

No. F-20017/3/2007-Protocol  
Government of India  
Planning Commission  
(Protocol Section)

Yojana Bhavan,  
Sansad Marg,  
New Delhi-110 001,  
Date:21<sup>st</sup> May, 2007.

To

Sir,

I am directed to say that Planning Commission is inviting sealed bids for selection of a suitable Professional Conference Organiser (PCO) for management of a conference to be held at Vigyan Bhawan. I am further directed to request you to participate in the bidding process. A copy of the terms and conditions and prescribed format for quoting rates are enclosed herewith.

Last date for submission of bids is 31<sup>st</sup> May, 2007.

Yours faithfully

(Mahender Chaudhary)  
Section Officer

**TERMS, CONDITIONS, STIPULATIONS AND INFORMATION  
FOR  
CONFERENCE MANAGEMENT SERVICES  
FOR  
PLANNING COMMISSION'S FORTHCOMING CONFERENCE  
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1. The bidder should be a well-established Professional Conference Organiser (PCO) and must have organised a minimum of two meetings at Vigyan Bhavan in the past two years.
2. Certificate of satisfactory performance from the concerned Department(s) in support of sl. no.1 above should be enclosed with the bid.
3. Photographs of backdrop, other signages and samples of invitation cards, identity cards, parking labels, etc., provided by the PCO in similar events, in the recent past, should be submitted alongwith the bids.
4. Bids should be submitted alongwith a Bid Security of Rs.20,000/- (Rs. twenty thousand only) in the form of Pay Order / Banker's Cheque, drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". The Bid Security should remain valid for a period of 45 days beyond the final bid validity period and should be further renewable, if required.
5. The bids once submitted cannot be withdrawn. If any bidder(s) withdraw(s) the bid(s), the bid security submitted by the bidder(s) would be completely forfeited.
6. The rates should be quoted in the prescribed format, given below.
7. The bids, alongwith bid security, photographs and samples should be sealed and submitted in sealed covers, duly superscribed as "Bids for Conference Management Services".
8. Any bid that is received without the Bid Security would out rightly be rejected.
9. Bids received after the specified date and time for receipt of bids would not be entertained.
10. Bids incomplete in any form are liable to be rejected out rightly.
11. The bidder would not be allowed to negotiate after submission of bids.
12. Any enquiry after submission of the bids would not be entertained.
13. The details of taxes chargeable should be clearly indicated.
14. The rates quoted by the successful bidder shall remain valid for a period of 6 months from the date of opening the bid, for the purposes of carrying out the work.
15. No charges would be paid, if the meeting, for any reason, gets cancelled on or before 10 days of the scheduled date of the meeting. The bidder should indicate the charges, if any, payable to him, if the meeting is cancelled within 10 days of the scheduled date of the meeting. Payment in that case would be subject to verification.
16. If additional charges are to be paid to the bidder, in case the dates of the meeting are rescheduled, it should be clearly indicated.

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17. The successful bidder (PCO) would be required to visit Yojana Bhavan and Vigyan Bhavan, as and when called for, in connection with making arrangements for the meeting.
18. The compere selected from the panel of the selected PCO would also be required to visit Yojana Bhavan and Vigyan Bhavan for briefing and trials.
19. The bidder would be responsible to assist in obtaining necessary permissions from NDMC and / or other authorities to put up signages on the roads, and at vantage points in the Vigyan Bhavan premises.
20. The successful bidder's bid security would be retained till completion of work. The bid security of the successful bidder would then be treated as performance security.
21. The release of the Performance Security would be subject to satisfactory completion of the work.
22. No advance payment would be made to the PCO.
23. Payment for carrying out the work would be made only after completion of the event, subject to completion of work.
24. The competent authority would be competent to forfeit partially or in full the Performance Security amount, if felt essential, due to non completion of any work partially or in full or due to unsatisfactory completion of any part of the work.
25. The bill raised by the PCO should have all tax registration numbers printed on the bill.
26. Any such clause(s) and / or terms and conditions, that the bidder desires to include for providing service / supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there should be a clear indication in the bid that it has been given in separate sheets.
27. The bids could either be sent by Registered Post / Courier to the address mentioned below, or dropped in the tender box kept at the Reception Area of Yojana Bhavan, Planning Commission. The closing time and date for submission of bids would be 1500 hours of 31<sup>st</sup> May, 2007.

Under Secretary (GA),  
Room No: 410,  
Yojana Bhavan,  
Sansad Marg,  
New Delhi - 110 001.

28. Bids, if dropped in any box other than the tender box kept at the reception area of Planning Commission, cannot be considered for selection.
29. The bids would be opened the same day in Com. Room No:344 at 1530 hrs. in the presence of such bidders who may wish to be present at the time of bid opening.
30. The competent authority reserves the right to reject any /all bid(s) without assigning any reason thereof.

(Ravjit Singh)  
Under Secretary to the Government of India

Format for price bid

Sl. No.	Particulars	Qty.	Unit rate	Total rate
1.	Hording at gate	3		
2.	Car parking signs (double & single sided-2 each)	4		
3.	Alighting point indicator panel	2		
4.	Mobile baggage counter	2		
5.	Enclosure for baggage counter	2		
6.	Direction panel	5		
7.	Backdrop in Hall No. 5	1		
8.	Podium Board	1		
9.	Panel for business centre	1		
10.	Name plates	300		
11.	Seating signs	6		
12.	Seating placards with colour code on stands	4		
13.	LCD projector with screen	1		
14.	Masking screen on wooden frame	1		
15.	Plasma screen	1		
16.	Laptop	2		
17.	Digital Video multi camera setup with three cameras, editing table, live projection on screen (2 days)	1		
18.	Digital video master tapes	8		
19.	Video CD making from master tapes	6		
20.	Still colour photographs	300		
21.	Album	3		
22.	Professional Compere	1		
23.	Hostesses (2 days) - 4 on first days and 12 on second day	16		
24.	Baggage counter assistants - 4 on first day and 8 on second day	12		

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25.	Assistants for bag filling - 5 on each day	10		
26.	Computer P-IV - 2 days	2		
27.	Laser printer - 2 days	1		
28.	Photocopier - 2 days	1		
29.	Delegate badges	500		
30.	Lanyard printed with conference name	500		
31.	Digital colour printing of cards	500		
32.	Reimbursement to officials for using their personal cell phones	10		
33.	Offset colour printing Conference Proceeding cards	500		
34.	Offset colour printing of layout leaflets	500		
35.	Printing of invitation cards	500		
36.	Lunch invitation cards	500		
37.	Digitisation of video master tapes, video editing, creation of flash interface with animation and music, Presentations indexing, synchronization of video with presentations, compilation in a single slide format and digital photo album.			
38.	Conference Management Fees			
39.	<b><i>VAT / Service tax, etc. (please indicate details of applicable taxes)</i></b>			
40.	Total:			

Signatures -----

Name in bold capitals -----

Name of the Firm -----

