

**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**

**IIM KOZHIKODE CAMPUS P.O, KOZHIKODE 673 570**

**Tel: 0495-2809150, 2809195**

**Fax: 0495-2803011**

**Web site: [www.iimk.ac.in](http://www.iimk.ac.in)**



**Request for Proposal (RFP)**

**For  
Empanelment of Event Manager/s**

**Dated : 31.01.2012**

## Request for Proposal (RFP)

For

### Empanelment of Event Manager/s

Issued to : .....

Request for Proposal( RFP) Reference No.	IIMK/EME/2012/
Date of Issue of NIT	31.01.2012
Tender Form available in website	Up to 21.02.2012
Due date of receipt of Technical Bids	23.02.2012up to 3.00 P.M.
Opening of Technical Bids	23.02.2012 at 4.00 P.M.
Cost of Tender Form (Original)	Rs. 1000.00

# Section – I

## 1. Invitation for Proposals

1.1 Indian Institute of Management, Kozhikode has proposed to empanel event managers for various Institute Events /International conferences for 3 years starting from year 2012. Based on the bidders qualification as given at 1.2 below, responses from qualifying event management firms are called upon to bid for providing Event Management services to Indian Institute of Management, Kozhikode for successfully conducting these events.

1.2 Indian Institute of Management, Kozhikode invites Proposals to provide the Services to conduct various Institute Events and Programmes/International conferences from firms qualifying the below criteria. More details on the Scope of Service are provided in the attached Terms of Reference.

1.2.1 The Event management firm should be in the business of organizing significant National/ International events and should have at least a minimum experience of two years in the field.

1.2.2 The firm should not have been black listed by any Central Govt/State Govt/ PSU.

1.3 Service Provider will be selected based on their technical competencies and exposure in organizing similar events of international repute as per procedures described in this RFP.

1.4 The RFP includes the following documents:

- Statement of key parameters related to bid
- Terms of Reference – Scope of the service
- Bidding procedure
- Instructions to Bidders (ITB).
- General Conditions of Contract (GCC).
- Special Conditions of Contract (SCC).
- Bid Submission forms

1.5 You are requested to submit the bid in complete shape at the following address, before the scheduled bid closing date & time specified in Section II below:

**The Chief Administrative Officer Indian  
Institute of Management, Kozhikode, IIM K  
Campus P.O. Kunnmanglam  
Kerala, India -673570**

1.6 Bidders will be requested to give a detail presentation of their proposal to the **Indian Institute of Management, Kozhikode** at the date & time which will be indicated to bidders separately.

## Section II

### 2. Statement of key parameters & Dates related to bid

#### 2 Key parameters

Item	Description
Bid Validity Period	Valid up to December, 2015
Project Period	Events / Functions/ Conferences during 2012 and 2015
Period for signing contract	Within 15 days from date of receipt of Letter of Intent (LOI)
Issue of Bid Document	31.01.2012 to 21.02.2012. To be purchased against Demand Draft / Pay Order of Rs.1,000/- in favour of 'IIM, Kozhikode'
Receipt of Queries	Upto 21.02.2012 by hand only ( to be delivered to Chief Administrative Officer, IIM, Kozhikode, Kerala)
IIMK response to queries	21.02.2012
Bid Submission Date / Time	23.02.2012 at 3.00 PM
Bid Opening	23.02.2012 at 3.30 PM
Technical presentations	Bidders will be requested to give presentation on a subsequent date informed after submission of bids.

(\*)Bid document can also be download from IIMK's website, iimk.ac.in. If download from IIMK website, the bidders are required to deposit DD / Pay Order of Rs.1,000/- in favour of Indian Institute of Management, Kozhikode and is to be submitted in Technical Part of the bid. Non-submission of tender fee would be treated as Non-responsive and bid would not be considered for evaluation.

## Section III

### 3 Terms or reference (TOR):

#### 3.1 Background & Statement of objectives

3.1.1 Indian Institute of Management, Kozhikode, an autonomous organization under the Ministry of Human Resource and Development, Government of India will be organizing various events/ programmes/ functions/ National/ International conferences between 2012 & 2015.

3.1.2 A brief profile of the events/ programmes/ function/ National and International Conferences is:

The Institute organizes year round, executive education programmes, visit by Industry Professionals, International and National level conferences, visits and lectures by both national as well as International personalities/ Government dignitaries. Annual Convocation is most important function of the Institute. These functions also include Opening & Closing Ceremonies and Networking dinner.

