

**Inviting
Request for Proposal (RFP)**

for

**Engagement of Event Management Organisation
(EMO) for providing Event Management Services for
United Nation Forum for Forest Country-Led
Initiative meeting in FRI Dehradun**

26th to 27th October, 2023



**ICFRE-Forest Research Institute
P.O. New Forest, Dehradun**

September 2023

**ICFRE-Forest Research Institute
Notice Inviting RFP**

File Ref No. :XI-23/POFRI/EVENT MANAGEMENT/ CLI-UNFF

Tender ID: 2023_ICFRE_770159_1,

Dated 05.09.2023

Engagement of Event Management Organization (EMO) for providing Event Management Services for Country-Led Initiative (CLI) meeting in support of United Nations Forum on Forest (UNFF) at ICFRE-FRI, Dehradun on 26th to 27th October, 2023

Background:

India has the pleasure of hosting and organizing a Country-led Initiative (CLI) in support of United Nations Forum of Forests (UNFF 18 and UNFF19) on the topic of “Forest Fire Prevention and Management: An effective means to enhance socio-economic and environmental benefits of forests for people”. CLI Workshop/meeting will be an important means to clearly demonstrate that regional governance and forest policy issues are of fundamental importance to achieve SFM and UNSPF and to the contribution of forestry to sustainable development. The global CLI hosted by India in 2023 will tap on the experience gained and lessons learnt across the globe in the light of recent developments and trends to identify recommendations for the way forward to include meaningfully governance issues particular on the forest fire, Sustainable Forest Management and Forest certification in a post-2015 international arrangement on forests and mid-term review of IAF including achieving UNSPF.

ICFRE-Forest Research Institute invites Request for Proposal(RFP) from Event Management Organizations of national and international repute, who have organizational skills and are capable of providing comprehensive support to FRI in organization of the event for UNFF CLI meeting scheduled to be held on 26th to 27th October 2023at FRI, Dehradun. The RFP document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria, etc. are available on FRI website (<http://fri.icfre.gov.in>), CPP portal <https://eprocure.gov.in/eprocure/app>

Process of Selection:

The process of selection of successful Bidder would be as follows:

1. Publication of RFP
2. Pre-Bid Meeting/Clarification/Corrigendum (if any)
3. Submission of Bids
4. Opening of Technical Bids
 - a. Pre-Qualification evaluation
 - b. Technical Bid Evaluation
 - c. Presentations by the eligible bidders
5. Opening of Financial Bids of the technically qualified bidders

NOTICE INVITING e-TENDER/Factsheet

The schedule of the proposals is as follows:

S. No	Key Information	Details
1.	Assignment Title	Request for Proposal (RFP) for Engagement of Event Management Organisation (EMO) for providing Event Management Services for United Nation Forum for Forest Country-Led Initiative meeting in FRI Dehradun from 26 th to 27 th October, 2023
2.	Purchaser	Director, ICFRE-FRI
3.	Location	DEHRADUN
4.	Date of publication of the RFP	05/09/2023
5.	Last date of submission of queries	20/09/2023 at 05:00 PM (EMAIL: po_fri@icfre.org) RICHA MISRA, Head, Silviculture Division, FRI, DEHRADUN Phone: 0135-222-4213
6.	Pre-bid Meeting	11/09/2023 at 11:00 AM. To be held at BOARD ROOM , FRI, Main Building, Dehradun
7.	Bid Submissions (Start date & time)	CPP Portal www.eprocure.gov.in (12/09/2023 at 05:30 PM) online At CPP Portal only
8.	Bid Submissions (Last date & time)	CPP Portal www.eprocure.gov.in (21/09/2023 at 11:00 AM) online Physical copies to be submitted on or before 22/09/2023 at 10:30AM at Purchase Section, FRI Main Building, Dehradun Bids obtained physically only will be summarily rejected.
9.	Earnest Money Deposit(EMD)	The bidder is required to submit EMD of Rs. 5 Lakh only in the form of Fixed Deposit Receipt from any of the commercial banks in favor of Director, FRI, Dehradun
10.	Performance Bank Guarantee (PBG)	The successful bidder(s) is required to submit Performance security equivalent to 5% of the estimated contract value in the form of Bank Guarantee from any of the commercial banks in favor of Director, FRI payable at DEHRADUN valid for a period of 90 days beyond the date of completion of all contractual obligations of the selected bidder
11.	Opening of Technical Bids	22/09/2023 at 11:00 AM at Purchase Section, FRI, Dehradun 23/09/2023 at 10:00 AM Presentation (Hybrid Mode) at Board Room, FRI, Dehradun
12.	Method of Selection	Single stage Two bid system(Technical and Financial)
13.	Opening of Financial Bids	To be intimated later through FRI website (http://fri.icfre.gov.in)
14.	Scope of Work	The detailed scope of work is provided at Section 4 of this RFP
15.	Language of bid	The bid should be submitted in English
16.	Bid validity	90 days from the date of submission of Bid
17.	Bid documents	Bidders must submit their bids in line with the requirements stated in this RFP.
18.	Issue of Work Order	To be informed later
19.	Address for Communication	PURCHASE OFFICER Forest Research Institute, DEHRADUN -248006 Phone 0135-222-4226, 4205 Email: po_fri@icfre.org

Sd/
[PURCHASE OFFICER]

