

Govt. of India  
Ministry of Communication & IT  
Department of Posts  
World Philatelic Exhibition Secretariat  
New Delhi-110001

File No.	14/WPE/INDIPEX-2011/PHIL
Last date of submission	13.00 Hrs / 19-08-2010
Response to be sent to:	The Assistant Director World Philatelic Exhibition Secretariat Room No. 523/B 5 <sup>th</sup> Floor, Dak Bhawan Sansad Marg, New Delhi-110 001 Phone No. 011-23096160
Authority to be contacted for further details	General Manager World Philatelic Exhibition Secretariat Room No. 523/B 5 <sup>th</sup> Floor ,Dak Bhawan Sansad Marg, New Delhi-110 001 Phone No. 011-23753993
Document available on website	<a href="http://www.indiapost.gov.in">www.indiapost.gov.in</a>
Pre-bid conference	12.08.2010 /11.00 Hours
Last date and time for opening of the technical bids	16.00Hrs/19-08-2010

### **Terms of Reference**

**1. Statement of Objectives:** The Department of Posts (DOP) invites proposals from the short listed bidders for selecting/empanelling appropriate solution providers who satisfy the Pre-Qualification (PQ) criteria and express interest to offer a one stop service for conducting the World Stamp Exhibition which is scheduled to be held at halls 8,9,10 and 11 (approximately 10000 sq. mtr.) of Pragati Maidan from 12<sup>th</sup> Feb to 18<sup>th</sup> Feb 2011 and covering a number of activities/events in the lead up to the exhibition. The Event Manager has to manage activities with responsibility, dedication and foresight.

**2. Scope of work** - The agency appointed by the Organizers will be responsible for the conduct of INDIPEX 2011 covering all activities mentioned in the offer as also those not specifically mentioned but required for successful conduct of INDIPEX 2011. Broadly it would include conducting inaugural ceremony, construction of sales booths, managing the events at the venue, publicity and marketing of the exhibition, sponsorship management, visitor promotion, hospitality management, execution of youth activities of varied nature. The Organiser reserves the right to include or exclude items to this list. The Event Manager has to

coordinate with the Organizers, other subcommittees formed for the purpose and the sponsors. The details of the activities are given below. These are indicative only.

(i) Inaugural function

Handle approximately 1000 invitations, programme and all arrangements at the venue (Hamsadhwani open-air auditorium having 3500 capacity) including signages, compering, army/police band, recital of national anthem/song, visitor management, hospitality, media coverage, car parking and shuttle services etc., with protocol requirements in view. H.E. the President of India will inaugurate, and there will be a number of VIPs. Guest list would also include school children etc.

(ii) Setting up of sales booths:

- a) Erection of approximately 80 sales booths. Basic unit will be of 80 Sq. ft. size, but some would be combination of 2-6 units. The corner booths would be open from both sides. To be provided with sales counters / locking arrangements, three chairs and socket for computer. 2/3 options of stall layout, and additional fixtures / furniture on request / payment of stall holders to be provided.(a draft hall plan is enclosed).
- b) Setting up of a special Sales Booth and Thematic Pavilion for India Post with Internet services.

(iii) Setting up and managing exhibition halls, facilities, and daily activities:

- a) Signages and branding / advertisements, carpeting and decorations as per international standard.
- b) Setting up Reception / Information Desk, VIP / Media Lounge as per international standard.
- c) Setting up of offices for Organizers and Delegates with furniture and equipment including computers and Internet as per international standard.
- d) Activity areas and managing daily activities like functions and ceremonies, youth activities and seminars / conferences / workshops, with necessary equipments / kits.
- e) Emergency first aid / Ambulance / fire services
- f) Disaster management plan and approvals.
- g) Conservancy and sanitation services at par with international standards.
- h) Obtaining NOCs / permissions / licenses as may be required from various agencies for exhibition / venue, cultural shows etc.
- i) Photo ID cards ( 300) and badges (200) for delegates and organizers, kits for delegates and youth activities.(design and quality to be approved by Department of Posts)
- j) Photography and videos. 500 photos / CD and video covering major events to be given. The photography and video has to be of very high quality.

(iv) **Facilitation at Airport/ITPO:**

- a) Reception centre at IGI Airport to facilitate arrivals and departures of delegates.
- b) To help with queries / arrangements regarding registration, accommodation, transport, travel arrangements including return bookings etc.