3.1.3 A reputed, highly experienced and professionally effective **Professional Event Organizer (PEO)** is required to manage these events. The PEO will be responsible to manage all the activities leading to successful conduct of programme/ functions/ events along with the other arrangements including but not limited to conference site inspection, hotel accommodation, conference hall and other meeting hall arrangements, hospitality (including breakfast, tea, snacks, reception, dinners, etc). For selecting suitable PEO to manage the conferences, the Institute seeks to invite bids from the reputed, highly experienced, professionally excellent PEOs.

### 3.2 Tender Specification

#### 3.2.1 Two Part Tender

Sealed proposals are invited from qualified firms. As world-class quality services and customer satisfaction are of essence in handling events/ functions of the Institute, any bidder who meets the mandatory criteria but falls short of minimum 70% marks in technical evaluation will be rejected in the technical evaluation stage itself. This means bidders who get less than 70% marks in their technical bids will not be qualified for empanelment.

As per requirement of each event, IIMK will organize over 2012-15, only commercial bids for each event will be called from empanelled firms. The lowest commercial-cum-price bid (L1) will be given the order for that particular event.

### 3.3 Scope of Work

The PEO will be responsible for all the activities required for successful organization of Events/ Programmes/ Functions/ National/International conferences. These activities will start much in advance of the actual Event/ Function/conferences schedule. These

activities include pre- event activities, activities during the Event and activities after the Events. The scope of work of the PEO will be including and not limited to the following activities:

### **3.3.1 Website Development and Maintenance**

Website registration, design and development of web pages for on-line participant invitation, registration, hotel accommodation, reception, and post Events etc. Additionally detailed information regarding the participants as well as the accompanying persons such as passport details, personal / professional / occupational details, medical conditions such as diabetes, blood pressure, allergy, special dietary restrictions, selection of post-conferences tours, choice of hotel, hotel room booking etc. will have to be captured through the registration process by the web site. The participants and accompanying persons would be able to inform their flight details, day and time of arrival at IIM, Kozhikode and departure from the selected airport within India and other relevant details using the website. Periodic information reports and data sharing services with the Institute Officials are also to be made available through the website.

### **3.3.2 Signage**

The PEO will be responsible for signage design, printing on Flex material, fabrication with robust frames and installation at the required locations. The PEO will also be responsible for removal of signage after the event. These signage's will be including but not limited to the following:

- ④ Backdrop at the Hall
- ④ Welcome hoarding at Institute Main gate
- ④ Direction panel
- ④ Alighting point
- ④ Staging area for social events/ cultural programmes
- ④ Podium logo
- ④ Seating arrangement board
- ④ Name plates

### **3.3.3 Conference Halls and Venues**

PEO will be responsible for arrangements inside the venues / conference Halls & vicinity arrangements as per requirements of the various sessions.

In addition to these halls, the PEO will arrange registration desk, travel desk, hospitality desk, Administrative supports and other needed facilities at an appropriate place near the venue of functions/ events.

### **3.3.4 Conference Setting and Facilities**

The PEO will organize a registration office, information and hospitality office, signage for convenience of participants, arrange stage backdrop, dais and podium design, bouquets, floral or alternative decoration, seating arrangements, audio visual facilities, still photography, video recording, fire fighting facilities, disaster and evacuation management

facilities and other such facilities as required by the Institute Officials /Organizing Committee.

### **3.3.5 Participant Kits, Gifts and Souvenirs**

The PEO will suggest, procure, package and distribute the participants kits, gifts & souvenirs ( if any ) with carry bags having Institute/ conference logo, photographs, CDs or DVDs of recordings of the programme as decided by the Institute Officials/ Organizing Committee. Participant kits would consist of an excellent quality bag, writing pad, pen, pencil etc. All these items would be printed with Institute Details Event/conference specific details. The cost & Quantity of participants Kits and souvenirs of one such participant kit would be intimated later per Event/conference. The cost of all these items will be paid by the Institute / Organizing Committee.

### **3.3.6 Breakfast, Lunch, Tea and Snacks**

PEO will liaise with IIMK Officials/ Organizing Committees & the hotel/ Caterer to finalize this plan. For the mid-morning, Lunch and afternoon tea / snacks, the PEO will arrange a package from the Caterer. The exact number of persons taking breakfast, lunch, tea and snacks etc will be confirmed seven days before the event by the IIMK Officials/ Organizing Committee.

