (RFP)

Punjab Information & Communication Technology Corporation
Limited

Selection of Institutional Partner for Investors meet & Events for Punjab Investment Campaign

Document Reference No.:- PICTC/IR/2013-14/004

Released by:



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Data Sheet

1. Key Events and Dates

S. No.	Particular	Details
1.	Document Reference No.	PICTC/IR/2013-14/004
2.	Release of RFP document	11 th September, 2013 (10 AM onwards)
3.	Last date and time for proposal Submission	17 th September, 2013 (till 12 noon) to contact person mentioned below
4.	Date and time of opening of Pre-Qualification & Technical bids	17 th September, 2013 (at 2:30 PM)
5.	Date and time of Technical Presentations	18 th September, 2013 (at 3 PM)
6.	Date and time for opening of Commercial bids	To be intimated later

* Note: In case a Central/ State Holiday are declared on any dates as specified above, the event shall be held on the next working day at the same time and venue.

2. Proposals must be submitted to PICTC at the address specified below:

Managing Director,
Punjab Information & Communication Technology Corporation Limited,
5th & 6th Floor Udyog Bhawan,
18 Himalaya Marg, Sector 17, Chandigarh - 160017
Phone: 0172-5256400, Fax: 0172 – 2702423

3. Contact Person's Address for correspondence and clarifications

Ms Nitika Sharma, Manager (Investor Relation)
Punjab Information & Communication Technology Corporation Limited,
5th & 6th Floor Udyog Bhawan, 18 Himalaya Marg, Sector 17, Chandigarh - 160017
Phone: 0172-5256466, Fax: 0172 – 2702423
Email id: nitika.sharma@punjabinfotech.gov.in

1 PROPOSAL SUBMISSION & EVALUATION PROCESS

1.1 Submission of Bid

1. Bids will have to be submitted in two parts (pre-qualification & technical and financial), which are required to be kept in 2 separately sealed envelopes. There will be two bid-opening events (i) for the pre-qualifications and Technical Bids and (ii) for the Commercial bids. All envelopes should be properly mentioned on the cover – “Pre-Qualification and Technical Bid”, “Commercial bid”.
2. Every page of the Bid (Pre-qualification, Technical & Commercial Bid) Document needs to be clearly stamped & duly signed by the authorized signatory of the bidder.

1.2 Evaluation of Bid

Proposals will be reviewed by a Committee of Officers (the “Committee”). Evaluation of the bids will be done in three stages. The final awarding of the contract will be done based on a **Quality & Cost Based Selection (QCBS)** procedure. The following is the procedure for evaluation:

1. **Pre-Qualification evaluation:** The pre-qualification bid documentation furnished by the bidder shall be examined prima facie to substantiate the compliance with the bidder’s eligibility criteria as set out for this project.
2. **Technical evaluation:** The next stage of the evaluation will be an assessment of the proposal submitted. Based on the short-listing of the pre-qualified bidders, detailed evaluation of the Technical Bids of eligible bidders will be done in order to determine whether they are substantially responsive to the requirements set forth in the Request for Proposal. In order to reach such a determination, PICTC will examine the information supplied by the Bidders, and shall evaluate the same as per the evaluation criteria specified in this RFP. This evaluation will also involve scoring each component of the technical bid as per guidelines described in this RFP so that each technical bid will be assigned an overall score.
3. **Commercial evaluation:** Based on the results of the technical evaluation, the committee will then proceed to open and evaluate the Commercial bids of only those bidders who are able to qualify the Technical evaluation. The Commercial evaluation will take into account the information supplied by the Bidders in the Commercial Bid,

and the same shall be evaluated in accordance with the evaluation criteria specified in this document.

Marks assigned to financial bid = $100 * [F1 / \text{Total Financial Bid}]$

Where Total Financial Bid is the total bid amount of the bid being evaluated and F1 = the lowest financial bid of all the bids opened.