- c) Co-ordinate with Customs authorities to facilitate clearances of exhibition material at time of arrival / departure of delegates.
- d) Co-ordinate with ITPO to manage entry / exit of trucks containing exhibition material, from 9-11 February, and 6 pm onwards from 18-19 February 2011.

(v) **Marketing:**

- a) Prepare a business plan and estimate of revenue to be generated.
- b) Arrange sponsors as per sponsorship packages for individual events, and sale of sales booths (information brochure containing packages enclosed).
- c) Arrange sale of advertisement space at exhibition / inaugural venue, including on light poles, etc. leading to the venue. (150-200 sites / locations).
- d) Arrange infrastructure/equipment for display of still advertisement at the venue.

(vi) **Youth activities in run-up and during the Exhibition:**

The purpose of conducting youth activities like quiz, letter writing competition, and stamp design competitions for children / youth is to generate interest in philately amongst the youth and publicize the event. The postal circles which roughly correspond to States would be conducting these events at the circle/State levels. However, the Event Manager is required to conduct quiz at the five zonal levels (East, West, North, South and Central) by 15<sup>th</sup> December and at the national level on 14<sup>th</sup> February 2011. The bidder is required to conduct letter writing and stamp design at the national level during the course of the exhibition. The bidder is required to submit a plan to conduct these activities mentioned below. The plan should include how many activities can be sponsored. Creative ideas using internet, SMS etc. for other such activities which can be sponsored may also be included in the plan.

- a) Organize sponsors to meet all expenses including venue, transportation, refreshments, kits, prizes, quiz master etc.
- b) A Run or Walk and other activities can also be added, subject to sponsors.
- c) Creative inputs, publicity to be provided.
- d) Participation and timely implementation of programme deliverables be secured.

(vii) **Hospitality**

- (a) Accommodation for 10 days from 10<sup>th</sup> to 19<sup>th</sup> February 2011 for 110 (approximately) delegates in accredited 5 star double occupancy rooms, and two deluxe suits. (the hotel should be within 10 kilometre distance of the venue). Package to include complimentary breakfast, pick-up from/drop off at airport, early check-in and late check-out at hotel etc.

*Note: Official hotel would get wide publicity in exhibition website/publications and attract many more exhibition participants other than the official guests.*

- (b) About 50 rooms on double occupancy basis (like youth hostel, YMCA etc.) to accommodate outstation volunteers for 11 days beginning from 9<sup>th</sup> Feb. 2011.
- (c) Organize one official multi cuisine dinner to be hosted by Minister for approximately 350 people in a five star hotel.
- (d) Organize one Awards Night (Palmares) multi-cuisine dinner with beverages and a cultural show for 400 people at a five star hotel or another appropriate venue. 50% entry would be by sale of tickets. Organize sponsorship to cover all costs.
- (e) Multi-cuisine dinner for 10 delegates (literature jury) for 3 days (9<sup>th</sup> to 11<sup>th</sup> February, 2011).
- (f) Multi-cuisine lunch as per international standards for official delegates (60 people) to be provided for 7 days (12<sup>th</sup> to 18<sup>th</sup> February 2011) at exhibition venue.
- (g) Working lunch for 200 volunteers daily for 10 days. Proportion of non-vegetarian and vegetarian lunch will be tentatively 60:40.
- (h) Setting up of mini food court after obtaining all clearances, for visitors.
- (i) Tea/Coffee and cookies for approximately 100 persons both in the forenoon and afternoon at the time of mounting of frames, daily events during the course of the exhibition for 10 days from 9<sup>th</sup> to 18<sup>th</sup> February, 2011.