### **3.3.9 Hotel Rooms**

The PEO will help IIMK block hotel rooms at most competitive tariff, manage the inventory on a cut-off basis; provide the MIS as per the Institute/Organizing Committee requirement, directly with the hotels. PEO will provide, as a part of the technical part, accommodation plan for rooms with best possible indicative price range in INR spread across different categories of hotels in as close proximity to the Institute.

For commercial evaluation, the room tariff quoted by the PEO will be the used as a major parameter.

### **3.3.10 Quality Assurance Plan**

The PEO will separately provide to the committee, the Quality process & system followed in their organization. The Institute Officials/ Evaluations Committee may inspect the facilities/premises.

### **3.3.11 Miscellaneous Services and Supplies**

The PEO will also suggest, provide, arrange, procure, obtain, distribute, and manage provision of any other services and supplies as needed and incidental to the organization of the functions/ events/conference in consultation with the Institute Officials/ Organizing Committee for a reasonable price on actual expenditure basis.

### **3.3.12 Transport Arrangements**

It would be the duty of PEO to ensure that vehicles used for transportation services have all the requisite permits, registration and fully paid taxes, insurance etc. The vehicle drivers, attendance and guides etc. must be highly trained reliable and very efficient personnel. The vehicle should carry first aid boxes and fire extinguishers.

The PEO would be required to make contingency plans and backup arrangements for eventualities like vehicle breakdown, accident, traffic jam, etc.

### **3.3.13 Videography / Photography Coverage**

The PEO will make arrangement for digital video and still photography using film cameras. Videography coverage would be arranged for one day (12 hrs= 1 day) The following items will be offered by the videography unit :

Digital video master tape

- Conversion to DVD format – master DVDs
- Programme DVD after editing, dubbing etc:

The PEO will arrange for still photography & Prints of 5"x7" size on Kodak Royal or equivalent paper with matt finish are to be offered on chargeable basis.

### **3.3.14 Event Guide**

If required, the PEO will suggest and carry out design development and printing of Event Brochures/ Speeches in English.

### **3.3.15 Wrapping Up**

The PEO will dismantle and clear the area of all the temporary arrangements made. The PEO will settle all the dues of each outsourced service provider. Also final accounts/bills/statements will be prepared by the PEO as advised by the Institute Officials/ Organizing Committee.

### **3.4.1 Cancellation Policy, Liabilities & Insurance**

Very Important : The PEO will provide cancellation policy for hotel rooms and pre/post tours as well as all other arrangements / facilities along with the technical bid. PEO will also mitigate the risk to the Organizing Committee from liabilities in the event of cancellation of the conference by way of Insurance coverage.

## Section IV

### Bidding procedure

- 3.5. Eligibility:** Event management firms qualified as per clause 1.2 are only eligible to participate in this RFP.
- 3.5. Bid submission:** Offers should be made in the formats given in bid document. EMD should be enclosed in the "Technical bid" envelope.
- Name of the bidder and contact address should also be written on the envelope.
  - All correspondence should be with IIM, Kozhikode contact person only

### **Technical Bid:**

**3.5.** It shall include the information on the following:

- Bidder details, Certification, Awards etc in Form T-1
- Details of experience in managing conferences, events, functions, exhibitions in Form T – 2
- Concept & Implementation Schedule and Methodology in Form T – 3
- Check List in Form T – 4

### **3.5. Standard procedure for opening and evaluation of bids**

Out line of bid Opening procedure:

3.5..1 Immediately after the closing Date and time for submission of technical bid, IIM, Kozhikode shall open the Technical bids and list them for further evaluation.

3.5..2 Those bidders who qualify in technical stage and get empanelled will be eligible for Financial bid.

### **3.6 Opening of bids**

Bids will be opened in the presence of bidder's representatives, who choose to attend.

### **3.7 Preliminary examination of Bids**

**3.7.** 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.

1. IIM, Kozhikode, 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.

2. Prior to the detailed evaluation, Indian Institute of Management, Kozhikode, 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.

3. If a bid is not substantially responsive, it will be rejected by Indian Institute of Management, Kozhikode and may not subsequently be made responsive by the bidder by correction of the nonconformity.

**3.8 Clarification of bids:** During evaluation of the bids, Indian Institute of Management, Kozhikode may, at its discretion, ask the bidder for clarification of its bid.