- 4. Quality and Cost Based Selection:** The final evaluation will be done using the QCBS methodology, which would ensure the quality of the solution as well as the cost effectiveness of the same. Once the technical and commercial evaluation has been done for each of the pre-qualifying bidders, the technical and commercial scores of the bidder will be consolidated by assigning weights **(0.7 to technical score and 0.3 to commercial score)** and adding the weighted scores. Bidder with the highest final composite score (Final Composite Score = $TS*0.70 + CS*0.30$) shall be declared as 'Successful Bidder' and shall be called for further process leading to the award of the contract
- In case of a tie in the final composite score, the bidder having highest technical score will be considered eligible for award of contract.
 - PICTC may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

2 ELIGIBILITY CRITERIA FOR BIDDERS

S. No.	Pre- Qualifying Criteria	Supporting documents
1.	The bidder should be a registered association/confederation/federation of industries with minimum 1000 memberships	Certificate of incorporation/ registration and self-certification regarding memberships.
2.	The bidder should have an office in Chandigarh / Mohali and in at least 10 cities of India including Mumbai, Delhi, Kolkata, Chennai and Bengaluru.	List of Offices with addresses
3.	Bidder should have at least 100 full time staff strength in india.	Self-attested certificate for number of professionals
4.	The bidder should have offices and tieups with trade organizations in other countries.	List of Offices with details and details of tieups
5.	Should have organized at least 2 similar events for Government/PSU in last 3 years.	Self certified details of the events

2.1 Technical Evaluation

Each Proposal will be evaluated according to the following criteria, but not limited to:

- i. The evaluation will be made based on Bidder's responses to all RFP requirements including, but not limited to, data from the Bidder's Proposal, questions and answers, Bidder qualifications, expertise and relevant experience.
- ii. Bidder demonstrates the ability to make available the key personnel at the time of contracting and post key personnel on the project thereafter.
- iii. Parameters for evaluation

S. No.	Criteria	Max Marks
1.	No of offices across India	20
2.	Offices in other countries and tie ups with trade missions abroad	20
3.	Experience in handling similar events	30
4.	Proposed Team to handle the Job	30

S. No.	Criteria	Max Marks
	Total Technical Marks	100

3 SCOPE OF WORK

3.1 Introduction to the Project

Punjab is one of the preferred investment destinations in the country driven by a positive business environment in the State. The State aims to provide a robust policy regime to attract investments and ensure their aftercare for which Government of Punjab is planning an Investment Promotion Campaign.

Govt. of Punjab, in its endeavor to facilitate entrepreneurs, has concrete plans to create awareness among existing and prospective entrepreneurs about the current incentives and facilities being offered by Government of Punjab for facilitating Investment. Government of Punjab is planning to promote investments in sectors such as IT/ITeS, Food processing, Textile, Light Engineering. In order to attract investment from private sectors and to sensitize them for investment in Punjab, investors meets, mega events, conferences shall be organized at national and international level.

The State Govt. through Punjab Infotech has already finalized KPMG as knowledge partner. The Media Partner, IT Partner and Institutional Partner are in the process of being appointed.

Three investors meet are scheduled to be held in the following cities:

City	Date
Bengaluru	01st October 2013
New Delhi	17th October 2013
Mumbai	23 rd October 2013

Please Note:

- Date & Venue for any event/investors meet may change.
- The Investors meet and events in the next year will be mutually planned subsequently.