*Note: Multi-cuisine will include a choice of at least two soups, three non-vegetarian dishes, five vegetarian dishes, three salads, rice, pasta, bread/roti/prantha and three desserts.*

*At least three non-vegetarian and three vegetarian snacks and beverages will be served at the two official dinners.*

*Working lunch will include at least one non-vegetarian or paneer item, one dal, one seasonal vegetable, green salad, rice pulao, roti/prantha/naan and two pieces of sweet, salad. The final menu will be approved by the Department of Posts.*

(viii) **Transportation**

- (a) Arranging shuttle services by AC buses for approximately 120 official delegates between hotel to exhibition venue for 7 days. (Three AC coach 35 seater for 100 kms 12 hours)
- (b) Arranging local sight-seeing /shopping for spouses by AC buses. (Three AC coach 35 seater for 100 kms for one day)
- (c) One excursion for delegates and spouses to Agra and back (including refreshments / lunch/entry tickets). (Three Volvo for 16 hours, 450 kms each for one day.)
- (d) Transportation for delegates / spouses to and from official dinner engagements. (35 seater two AC coach)
- (e) Providing 10 AC cars (Honda City, Toyota Corolla, Maruti SX 4 of 2010 make) for VIPs as required – approximately for 7 days. (10 hours, 100 kms)
- (f) Transportation of 100 volunteers from the rest house to the venue and back. (45 seater one N/AC coach for 12 hours and 120 kms for 10 days)
- (g) Transportation of 2,000 school children per day from and back to schools for functions and ceremonies. (45 seater ten N/AC coach for 12 hours and 120 kms for 7 days)

**(ix) Publicity:**

The Event Manager will handle all the publicity and media related activities. The bidder is required to;

- (a) Draw up a creative media plan to cover pre-exhibition publicity through a mix of print, TV and radio, posters and leaflets and outdoor medium of publicity and other innovative and customised media campaign leading up to the INDIPEX 2011 exhibition.
- (b) The media plan for publicity should be Delhi centric but also cover all state capitals
- (c) The publicity campaign should commence in October 2010 and gradually build up and end in February 2011
- (d) Post offices, airports. Railway and metro stations and other prominent locations should form a part of the media plan
- (e) Design and prepare all publicity material, and manage publicity.
- (f) Handle media invitations, Press Conferences, and daily media releases during exhibition etc.
- (g) Suggest design of mementoes/memorabilia etc

*Note: Wherever applicable payment will be directly made to DAVP for releasing advertisements to print/electronic media. In such cases, the payment to the Event Manager will be restricted to cost of creatives. For non DAVP releases, payment will be made for the actual payment made.*

**3. Terms and Conditions**

- (i) Preliminary examination of Bids:** Preliminary scrutiny will be made to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. The DOP may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. Prior to the detailed evaluation, the DOP will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- (ii) Clarification of bids:** During evaluation of the bids, the DOP may, at its discretion, ask the bidder for clarification of its bid.
- (iii) Proposal Evaluation:** The competency, experience and background of Event Management Firms will be considered in technical evaluation. Final evaluation for empanelment of the agency(s) will be based on technical score awarded in technical evaluation. The DOP reserves the right to withhold all information used in conducting the evaluation.
- (iv) Content and Quality of Event Management Firms 's Proposal:**
  - (a) Event Management Firm's demonstrated track record in overall event management.
  - (b) Responsiveness to the requirements and philosophy of the RFP including the degree to which proposal completely provides the requested information in the specified format.
  - (c) Event Management Firm's plan to provide services.
  - (d) Degree of professionalism in the Event Management Firm's proposal & service.
  - (e) Ability of Event Management Firm to provide professional hospitality comparable to international industry standard.

- (v) **Event Management Firms 's Ability to Handle the Work:**
- (a) Event Management Firms quality commitments including Service Level Agreements and remedies for failure to achieve Service Level Agreements.
  - (b) Event Management Firm's demonstrated track record in similar event management relationships, including references from Event Management Firm's current customers with similar configurations or requirements.
  - (c) Match between the Event Management Firm's capabilities and DOP's objectives & geographic and cultural requirements.
  - (d) Event Management Firms financial, quality qualifications and reputation.
- (vi) **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and the **Department of Posts** will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- (vii) Bidder is expected to examine all instructions, forms, terms, and specifications in bidding documents. Failure to furnish all information required by the bidding documents on time or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
- (viii) **Submission of bid:** The bidder is required to submit two separate bids- technical and financial as per proforma given Appendix –B & C in this RFP in two separately sealed envelopes superscribed 'Technical Bid' and 'Financial Bid' and submit them in a bigger envelope.
- (ix) **Selection /empanelment of bidders:** The selection/empanelment of bidders will be on the basis of combined Quality-cum-Cost based selection.
- (x) The weightage for technical and financial bid will be 70% and 30% respectively.
- (xi) The technical proposal will be evaluated mainly for the experience of the applicant firm as well as the experience and qualifications of the key personnel offered for the project, the methodology and work plan of the applicant firm. The firm should have sufficient number of employees of which a minimum of 10 regular technical / professional employees including a qualified supervisor should be made available exclusively for this project. The key personnel who have been offered in the application have to be actually deployed for the project work.
- (xii) The team leader should have at least 10 years of experience. The team members should have experience of specific areas like exhibition setup, social events, VIP handling, transport, coordinator of youth programmes, manpower management, onsite management (operations), publicity & marketing, hospitality, overall coordination etc.