### **3.9 Proposal Evaluation :**

**3.9.** 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. Indian Institute of Management, Kozhikode reserves the right to withhold all information used in conducting the evaluation.

**3.9.** Proposals will be evaluated based on following criteria, but not limited to, (Note: order does not indicate importance):

#### **3.9. Content and Quality of Event Management Firms 's Proposal**

- Event Management Firm's demonstrated track record in overall event management.
- Responsiveness to the requirements and philosophy of the RFP including the degree to which proposal completely provides the requested information in the specified format.
- Event Management Firm's plan to provide services.
- Degree of professionalism in the Event Management Firm's proposal & service.
- Options outlined by Event Management Firms for possible conflict resolutions.
- Ability of Event Management Firm to provide professional services comparable to International standard.

#### **3.9. Event Management Firms 's Ability to Handle the Work**

- Event Management Firms quality commitments including Service Level Agreements and remedies for failure to achieve Service Level Agreements.
- 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.
- Match between the Event Management Firm's capabilities and IIM Kozhikode's vision/objectives & geographic and cultural requirements.
- Event Management Firms financial, quality qualifications and reputation.

#### **3.9. Flexibility Offered by the Event Management Firms**

- Flexibility for IIM, Kozhikode's contractual arrangements from initiation to over the life of the contract.
- Future ability for IIM, Kozhikode to economically increase or decrease the volume of the services/conferences/parameters.

- Event Management Firms services to delegates / speakers/ visitors.
- Termination and renegotiations rights for the future year events.
- Ability in handling pre -event preparation during the run up for the event, event handling and post event closure with proper follow up arrangements wherever required.

### **3.10 Evaluation of Technical bids.**

**3.10.** Technical bid evaluation will have 100 points and it will be evaluated as follows.

- Firstly, the documentation furnished by the bidder will be examined prima facie to see if the offer made, technical skill base and financial capacity and other bidder attributes claimed therein are consistent with the needs of this project.
- In the second step the bidders has to give presentation of their solution. (20 points)
- A bidders organizing capabilities as given in **T-2**. (60 points)
- Concept & Plan Solution details in **T-3** (20 points)
- Bidders getting 70 points in above will be empanelled.

### **3.11 Contacting IIM, Kozhikode**

**3.11.** Bidder shall not approach Indian Institute of Management, Kozhikode officer(s) out side of office hours and / or out side Indian Institute of Management, Kozhikode office premises, from the time of the tender call notice to the time the contract is awarded.

**3.11.** Any effort by a bidder to influence Indian Institute of Management, Kozhikode officer(s) in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids. If the bidder wishes to bring additional information to the notice of the IIM, Kozhikode, it should do so in writing only.

**3.11.** Indian Institute of Management, Kozhikode reserves the right to accept any bid and to reject any one or all bids.

**3.11.** Indian Institute of Management, Kozhikode reserves the right to annul the entire bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

### **3.12 Notification of award:**

**3.12.** Prior to expiration of the period of bid validity, Indian Institute of Management, Kozhikode will notify the successful bidder in writing, that its bid has been accepted. **IIM, Kozhikode** will promptly notify each unsuccessful bidder and will discharge its bid security.

### **3.13 Signing of contract:**

3.13..1.1 At the same time as the Indian Institute of Management, Kozhikode notifies the successful bidder that its bid has been accepted, Indian Institute of Management, Kozhikode will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. On receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the Indian Institute of Management, Kozhikode.

### **3.14 Corrupt, fraudulent and unethical practices:**

3.14..1.1 Indian Institute of Management, Kozhikode will reject a proposal for award and also may debar the bidder for future tenders in IIM, Kozhikode, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract. Here:

3.14..1.2 “Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and

3.14..1.3 “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition,

3.14..1.4 “Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.

## Section V

### **Instructions to Bidders (ITB)**

#### **4 ITB**

#### **4.5. General eligibility**

As per para 1.2

#### **4.5. Bid Document and forms:**

4.5..1 This Bid document comprises of various sections

- Letter of Invitation
- Statement of key parameters related to bid
- Terms of reference – Scope of the service
- Bidding procedure
- Instructions to Bidders (ITB).
- General Conditions of contract.
- Special Conditions of contract.
- Bid Submission forms

4.5..2 Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the form does not provide sufficient space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

4.5..3 For all other cases the bidder shall design a form on its own to hold the required information.