3.2 Scope of Work

3.2.1 Tasks related to Investors meet (Domestic)
a. identify & suggest appropriate venues for organizing investors meet
b. Minute to Minute draft schedule for the visit of Government of Punjab delegation to each of these places
c. Selecting credible Business Associations, Personalities & Corporate stakeholders for inviting in each of the investors meet
d. follow up & getting confirmations
e. to identify & schedule meetings of the visiting delegation with credible Business Associations, Personalities & Corporate stakeholders in each of the identified cities.
f. Organising meetings, lunches & dinners, if any, preceding/following the investors meet/events
g. facilitate the Government to Business (G 2 B) Interactions / Meetings
<ul style="list-style-type: none"> • ensure adequate logistic and other arrangements including • Head table & Dias Management • Sitting arrangement • Audio Visual System • Lunch/dinner/tea • Flower Arrangements/decorations • all Backdrops /Banners / Signages • Registration to capture the details of Industry members attending the bigger Interactions to be addressed by Government of Punjab leadership. • Arrange Master of ceremonies
h. Recommendation for the security aspect at the Meetings
i. Provide inputs for real time updates on the events for event website
j. Manage Hotel Coordination / Accommodation and transportation for VIPs and government officials through its vendors
k. Deploying 2 Member Team along with officials from Government of Punjab 3-4 days in advance of the investors meet, whereby they would be responsible for inviting & ensuring the presence of relevant industry members at the investors meet interactions and also making necessary logistic & other arrangements.

3.2.2 Main Event
a. finalize and structure the programme and list of events for the Global Investors Summit.
b. management of Inaugural, Valedictory and sector specific focused sessions to be organized during the Global Investors Meet. <ul style="list-style-type: none"> • Minute to minute programme • coordination with speakers / session chairman / Release of Publications • Registration to capture the details of Industry members • Arrange Master of ceremonies
c. selecting VIPs, Diplomatic Corps, Ambassadors, Consulate Generals, Nodal Government Officers, leading Industrialists in India, financial institutions abroad and Media to inviting to the event
d. follow up & getting confirmations.
e. Administrative arrangements at the conference venue <ul style="list-style-type: none"> • seating arrangements • head table • lunch / dinner • VIP lounge • Media lounge • Camp Office • Backdrop • AV systems • Photographer • Coaches for state Dinner
f. Logistics for the Exhibition at the event <ul style="list-style-type: none"> • Built Up Stalls • coordination with contractors • AV • all Backdrops /Banners / Signages • Construction of Faculty lounge • Registration • Publications • Information & Message Booths • Buntings, Flags etc. • Flower arrangements/decorations • Bill boards around the city
g. Entry passes for event, lunch & dinners- design, printing
h. Arrangements for cultural evening

i. Will assist in tariff negotiations with hotels etc
j. Provide inputs for real time updates on the events for event website
k. Manage Hotel Coordination / Accommodation through its vendors (Rooming for speakers, key Delegates and visiting officials from other states & countries).
l. Coordinate for Transportation (Includes: visiting Overseas Ministers, Heads of State, senior Government officials from other states, Cars for Speakers & coaches for Delegates etc.)
m. Setup Protocol / Reception Desks at Airport & Railway Stations to facilitate arrival & welcome of Delegates, Speakers & state Guests

- All the above planning and arrangements will be made in consultation with Government of Punjab, Knowledge Partner & Media, Branding and Communication Partner. Coordination with IT System Partner as per requirements
- expenses pertaining to the Boarding, Lodging, Transportation of state Guests, printing Flexes & Backdrops, Lunches & Dinners and other venue expenses will be borne by the Punjab Government. The state government will pay required advances for all arrangements made by the institutional partner.
- The duration of the project is till end of 2014. The domestic investors meet and events planned during 2014 will also be handled by the selected institutional partner.
- The selected institutional partner have to ensure timely coordination & completion of all above mentioned tasks in addition to any other tasks that may be required for successful management of all investors meet/events as mutually agreed

4 PAYMENT SCHEDULE

4.1 Payment Schedule for the Services provided

The following schedule would be followed for payment during the Project implementation:

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S. No	Key Activities	Payment (%)
1	Investors meet	50% of payment before the investor's meet/event and remaining 50% after the event within 15 days of submission of invoice.
2	Events	50% of payment before the investor's meet/event and remaining 50% after the event within 15 days of submission of invoice.