Table of Contents

Section	Page No
1. Definitions	1
2. Context	1
3. Objective	2
4. Scope of work	Error! Bookmark not defined.
5. Duration of Event Management Organisation's engagement	5
6. Deliverables and Outcomes	5
7. Terms and conditions for Payment	Error! Bookmark not defined.
8. Clarification and Amendment of RFP Documents	16
9. Conflict of Interest	5
10. The Proposal	Error! Bookmark not defined.
11. Earnest Money Deposit (EMD)	7
12. Performance Bank Guarantee (PBG)	8
13. Submission, Receipt and Opening of Proposal	8
14. Eligibility Criteria	09
15. Proposal Evaluation	13
16. Evaluation criteria	10
17. Confidentiality	14
18. Award of Contract	15
19. General Terms & Conditions	16
20. Fraud and Corrupt Practices	17
21. Technical Proposal Standard Forms	17
22. Technical Proposal-Other Undertakings	17
Form TP-1 (Letter of Proposal submission)	18
Form TP-2 (EMO: Organization and experience)	19
Form TP-3 (Approach & Methology)	20
Form TP-4 (Information regarding any conflicting activities and declaration thereof)	21
21. Financial Proposal-Standard Forms	22
Form FP-1 (Financial Proposal Submission Form)	23
Form FP-2 (Financial Proposal as per BOQ, to be submitted online only at CPP Portal)	24
Annexure-I (Check list of Documents)	25

1. Definitions

- (a) “ICFRE-FRI” means Indian Council of Forestry Research & Education-Forest Research Institute, Dehradun which has invited the bids for consultancy services and with which the selected Event Management Organisation signs the Contract for the Services and to which the selected Event Management Organisation shall provide services as per the terms and conditions and TOR of the contract.
- (b) “Event Management Organisation” (EMO) / “Bidder” means any interested Firms/Companies/Agencies who submit their proposals that may provide or provides the Services to the ICFRE-FRI under the Contract.
- (c) “Contract” means the Contract signed by the Parties.
- (d) “Project specific information”, means such part of the Instructions to Event Management Organisations used to reflect specific project and assignment conditions.
- (e) “Day” means a calendar day.
- (f) “Government”/ “GOI” means the Government of India.
- (g) “Personnel” means professionals and support staff provided by the Event Management Organisation to perform the Services or any part thereof.
- (h) “Proposal” means the Technical Proposal and the Financial Proposal.
- (i) “RFP” means the Request for Proposal prepared by the ICFRE-FRI for the selection of Event Management Organisation.
- (j) “Assignment/Job” means the work to be performed by the Event Management Organisation pursuant to the Contract.
- (k) “Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the ICFRE-FRI and the Event Management Organisation, and expected results and deliverables of the Assignments/job.
- (l) “Tender Committee” (TC) means a Committee constituted by ICFRE-FRI to examine the expression of Interest/ bid/ request for proposals (RFP) in connection with selection of EMO.
- (m) OPEX model: In the OPEX model, the Seller provides the goods, maintains it and also provides the consumables as required and finally takes back the goods after useful / contracted life.

2. Context

India has the pleasure of hosting and organizing a country-led initiative (CLI) in support of United Nations Forum of Forests (UNFF 18 and UNFF19) on the topic of “Forest Fire Prevention and Management: An effective means to enhance socio-economic and environmental benefits of forests for people”. CLI Workshop/meeting will be an important means to clearly demonstrate that regional governance and forest policy issues are of fundamental importance to achieving SFM and UNSPF and to the contribution of forestry to sustainable development. The global CLI hosted by India in 2023 will tap on the experience gained and lessons learnt across the globe in the light of recent developments and trends to identify recommendations for the way forward to include meaningfully governance issues particular on the forest fire, Sustainable Forest Management and Forest certification in a post-2015 international arrangement on forests and mid-term review of IAF including achieving UNSPF.

ICFRE-Forest Research Institute invites Request for Proposal (RFP) from Event Management Organizations of national and international repute, who have organizational skills and

are capable of providing comprehensive support to the FRI in organizing the UNFF-CLI meeting scheduled to be held from 26th to 27th October 2023 at ICFRE-FRI, Dehradun.

3. Objective

The objective of this proposal is to engage an Event Management Organisation of national and international repute to provide comprehensive support to the ICFRE-FRI in various activities and deliverables for the UNFF-CLI meeting.

[A] The Event Management Organisation (EMO) will provide comprehensive support to the ICFRE-FRI in all activities listed in Scope of Work.

[B] Scope of work will include Venue arrangement, Branding, Exhibition etc.

4. Scope of Work

Sl. No.	Activities	Particulars
1.	Venue Arrangement	<ul style="list-style-type: none"> i. Floral and foliage decoration of plenary meeting hall (for 02 days, 26th and 27th Oct) ii. Floral and foliage decoration other meeting halls and common places (for 02 days, 26th and 27th Oct) iii. Seating plan of various countries as per UN guidelines (along with name plate along with table flag, floral arrangements of the participating countries) iv. IT arrangements and Video Wall/ LED Screen in the meeting hall with facility of video conferencing system with all logistics and with a proper internet bandwidth (from 26th to 27th October) v. Audio/Video arrangements in plenary meeting hall (from 26th to 27th October) with Q/A system vi. Still photography and videography of event and field visits including preparation of films of the event both short and long duration (from 26th to 28th October) vii. Cleanliness at meeting halls, washrooms and nearby premises (from 26th to 27th October) viii. Seating arrangements for delegates in common areas (sofa, central table , flowers) 26th and 27th October ix. Master of ceremonies (Anchoring for 26th and 27th October during entire session) x. Registration desks xi. Registration Kit for delegates - Bags, designing and printing of Pen, writing pad, branded water bottle with logo, program schedule, ID cards xii. Kit for press and media