(xiii) The weightage in the technical bid will be as follows:

Sr No.	Item	Weightage Point	Minimum Qualifying Points required in each activity
1.	Work plan & methodology	15	9
2.	Marketing/Arranging Sponsorship	15	9
3.	No. of past international events organised (a) Involving VVIPs like President/Prime Minister (b) No of foreign countries	10	6
4.	Size of assignments (a) Area (b) Turnover	10	6
5.	Media Plan	10	6
6.	Youth activities	05	3
7.	Experience of key personnel	05	3
	<b>Total</b>	<b>70</b>	<b>42</b>

- (xiv) In technical bid, applicant bidders securing 50 points in total and minimum qualifying points in each activity as indicated above will qualify for financial bids. The remaining firms will not be considered.
- (xv) If the bidder firm has conducted 3 or more international events on an average per annum for 3 years, it would be awarded 5 marks. Pro rata marks would be awarded for lesser number of events. Similarly, for participation of 20 or more foreign countries on an average for three years would make the bidder firm earn 5 more points. Similarly for 15 and 10 countries, the marks would be 3.75 and 2.5 respectively.
- (xvi) If the bidder firm has conducted events with area up to 5000 sq mtr, on an average for 3 years, it would score 3 marks and for areas up to 10,000sq mtr it would be 5 marks.
- (xvii) If the firm has event turnover of Rs 2 crore, it would get 2 marks and if the event turnover is Rs.5 crores, it would get 5 marks.
- (xviii) The bidders whose technical bids are accepted will be informed about the date of the opening of financial bid.
- (xix) Technical bids shall be opened on scheduled date and time in presence of the bidders or their one authorized representatives who may wish to be present. A duly constituted committee will evaluate the technical bids.
- (xx) The lowest financial proposal shall be given a financial score of 100 points. Even though the bidders are requested to indicate the amount event/activity-wise as mentioned in para 2 of RFP, only the total cost would be taken for consideration. Proposals will be finally ranked according to their combined technical and financial scores.
- (xxi) The successful applicant will be the applicant having the highest combined score. In the event two or more proposals have the same scores in the final ranking, the proposals with the higher technical score will be ranked first.

- (xxii) The declaration at Annexure-A in the prescribed proforma as given in this RFP should be submitted along with the technical bid.
- (xxiii) The bidders should submit EMD of Rs.10,00,000/- ( Rs ten lakh only) by depositing the money in any Post Office and attaching the original receipt in form ACG 67 provided by the Post Office in token of having received the amount. The EMD shall be refunded to the unsuccessful bidders.
- (xxiv) The successful bidder should submit Performance Security Deposit of 5% of the value of the contract in the form of Bank Guarantee within a period of 10 days from the award of contract which will remain in this office for three months after the completion of the work. The Bank Guarantee from nationalized/schedule bank will be in the name of the Assistant Director, INDIPEX 2011 World Philatelic Exhibition Secretariat and will be executed by the authorised representative of the Department of Posts.
- (xxv) If the successful bidder fails to provide Performance Security Deposit within 10 days from the award of bid, the bid stands cancelled and the EMD of Rs.10, 00,000/- (Rs ten lakh only) shall be forfeited to Department of Posts.
- (xxvi) In case the successful bidder fails to render the required services as agreed in the RFP, Department of Posts will have full authority to cancel the order and forfeit the performance security. In case of breach of any terms and conditions attached to this contract, the performance security deposit of the contractor shall be forfeited by DOP besides annulment of the contract.
- (xxvii) The successful bidder will be required to execute all agreed items of work to the full satisfaction of Department of Posts.
- (xxviii) The competent authority in the Department of Posts reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome any problem that may arise at a later stage.
- (xxix) A pre-bid conference will be held on the date and time notified to clarify issues and doubts, if any, about the specifications and other related allied technical details. If the Department decides to make changes in terms/scope of work as a result of pre-bid meeting or otherwise, a formal corrigendum will be issued and reasonable time will be provided to the applicants to submit their bids.
- (xxx) The Department of Posts reserves the full right to cancel, reject, any offers, without giving any reason. The decision of the competent authority in the DOP shall be final in this regard.
- (xxxi) The Department of Posts reserves the right to have a panel made of the bids received and in case the bidder fails to perform the assigned tasks as required or leave the job in the middle of the contract period, the next bidder will be offered the assignment for the remaining period of project.
- (xxxii) The bidding firm should not have been blacklisted by any government organisation/PSU on any ground.
- (xxxiii) The bidder is not entitled for any interest on EMD nor can he claim any right for award of the contract. The EMD will be forfeited if the bidder after opening the financial bid, withdraws/modifies his offer or modifies the terms and conditions thereof.
- (xxxiv) The Department of Posts reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by the Department due to failures on the part of the agency or due to termination of contract or agency becoming disqualified because of liquidation/insolvency or change of composition. The decision of the Department in respect of such losses or costs shall be final and binding on the agency and the decision shall not be questionable.