5 ANNEXURES

5.1 Form 1: General information of the bidders

General Information			
Details of the Bidder			
Name			
Address			
Telephone		Fax	
E-mail		Website	
Details of Authorized person			
Name			
Address			
Telephone (Mobile)		Email	
Telephone (Landline)			

5.2 Form 2: Format for deviation(s) from Scheduled Requirements

S. No. (1)	Reference of Clause No. & Pg. No (2)	Deviation in the Proposal (3)	Brief Reasons (4)

5.3 Form 3: Team Composition and Task Assignments

Professional & Administrative Staff			
S.No	Position	Number	Task to be handled

This information should be provided for all key staff who would be handling the major activities as given in the scope of work.

5.4 Form 4: Project Description Template

S. No.	Particular	Details
1.	Name of Project	
2.	Name of Client	
3.	Total Assignment Value (Rs)	
4.	Project Timelines / Duration (in months)	
5.	Whether completed or ongoing	
6.	Brief narrative description of Project:	

5.5 Form 5: Commercial Bid Format

S. No.	Item	Total Price
1.	Organising & executing all activities for Investors meet in all three cities.	
2.	Organising and executing all activities for main event at Chandigarh on 09-10 th December, 2013	
	Total	
Total Amount in words:		

Please Note:

- It is necessary for the bidders to fill in all the fields of the Commercial Bid format.
- Taxes would be paid as per actual
- For investors meet and events to be organized during the next year (2014), prorata payment as per the cost quoted above will be paid.
- The form should be filled, duly signed and sealed separately and submitted along with the bid.
- Date & Venue for any event/investors meet may change.

5.6 Contract Agreement

CONTRACT AGREEMENT

THIS AGREEMENT is made on the <<day>> day of <<month>> 2010

BETWEEN:

Punjab Information & Communication Technology Corporation Ltd. having its offices at the Punjab Information & Communication Technology Corporation Ltd., Govt. of Punjab Undertaking, Udyog Bhawan, Sec - 17, Chandigarh – 160017, India hereinafter referred to as “**Punjab Infotech**” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) of the FIRST PART;

AND

M/s <<name of selected company>>, incorporated in India under the Companies Act, 1956 and having its registered office at <<registered office address>> (India) and place of business at <<business address of company>> hereinafter referred to as “**The Institutional Partner**” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) of the SECOND PART;

WHEREAS

- a) Punjab Infotech is desirous to **Select Institutional Partner for Punjab Investment Campaign**. For the purpose, Punjab Infotech floated Request for Proposal (RFP No. PICTC/IR/2013-14/004), for **Selection of Institutional Partner for Punjab Investment Campaign**.
- b) The Institutional Partner having represented to Punjab Infotech that it has the required professional skills, and personnel and technical resources, has agreed to provide the services on the terms and conditions set forth in this Contract;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- a) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the RFP.

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- b) The following documents in relation with Request For Proposal issued for selection of Institutional Partner shall be deemed to form and be read and construed as part of this Agreement viz:
- i. Request for Proposal (RFP) Process
 - ii. Proposal Evaluation Process
 - iii. Award of Contract
 - iv. Scope of Work (SOW)
 - v. Payment Schedule
 - vi. All Annexure, amendments, supplements, corrigendum or clarifications thereto
- c) The contract shall begin from the date of signing of the contract, as and when the Project would be assigned to the Institutional Partner
- d) The mutual rights and obligations of the Department and the Institutional Partner shall be as set forth in the Contract, in particular:
- i. the Institutional Partner shall carry out the services in accordance with the provisions of the Contracts;
 - ii. the Institutional Partner shall provide professional, objective and impartial advice and at all times hold the Department's interest paramount, strictly avoid conflicts with other assignments/ jobs, downstream projects or their corporate interests and act without any consideration for future work; and
 - iii. Punjab Infotech shall make payments to the Institutional Partner in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by:

(Name and designation)

Authorized Signatory of the Punjab Infotech

Witness 1

Witness 2

Signed by:

(Name and designation)

Authorized Signatory of the Company

Witness 1

Witness 2