2.	Branding	<ul style="list-style-type: none"> i. Designing, printing and installation Selfie point banner (10x15 feet) ii. Designing, printing and installation of banners - Hoarding of 10x5 feet (locations: Dehradun Airport, outside Dehradun airport) iii. Designing, printing and installation of Banner (6 x 10 ft) - Brandis Gate of FRI- Landscape pattern iv. "Designing, printing and installation of Banner (4 x 6 ft)- Trevor Gate and Kaulagarh Gate of FRI- Landscape pattern" v. Designing, printing and installation of Signages (5 x 2 ft) Portrait pattern- Double sided- on street poles- From Kaulagarh Road gate and Brandis Gate to FRI Main Building vi. Designing, printing and installation of Standee (2X 2.5 Feet)- Airport, Outside plenary meeting hall in FRI Main Building, Meeting places, stall vii. Designing, printing and installation of Banner (4 x 16 ft) for plenary meeting hall
3.	Exhibition	<ul style="list-style-type: none"> i. Installation of Octornamcounter withfacia, chairs, Electrification with power switches in stalls and LED Light ii. LED/digital Display in stalls iii. Signages with QR Code
4.	Hanger for Food & Banquet and Cultural Performance at Mango Grove Garden of FRI	<ul style="list-style-type: none"> i. The Air-conditioned hangar(10,000 sqft) made of high quality aluminum extrusions with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar structure (high quality) should be weatherproof and air conditioned, Platform and new carpet, with adequate number of entry & exit points with doors including emergency exits. General lighting will be part of the hangar. The hangar will be pillarless inside. The hanger will be used for lunch, hi-tea, dinner and cultural performances for 2 days (26th & 27th October) ii. Main Thematic gate of length 32ft and height 16ft. The gate should be made using different material like wood, POP, fiber, Sun fabric, raisins, brandings, acrylic, and outer cut letterings, high quality paint and material finishes, metal works depicting the theme proposed. iii. Stage for cultural program – 40(L) x 32(W) x 3(H) in feet – four way truss with carpet and masking with two entries + Light sharp, with LED light, with flood light and spot light. iv. Stage Backdrop

		<ul style="list-style-type: none"> v. "Installation of EAW/JBL or equivalent line array sound system with delay speakers, 06 stage monitors, 08 subs for 150 pax, required amplifier, 32 channel digital mixer, (Including technicians and Maintenance of the system during the event duration.)" vi. Round Table & Table Linen with florals, Chairs, Sofa Seat with Coffee tables & Florals vii. Bidder is required to setup two Green Rooms (350 sq feet each) around the Hall which would include- Mirrors, chairs, tables, water bottles etc. viii. Branding (Hanger fascia & inside the hanger including Side wall & Back wall) (No flex to be used) ix. Buffet table with Frill x. Service Kitchen (Including Lights, Table, carpet, Plug points etc.)
5.	Other services	<p>All other unexpected / unforeseen requirement as may be decided by the logistics team of FRI for the meeting.</p> <p>Electricity points, power backup, wi-fi arrangements for internet facility as and when required</p> <p>Cleanliness arrangements at all venues pre and post events including washrooms.</p>

* There could be some last-minute changes in requirements. Since this event is of prestige and importance, selected EMO must always maintain redundancies and alternate plan of execution. Depending upon circumstances additions/modifications are expected to be delivered by the selected EMO.

The above-mentioned activities are indicative only and the detailing is given in the BoQ.

5. Duration of Event Management Organisation's engagement

Duration: 26th October to 27th October, 2023

6. Deliverables and Outcomes

The EMO will be responsible to deliver goods and services as per the Scope of Work and Terms and Conditions of this tender document.

7. Conflict of Interest

- i. ICFRE-FRI requires that Event Management Organisations provide professional, objective, and impartial services/advice at all the times and hold the ICFRE-FRI's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Event Management Organisations, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

a. Conflicting activities:

A firm that has been engaged by the ICFRE-FRI to provide goods, works or Assignment/job other than consulting Assignment/job for a project and any of its affiliates, shall be disqualified from providing consulting Assignment/ job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation.

b. Conflicting Assignment/job:

An Event Management Organisation (including its Personnel) or any of its affiliates shall not be hired for any assignment/job that by its nature, may be in conflict with another assignment/job of the Event Management Organisation to be executed for the same or for another Employer.

c. Conflicting relationships:

A Event Management Organisation (including its Personnel) that has a business or family relationship with a member of the ICFRE-FRI's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the ICFRE-FRI throughout the selection process and the execution of the Contract.

Event Management Organisations have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the ICFRE-FRI, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided in the RFP. If the Event Management Organisation fails to disclose said

situations and if the ICFRE-FRI comes to know about any such situation at any time, it may lead to the disqualification of the Event Management Organisation during bidding process or the termination of its Contract during execution of assignment.

No Event Management Organisation or current employees of the ICFRE-FRI shall work as Event Management Organisations under their own ministries, departments or agencies.

d. Unfair Advantage

If an Event Management Organisation could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest in this document, the ICFRE-FRI shall make available to all Event Management Organisations together with this RFP all information that would in that respect give such Event Management Organisation any competitive advantage over competing Event Management Organisations.