- (xxxv) The Department of Posts reserves the right to direct the Agency to remove such personnel from the project who are found to be unfit on disciplinary ground or other grounds detrimental to the interest of the DOP.
- (xxxvi) The Agency shall fully indemnify the Department of Posts for any default or non observance by the Agency or any of his representatives of any of the provisions of the above mentioned enactments and the rules framed there under.
- (xxxvii) The bidder should convey his acceptance to all the terms and conditions laid down by the Department of Posts.
- (xxxviii) The declaration in the prescribed proforma given in this tender document should be duly filled in, signed and submitted along with the technical bid. The above declaration, along with a copy of the terms and conditions, duly signed and stamped in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions should be enclosed with technical bid.

4. **Right to award work:** The Department of Posts reserves the right to award the whole range of activities mentioned in para 2 of the RFP or a part thereof. If a part of activities is awarded, the calculation of cost has to be adjusted accordingly as per the number of activities.

5. **Execution of Agreement** : The successful bidder shall have to enter into a written agreement with the Department of Posts duly signed by the contracting parties.

#### 6. **The Indicative Work Plan**

The bidder should submit a creative event flow and time line, suggesting how to earn revenue, gain wide publicity and create interest among the children and the youth in philately so that it becomes a profit centre in the near future. All the activities mentioned in the scope of work have to be included.

#### 7. **Payment Schedule**

The payment will be made as per the following schedule:

Instalment	
1 <sup>st</sup>	10% to be paid as advance on submission of Performance Security Deposit and to be based upon deliverables/ on submission of expense sheet and invoices
2 <sup>nd</sup>	20% to be paid one month before the Exhibition based on deliverables/ on submission of expense sheet and invoices
3 <sup>rd</sup>	50% on completion of event/activities
4 <sup>th</sup>	20% on completion of the exhibition

*Please note: For work conducted or completed, advance will be paid for supporting invoices/receipts.*

Samples of all deliverable items are required to be shown for approval well in advance. The main exhibition halls, offices, the open air amphitheatre, all signage's, branding, hoarding, placards etc should be ready one day in advance of the programme.

## **8. Arbitration**

- (a) Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the scope of work, terms and conditions, hereinbefore mentioned and as to the quality of service or materials used or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, scope of work, terms and conditions, instructions, orders or otherwise concerning the works or the execution of/failure to execute the same whether arising during the progress of the contract or after the completion thereof shall be referred to the sole arbitration of the Secretary (Law) or to the sole arbitration of some other person appointed by him as to act as such arbitrator. The case referred to arbitration shall be other than those for which the decision of the Ministry as expressed in the contract is to be final and conclusive. The arbitrator to whom the matter is originally referred being transferred by vacating his office or being unable to act for any reason, Secretary (Law) as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.
- (b) Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator(s) may from time to time with consent of the parties enlarge the time, for making and publishing the award, The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to be payable to the Agency shall be withheld on account of such proceedings. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

## **9. Risk clause**

- (a) Notwithstanding anything contained in any other clause, the Department of Posts reserves the right to terminate the contract due to any failure on the part of the Agency in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the DOP about the failure on the part of the Agency shall be final and binding on the Agency.
- (b) If there is any stoppage/failure of service for any reason, the Agency is liable for penalty action as decided by the Department of Posts. In the event of any failure on the part of the Agency, the

Department of Posts shall have the right, without any prejudice, to get the work done through any other alternate agency at the risk and cost of the Agency. The additional cost, loss, if any incurred by the Department of Posts will be recovered from the Agency.

- (c) Penalty for delay in work: The Department of Posts, in case of delay would not only impose liquidated damage but also may get the work done departmentally / through other agencies at the cost and risk of the Event Manager. The Department of Posts would be at liberty to recover liquidated damages for any outstanding bills/encashment of bank guarantees submitted towards advance and security deposits.

**DECLARATION FORM**

I, \_\_\_\_\_ Son/ Daughter of  
Shri \_\_\_\_\_ Proprietor / Partner / Director /  
Authorized Signatory of M/s \_\_\_\_\_ am competent to Sign this declaration  
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and are fully acceptable to me;

3. The information / documents furnished along with the above application are true and authentic to the best of my Knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my proposal at any stage besides liabilities towards prosecution under appropriate law.

Date:	Signature of authorized person
Place:	Full Name:
	Company's seal/stamp

N.B.: 1. The above declaration, along with a copy of the terms and conditions, duly signed and sealed in each page, by the authorized signatory of the agency in token of acceptance of the terms and conditions, should be enclosed with Technical bid.

2. The Declaration can be made on Company letterhead using the same format.

**TECHNICAL BID DOCUMENT****PART - 1**

1.	Name of the Bidding Firm	
2.	Full Address with email	
3.	Telephone & Fax Nos.	
4.	Amount & No. of ACG-67, Date of the EMD , Name of P.O. (original ACG-67 to be attached)	
5.	PAN No./Service Tax No.	
6.	Contact person with designation	

**PART - 2**

(a) International Events organised by the Event Manager.

Sr. No.	Year	No of Exhibition Events (preferably ITPO Cleared) organized each year	Name of Exhibition Event / Industry	Indicate Participation from Foreign Countries (indicate number)
(i)	2007			
(ii)	2008			
(iii)	2009			

(Copies of work orders, certificates of satisfactory performance from the concerned Department(s) in support of the works should be enclosed)

(b) Details of major individual exhibition events organized with size (area in sq.mtrs) and revenue in last 3 years.

(i)

Exhibition Event Names	2007	2008	2009
(i) upto 5000 sq.mtr			
(ii) Upto 10000 sq.mtr			

(ii)

Exhibition Event Names	2007	2008	2009
Total Revenue of the Event			

(c) Experience of Key Personnel including the team leader should be indicated in the table given below:

Name	Responsibility	Qualifications	Experience
Team leader			
Member-1			
Member- 2			
Member- 3			
Member- 4			
Member- 5			
Member- 6			
Member- 7			
Member- 8			
Member- 9			

**Note:** For other items like work flow & methodology, marketing/arranging sponsorship, media plan and youth activities for INDIPEX 2011, the information has to be attached separately.

Date:  
Place:

Signature of authorized person  
Full Name:  
Company's seal/stamp

**Appendix- C****FINANCIAL BID FORM**

1. Name of the Bidding Firm:
2. Full Address:
3. Telephone & Fax Nos.:
4. Indicate the amount event/activity-wise in the table given below. This amount should be inclusive of all taxes.

<b>Sr. No.</b>	<b>Para No. of scope of work mentioned in the RFP</b>	<b>Activities/Events</b>	<b>Amount (in Rs.)</b>
1.	2(i)	Inaugural Function	
2.	2(ii)	Setting up of sales booths	
3.	2(iii)	Setting up and managing exhibition halls, facilities and daily activities	
4.	2(iv)	Facilitation at Airport/ITPO	
5.	2(v)	Marketing	
6.	2(vi)	Youth activities in the run-up/during exhibition	
7.	2(vii)	Hospitality	
8.	2(viii)	Transportation	
9.	2(ix)	Publicity	
		<b>Total</b>	

Date:  
Place:

Signature of authorized person  
Full Name:

Company's seal/stamp