- iii. **Penalty:** For items mentioned in scope of work, the EMO must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case specific items are not as per specification quoted, ICFRE-FRI reserves the right to outrightly reject the payment for that specific item (as mentioned in BOQ) or deduct an amount 20% or more for same. In case of other failures, this ICFRE-FRI reserve the right to seize the earnest money and further imposing penalty upto Rs. Twenty (20) lakhs.

8. The Proposal

a. No. of Proposals

- i. Event Management Organisations shall only submit one proposal. If an Event Management Organisation submits or participates in more than one proposal, such proposals shall be disqualified.

b. Preparation of Proposals

- i. The proposal as well as all related correspondence exchanged by the Event Management Organisations and the ICFRE-FRI, shall be written in English language, unless specified otherwise.
- ii. In preparing their Proposal, Event Management Organisations are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- iii. Depending on the nature of the Assignment/job, Event Management Organisations are required to submit a Technical Proposal (TP) in forms provided in this RFP. Submission of the wrong type of Technical Proposal shall result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in this document as per Standard Forms. Form TP-1 is a sample letter of technical proposal which is to be submitted along with the technical proposal.

c. Assignment/jobs

- i. Assignments / Jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Event Management Organisation, or that of the Event Management

Organisation's associates, but may be claimed by the Professional staff themselves in their CVs. Event Management Organisations must be prepared to substantiate the claimed experience along with a self-certification by the Managing Director of the Event Management Organisation.

d. Description of the approach, methodology and work plan

- i. A description of the approach, methodology and work plan in the form of a Gantt Chart for performing the Assignment/job covering the following subjects should be included in the technical proposal; this includes technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of the Technical Proposals is provided under Form TP-3 of this RFP. The work plan should be consistent with the Work Schedule which will show in the form of a bar chart the timing proposed for each activity.

e. Information on Technical & Financial Proposals

- i. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.
- ii. Financial Proposal - The Financial Proposal shall be prepared using the attached Standard Forms given in this RFP. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

f. Proposal Validity

- i. The proposal shall be valid for 90 (ninety) days from the date of opening of the proposal.

g. Taxes

- i. The Event Management Organisation shall fully familiarize themselves about the applicable Domestic taxes (such as Goods and Service Tax (GST), income taxes, fees, levies, etc) on amount payable by the ICFRE-FRI under the contract. All such taxes must be included by the Event Management Organisation in the financial proposal.

9. Earnest Money Deposit (EMD) and Tender Fee

- i. An EMD of Rs. 5,00,000.00 (Rupee Five Lakh only), in the form of FDR drawn in favour of "Director FRI", shall be submitted along with the proposal.
- ii. Tender Fee of Rs. 5,000.00 (Rupee Five Thousand only) including 18% GST, in the form of Demand Draft drawn in favour of "Director FRI", payable at Dehradun shall be submitted along with the proposal.
- iii. Proposal not accompanied by EMD shall be rejected as non-responsive.
- iv. No interest shall be payable by the ICFRE-FRI for the sum deposited as earnest money deposit.
- v. No bank guarantee shall be accepted in lieu of the earnest money deposit.
- vi. The EMD of the unsuccessful Event Management Organisations would be returned within 45 days of award of job.
- vii. The EMD shall be forfeited by the ICFRE-FRI in the following events:
 - a) If proposal is withdrawn during the validity period or any extension agreed by the Event Management Organisation thereof.
 - b) If the Proposal is varied or modified in a manner not acceptable to the ICFRE-FRI after opening of Proposal during the validity period or any extension thereof.

- c) If the Event Management Organisation tries to influence the evaluation process.

10. Performance Bank Guarantee (PBG)

The successful Event Management Organisation shall have to submit Performance Bank Guarantee equivalent to **5% of value of project awarded** with validity period till thirty days beyond the completion of Assignment/Job.

11. Submission, Receipt and Opening of Proposal

- i. The original proposals, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Event Management Organisations themselves. The person who signed the proposal must initial such corrections. Submission of letters for both Technical and Financial Proposals should respectively be in the format of TP-1 & FP-1 given in the RFP.
- ii. An authorized representative of the Event Management Organisations shall sign and stamp all pages of the original Technical and Financial Proposals in case of physical document. **The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign.** The signed Technical and Financial Proposals shall be marked “ORIGINAL”.
- iii. Event Management Organisation must Submit:
 - a. **Technical proposal (TP):**
Scanned copies of Technical Bid shall be submitted through online mode and in hard copy format. For evaluation purpose the uploaded offer documents will be treated as authentic and final.
 - b. **Financial proposal (FP):**
The Financial bid should be submitted Online on CPP Portal. Any Indication of ‘Quoted Price’ in the online technical Bid Documents shall lead to rejection of the bid outright. For evaluation purpose the uploaded offer documents will be treated as authentic and final.

12. ELIGIBILITY CRITERIA

S. No.	Basic Requirement	Specific Requirement	Documents Required
a)	Legal Entity	The Applicant should be accompany registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 or Registered as a society under the Societies Act, 1860 for at least 10(Ten)years.	- Copy of valid Registration Certificates duly certified by CA engaged in conducting audit of the company. - Certified Copy of Certificates of Incorporation /Name Change. -CA's Registration Number/ Seal is must.
b)	Turnover	Average Annual Financial Turnover of the Company in any of the three years in last Six financial years, i.e. FY 2016-17, FY 2017-18, FY 2018-19, FY2019-20, FY 2020-21, FY 2021-22 (as per the last published audited balance sheets), should be more than Rs. 40.00 Cr (Forty Crore) each.	Copies of Annual Turn over of the organization of Audited Annual Accounts duly certified by CA who is engaged in conducting audit of the EMC. Profit & Loss Account & Balance Sheet must be submitted.
c)	Specializations / Experience	(i) Company must have minimum six years' experience in Event Management Industry. (ii) The agencies should have successfully completed: (a) 01similar work of the value of Rs 80lakh; or (b) 02 similar works of the value of Rs 50 lakh each; or (c) 03 similar works of the value of Rs40 lakh each. For Government of India /State Government /PSUs/ leading corporate of which at least one should be a conference with international delegates (international level conference not exhibition) in the last 6 years. The contract /work order should be in the Name of bidder.	Work Orders and Work Completion Certificates to be attached.
d)	Employees on Payroll	Bidding Company should have on its payrolls a minimum of 30 professionals as on 31 st March2023.	Letter from HR as documentary evidence to be attached.
e)	PAN and GST registration	Bidding company shall hold valid GST and PAN certifications.	Copies of relevant certificates of Registration to be attached.
f)	Tax Registration	Bidder must have filed ITRs for the last three years preceding viz. 2019-20, 2020-21& 2021-22.	Copies of ITR filed for last 03 years duly Certified by CA Carrying out audit of the EMC.
g)	Blacklisting	Bidding company shall not have been blacklisted by any central or state Government company, PSU etc.	Self- Undertaking in this regard to be submitted.

h)	Tender fee	Rs. 5000 (Rupees Five Thousand only) Including 18% GST	In the form of DD in favor of ' Director, FRI ' issued by any commercial bank and payable at Dehradun.
i)	Earnest Money Deposit	EMD of Rs. 5 Lakh (five lakh only)	In the form of FDR issued by any of the commercial banks.
j)	Website	The agency shall have their functional Online website.	Web link to the website.

* Bids without any of the above mentioned documents will be summarily rejected.

13. Proposal Evaluation

- i. From the time the proposals are opened to the time contract is awarded, the Event Management Organisations should not contact the ICFRE-FRI on any matter related to its Technical and/or Financial Proposal. Any effort by Event Management Organisation/ Bidder to influence the ICFRE-FRI in the examination, evaluation, ranking of Proposal, and recommendations for award of contract may result in the rejection of the Event Management Organisation proposal.
- ii. The ICFRE-FRI has constituted a 'Tender Committee' (TC) which will carry out the entire evaluation and award process.
- iii. The TC shall evaluate the Technical and Financial proposals and other standard forms on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria specified in the RFP Terms and Conditions.

14. Evaluation criteria

Only eligible bidders will be evaluated for technical evaluation and the financial bid will be opened only of technically qualified bidders.

i. List of Documents

As per checklist at Annexure – 1.

ii. Technical Evaluation Criteria

EMOs would be invited to make a 45-minute (maximum) presentation of their technical bid before a Tender Committee (TC) of FRI-ICFRE on **22nd Sept'2023 at 10:00 AM** and respond to the query of TC based on RFP. After evaluation of the technical bids by the TC, the financial bids of only selected EMOs would be opened for evaluation and consideration of award of work. **Minimum 50% marks are required in Technical Score to be selected for opening of Financial Bid.**

TC will carry out the evaluation of proposals based on the following evaluation criteria and point system. If required, the ICFRE-FRI may seek specific clarifications from any or all EMO(s). Each evaluated Proposal will be given a technical score as detailed below. The total marks against which the Event Management Organisation's submission will be evaluated is 100.

The TC shall select the EMOs by giving 70% weightage to the score obtained in Technical evaluation and 30% weightage to the score obtained in financial evaluation. The EMOs shall be ranked H1,H2...on the basis of combined score obtained in Technical and Financial evaluation.

S.no.	Topic	Technical Evaluation Criteria	Max marks
A	Experience of the Event Management Organization relevant to the scope of this RFP. As per form TP-2	<ul style="list-style-type: none"> The Event Management Organization should have worked at high level national/international conventions such as Conference of Parties (COP)-UNFCCC-UNCCD/Expo 2020/Eastern Economic Forum/ G20/B20 etc. The Event Management Organization should have directly provided event management services to any of the Indian Public Sector organizations/ Ministries/ Departments/ Enterprises/ Undertakings or large private enterprises etc. <p>Marking criteria: Organizing events for Central/ State Governments and their agencies in last 6 years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23.)</p> <ul style="list-style-type: none"> Work order value (Rs. 40 Lacs- Rs. 80 Lacs)- 2 marks each Work order value (> Rs. 80 Lacs- Rs. 1 crore)- 3 marks each Work order value (> Rs. 1 crore)- 5 marks each <p>Note:</p> <ul style="list-style-type: none"> Start date must be inside last 6 years from the issue date of this RFP Only completed projects will be counted 	30
B	Average Annual Financial Turnover in any of the three years in last Six financial years, i.e. FY2016-17, FY2017-18, FY2018-19, FY2019-20, FY2020-21, FY2021-22	<p>Average Annual Financial Turnover</p> <ul style="list-style-type: none"> Rs. 40 - 50 crores – 05 marks Rs. 50- 60 Crores –10 marks More than 60 Crores – 15 marks 	15
C	Pan-India Presence	<p>The organization should have a Pan-India presence in the major cities of India in terms of regional chapters/offices/infrastructural support/events and other networking facilitation.</p> <ul style="list-style-type: none"> Presence in 3-5 states/UTs: 05 marks Presence in 6-8 states/UTs: 10 marks Presence in more than 8 states/ UTs: 15 marks 	15
D	Man Power	<p>A dedicated team for organizing events duly assisted by its senior leadership and employees. The bidder should have its own manpower strength.</p> <ul style="list-style-type: none"> 30 -50 people on pay roll – 5 marks 51 -100 people on pay roll – 10 marks 	15

		<ul style="list-style-type: none"> • 100+ people on pay roll – 15marks [Submit Certificate from the HR /head of the EMO with Employee List] EMOs should fill Form TP2 Point No. 4	
E	Understanding of event requirements (bidder will make a mandatory presentation for 45 min in hybrid mode)	1. Overall work plan (Inauguration theme/ Valedictory theme/ Dias management/ Stage design) and conceptualization of conduct of the meeting (from arrival of delegates to departure). (10 marks) 2. Creativity (which Includes Décor, Designs of thematic installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas) (10 marks) 3. Core team structure- single point of contact (SPOC)-event manager (05 marks)	25
	Total Marks		100

If any of documents listed above are not provided or not found in order, there will be no marks for the respective bid component.

The TC will carry out the technical evaluation of proposals based on the above evaluation criteria and points system. Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation is concluded. Each evaluated proposal will be given a technical score.

iii. Financial Evaluation Criteria

Financial bids of only the technically qualified bidders will be opened.

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 Total Price of the Financial Bid under consideration subsequently

The bidder with the highest combined score, Technical cum Financial will be awarded work at its quoted rate contract. If a bidder quotes NIL charges/consideration, the bid shall be treated as non-responsive and will not be considered.

Errors & Rectification: If there is a discrepancy between words and figures, the amount in words will prevail.

Bids shall be inclusive of all applicable charges such as freight, transportation etc. and bidders may mention GST separately and amount of financial bid for the purpose of evaluation shall be total price excluding applicable GST.

Total price shall be clearly mentioned in the financial bid which shall be the total amount of the price quoted in the financial bid proforma as per BoQ

As per Form FP-2. Quantities of items are tentative and for evaluation of financial bid only. The scope of work may vary as per requirement.

iv. Composite Bid Evaluation Methodology

Evaluation of Bids shall be done under combined quality-cum-cost based system (QCBS). Under this system, the Technical Bid evaluation, i.e. Part-I, shall be allotted weightage of 70% while the Price Bid evaluation shall be allotted the weightage of 30%. The EMOs shall be ranked H1, H2, H3, H4... based on combined score obtained in Technical and Financial evaluation. The Event Management Organisation scoring the highest combined score will be declared H-1. The detailed methodology is described below.

Example of Evaluation:

Particulars	M/sX	M/sY	M/s Z
Technical Marks(St)	80	82	84
Technical Score(70%ofTechnicalMarks)	56	57.4	58.8
Financial Amount Bid (F)	1.2cr	1.1 Cr	1Cr
Financial Marks($S_f=100 \times F_{\min}/F$)	83.33	90.90	100
Financial Score(30%ofFinancialMarks)	24.99	27.27	30
Combined Score (Technical Score+ Financial Score)	80.99(H3)	84.67(H2)	88.80(H1)

The sum of the normalized Technical Score and the normalized Financial Score as detailed above shall be the Total score for the Event Management Organisations. The Event Management Organisation with the highest Total Score shall be declared H1.

v. Issue of Work Order

- a. After ICFRE-FRI notifies the successful bidder that its proposal has been accepted, an agreement will be signed between ICFRE-FRI and successful bidder incorporating all clauses, terms and conditions of this RFP. Formal work order will be issued to selected EMO thereof.
- b. The engagement shall be effective on the date of its signing of contract/agreement or issuance of work order and shall continue until the date of the successful completion of the events unless terminated by ICFRE-FRI.
- c. Failure of the successful bidder to agree with the Terms & Conditions of this RFP post selection shall invite penalties.

15. Confidentiality

Information relating to evaluation of Proposal and recommendations concerning awards shall not be disclosed to the Event Management Organisations who submitted the proposal or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Event Management Organisation of confidential information related to the process may result in the rejection of its proposal and may be subject to the provisions of the ICFRE-FRI's antifraud and corruption policy.

No information about this event/meeting shall be shared with press/media/individuals/corporations or any third party entity by EMO and its personnel.

16. Award of Contract

After finalization of selection process, the ICFRE-FRI shall issue a Letter Of Intent (LOI) to the selected Event Management Organisation. The Event Management Organisation will sign the contract after fulfilling all the formalities/pre-conditions like submission of Performance Bank Guarantee, etc.

17. Terms and Conditions for Payment

The EMO's payments will be linked to satisfactory completion of contractual deliverables to be paid as per the Terms and Conditions of the contract. The bills may be submitted by EMO after completion of the event.

1. The payment shall be released only after acceptance of the required work detailed in the RFP Document against the corresponding deliverable and based on actuals.
2. The Event Management Organisation has to quote all price as per the BoQ document while making financial offer in bid. However, GST shall be applicable as per actual rates.
3. For facilitating Electronic transfer of funds the selected Event Management Organisation will be required to indicate the name of the Bank and Branch, account number (i.e. bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected Event Management Organisation.
4. Currency: The price is payable in local currency i.e., Indian Rupees (INR).
5. There may be a change in priorities from time to time. The EMO will be expected to work in an agile manner to mould itself rapidly and change course if the context and the priorities happen to change. Any modification of the terms and conditions, including any modification of the scope of the Services, may only be made by mutual agreement between the Parties. If any additional Scope of Work is required to be added in the contract, the same would be done by mutual agreement and on pro- rata basis depending on additional time and resources required.
6. Duration of the assignment: The EMO should be ready to start its work within a week of award of the contract. In case of failure of EMO to deliver as per expectation and scope of activities, relevant clauses of penalty/ liquidated damages as mentioned in the RFP shall be applicable. However, competent authority reserves the right to waive off the penalty and grant further time (hereby called as grace extension) to the EMO to complete initial deliverables in case the competent authority is of the opinion that delay is not attributable to the EMO. It may be noted that no additional payment will be made whatsoever for the period of grace extension. Further, ICFRE-FRI has the right to evaluate its need to the number of resources employed at any time.

7. Liquidated Damages (LD) @2% of invoice value will be deducted based on performance against the deliverables identified in the scope of work. Total such LD will however not exceed 10% of invoice value.
8. Replacement of resource persons, if any, shall be only with explicit written approval of the ICFRE-FRI. However, the ICFRE-FRI shall have the option for getting the resource person replaced at any time during the duration of the event, in case execution of activities is seen as non-satisfactory.
9. No cost other than the project cost will be paid to the EMO.
10. Any procurement may be done preferably on 'OPEX' model.

18. General Terms & Conditions

- (i) Material / data provided for the activities are confidential in nature. The Event Management Organisation shall not share the data with any person without written permission of ICFRE-FRI. A certificate regarding non-sharing/informing of confidential data to third party is to be given by the Event Management Organisation along with Technical Proposal.
- (ii) The materials and services for venue arrangements and branding should be of high quality.
- (iii) At the time of submission of bid, the Event Management Organisation has to ensure that each page is duly signed and stamped by the Event Management Organisation or his duly authorized representative. In case the bid is signed by the authorized representative, a letter of authorization should be enclosed with the bid.
- (iv) The Event Management Organisation should provide professional, objective and impartial advice and at all times hold the client's interest paramount, without any consideration for future works, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
- (v) Rates quoted shall remain firm till completion of works. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of assignment. The EMO should raise bills based on actuals. Omissions if any, in costing any item shall not entitle the EMO to be compensated and the liability to fulfil its obligations.
- (vi) The jurisdiction in case of disputes shall be the Courts of Uttarakhand.
- (vii) The Event Management Organisation must be registered under relevant Laws/Acts of the country.
- (viii) In case of any dispute arising, the decision of the ICFRE-FRI will be final.
- (ix) Even though Event Management Organisations satisfy the necessary requirements they are subject to disqualification if they have:
 - a. Made untrue or false representation in the form, statements required in the application document.
 - b. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
- (x) Right to accept or reject any or all proposals:
 - a) Notwithstanding anything contained in this document, the ICFRE-FRI reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
 - b) The ICFRE-FRI reserves the right to reject any Proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Event Management

Organisation does not provide, within the time specified by the ICFRE-FRI, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the Event Management Organisation may lead to the disqualification of the Event Management Organisation. If such disqualification/ rejections occurs after the proposals have been opened and the highest ranking Event Management Organisation gets disqualified / rejected, then the Authority reserves the right to consider the next best Event Management Organisation, or take any other measure as may be deemed fit in the sole discretion of the ICFRE-FRI, including annulment of the Selection Process.

(xi) Clarification and Amendment of RFP Documents

- a) Should ICFRE-FRI deem it necessary to amend the RFP, it shall do so following the procedure under para given below.
- b) At any time before the submission of proposals, the ICFRE-FRI may amend the RFP by issuing an addendum by standard electronic means. The addendum shall be open to all Event Management Organisations and shall be binding on them. To give Event Management Organisations reasonable time in which to take an amendment into account in their proposals the ICFRE-FRI may, if the amendment is substantial, extend the deadline for the submission of proposals.

19. Fraud and Corrupt Practices

- i.) The Event Management Organisations and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this document, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Event Management Organisation, if it determines that the Event Management Organisation has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the ICFRE-FRI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Bank Guarantee, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the ICFRE-FRI, in regard to this document, including consideration and evaluation of such Event Management Organisation's Proposal.
- ii.) Without prejudice to the rights of the ICFRE-FRI herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if an Event Management Organisation, as the case may be, is found by the ICFRE-FRI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Event Management Organisation shall not be eligible to participate in any tender or RFP issued by the ICFRE-FRI during a period of three years from the date such Event Management Organisation is found by the ICFRE-FRI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- iii.) For the purposes, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or

soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Event Management Organisation! adviser of the Authority in relation to any matter concerning the Project; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Event Management Organisations with the objective of restricting or manipulating a full and fair competition in the Selection Process.

20. Technical Proposal-Standard Forms

Form TP 1: Letter of Proposal submission

Form TP 2: Event Management Organisation's organization & experience

Form TP 3: Approach & Methodology

Form TP 4: Information regarding any conflicting activities and declaration thereof.

Technical Proposal-Other Undertakings

- i.) An undertaking stating that Event Management Organisation/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
- ii.) Undertaking stating that
 "Project Manager / Support Team Members / Personnel would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced Project Manager / Support Team Members / Personnel will be inducted to carry out the assignment in case of award."
- iii.) Undertaking stating that
 "In the last three years, EMO has neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part."
- iv.) An undertaking regarding non-disclosure/sharing of confidential information with third parties.

Form TP-1

LETTER OF PROPOSAL SUBMISSION

To
Director
ICFRE-Forest Research Institute
PO- New Forest, Dehradun - 248006

Dear Madam,

We, the undersigned, offer to provide the assignment/job as Event Management Organisation to ICFRE-FRI, Dehradun for activities in **connection with organizing “United Nation Forum for Forest Country-Led Initiative meeting in FRI Dehradun from 26th – 27th October, 2023”** in accordance with your Request for Proposal dated 5th September 2023. We are hereby submitting our Proposal, which includes this Technical Proposal with requisite EMD and Financial Proposal through online and physical mode.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [in full and initials];
Name and Title of Signature:
Name of EMO:
Address :
Date:

Form TP-2

EMO : Organization and Experience

1. EMO as Organization

[Provide here a brief description of the background and structure of your organization/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the Event Management Organisation, objectives of the Event Management Organisation etc.]

2. EMO's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted either individually as a corporate entity for carrying out consulting Assignment/job similar to the ones requested under this Assignment/Job.

3. Events (Organizational Experience for last six years)

Sl. No.	Name of Entity with complete communication address	Order No. and Date	Scope of work	Date of award of contract & Contract Period	Value of Contract (Rs.)	Actual Date of Completion	Person/ Project authority who could be contacted for further information with contact no and email

4. Total Manpower on pay roll:

Enclose the list

5. Average Annual Turnover (in Rs. crores)

Financial year	Average Annual Turnover	Turnover from Event Management business	Remarks
2016-17			
2017-18			
2018-19			
2019-20			
2020-21			
2021-22			

(Seal& Signature of EMO with Date)

Note: Please provide documentary evidence i.e. copy of work order, contract and completion certificate for each of the above mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

Form TP-3

Approach & Methodology

Understanding of event requirements

(Attach the copy of presentation (handouts) as per the following detail)

- Overall work plan (Inauguration theme/ Valedictory theme/ Dias management/ Stage design) and conceptualization of conduct of the meeting (from arrival of delegates to departure).
- Creativity (which Includes Décor, Designs of thematic installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas)
- Core team structure- single point of contact (SPOC)-event manager

Form TP-4

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your firm which are of conflicting nature as mentioned in this RFP, If yes, please furnish details of any such activities.

If no, please certify,

“We hereby declare that our firm has not indulged in any such activities which can be termed as the conflicting activities under this RFP. We also acknowledge that in case of misrepresentation of the information, our proposals/contract shall be rejected/terminated by the employer which shall be binding on us.”

Authorized Signature [in full and initials];
Name and Title of Signature:

Name of EMO:
Address
Date:

21. Financial Proposal-Standard Forms

Form FP-1: Financial Proposal Submission Form

Form FP-2: Financial Proposal for: Engagement of Event Management Organisation to ICFRE-FRI, in connection with organizing ‘**United Nation Forum for Forest Country-Led Initiative meeting**’ in FRI Dehradun from 26-27 October, 2023.

Note: The Financial bid should be submitted online as per the Price Schedule/ BoQ given in e-procurement/CPP Portal only. For evaluation purpose the uploaded offer documents will be treated as authentic and final.

Form FP-1

FINANCIAL PROPOSAL SUBMISSION FORM

(TO BE SUBMITTED BY THE EVENT MANAGEMENT ORGANISATIONS)

[Location, Date]

To
Director
ICFRE-Forest Research Institute
PO- New Forest, Dehradun - 248006

Madam,

We, the undersigned, offer to provide the Event Management Services for **[insert title of Assignment/job]** in accordance with your Request for Proposal dated **[insert date]** and our Technical Proposal. Our attached financial Proposal is uploaded online on CPP portal. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal indicated.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

[Authorized Signature [in full and initials]

[Name and title of Signatory]

[Name of EMO]

Address:

Form FP-2

Financial Proposal as per BOQ, to be submitted online only at CPP Portal.

Annexure- I

Check list of Documents

The bids shall be accompanied with the followings:

S. No.	Particulars	Compliance (Yes/No)	Reference Page No in Tender Document
1.	EMD (Rs.5,00,000/-)		
2.	Tender fee (Rs.5,000/-) including 18% GST		
3.	Firm registration certificate		
4.	Copy of GST registration		
5.	Copy of self-certified past work orders		
6.	Copy of self-certified completion certificates along with value		
7.	Undertaking that the Event Management Organization is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority. The bidder should not have the status of being blacklisted or made ineligible by Govt. of India/State Govt./Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or any other reasons, as on date of submission of the bid.		
8.	Authority Letter, if any		
9.	Duly Audited copy of Annual Accounts of any three years out of last six financial years		
10.	Undertaking regarding Non-Disclosure		
11.	Undertaking regarding non- failure to perform		
12.	Duly filled forms (as given in technical bid)		
13.	Self-evaluation sheet of technical score		
14.	Employees on EMO's payroll as on 31 March, 2023		
15.	Any other document relevant for this section as per the requirement of this RFP		