#### **4.5. Cost of bidding:**

4.5..1 The bidder shall bear all costs associated with the preparation and submission of its bid, and **Indian Institute of Management, Kozhikode** will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

4.5..2 Bidder is expected to examine all instructions, forms, terms, and specifications in bidding documents. Failure to furnish all information required by the bidding documents 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.

#### **4.5. Clarification of bidding documents**

4.5..1 A prospective bidder requiring any clarification of the bidding documents may notify **Indian Institute of Management, Kozhikode** contact person. Written copies of the **Indian Institute of Management, Kozhikode** response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.

4.5..2 The concerned person will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that IIM, Kozhikode shall not entertain any correspondence regarding delay or non receipt of clarification from IIM, Kozhikode.

#### **4.5. Amendment of bidding documents**

4.5..1 At any time prior to the deadline for submission of bids, IIM, Kozhikode, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

4.5..2 All prospective bidders those have received the bidding documents will be notified of the amendment and such modification will be binding on all bidders.

4.5..3 In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, the IIM, Kozhikode, at its discretion, may extend the deadline for the submission of bids.

#### **4.5. Period of validity of bids:**

4.5..1 Bids shall remain valid for the days or duration specified in the bid document, after the date of bid opening prescribed by IIM, Kozhikode. A bid valid for a shorter period shall be rejected as non-responsive.

4.5..2 In exceptional circumstances, the IIM, Kozhikode may solicit the bidders' consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The bid security shall also be suitably extended. However a bidder granting the request will not be permitted to modify its bid.

#### **4.5. Submission of bids**

4.5..1 The bidders shall seal the technical bid marking the envelope as "Technical bid".

4.5..2 The envelope shall:

a. be addressed to the Officer signing the tender call:

b. bear the title indicated in the tender call, and **bear a statement for:**

1. Technical bid

4.5..3 The envelope shall clearly indicate the name and address and mobile no. of the bidder to enable the bid to be returned unopened in case it is declared "late".

4.5..4 If the envelope is not sealed and marked as required above, IIM, Kozhikode will assume no responsibility for the bid's misplacement or premature opening.

**4.5. Deadline for submission of bids:**

**4.5.** Bids must be submitted to Chief Administrative Officer, **IIM,Kozhikode Campus, Kozhikode, Kerala- 673570** not later than the bid submission date and time specified in Section II of the tender document.

**4.5. Indian Institute of Management, Kozhikode** may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of **Indian Institute of Management, Kozhikode** and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**4.5. Late bids:**

**4.5.** Bid beyond the date/time specified in the tender will not be accepted.

**4.6.1 Modification and withdrawal of bids**

4.6.1.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification including substitution or withdrawal of the bids is received by Indian Institute of Management, Kozhikode prior to the deadline prescribed for submission of bids.

4.6.1.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.

4.6.1.3 No bid can be modified subsequent to the deadline for submission of bids.

4.6.1.4 No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

**4.7.1 General business information:**

4.7.1.1 The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

## Section VI

### Special Conditions Contract (SCC)

#### 5 Special conditions

5.6.1 In case of any conflict between other terms and conditions of RFP and Special Conditions, the provisions of this section shall over ride provisions indicated elsewhere in the RFP.

5.6.2 If the bidder's overall performance in organizing the event is found to the satisfaction ,then Indian Institute of Management, Kozhikode may consider, at its discretion, to qualify the bidder for organizing event for one more year on mutually agreeable terms and conditions.

5.6.3 The events website is to be developed as per the guidelines of the Indian Institute of Management, Kozhikode. The website source code & IPR on the website including content will be the exclusive property of **IIM, Kozhikode** and Indian Institute of Management, Kozhikode will book the domain and host the web site.

5.6.4 All the arrangements for organizing the events/ functions/ conferences must be executed in consultation with Indian Institute of Management, Kozhikode.

#### 5.7.4 Section VI

### Bid Submission forms

#### Bid letter form

From:

(Registered name and address of the bidder)

To:

**Chief Administrative Officer,  
Indian Institute of Management, Kozhikode,  
IIM Campus,  
Kozhikode,  
Kerala- 673570**

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the events/projects indicated below in conformity with the terms and conditions of the bidding document and amendments there on.

Project title: Event Management/ Functions/ Programmes

We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options made by **IIMK**.

If our bid is accepted, we;

1. Undertake to provide services/execute the work according to the time schedule specified in the bid document,
2. Confirm that our bid is valid for the period specified in the RFP.
3. Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
4. Understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.
5. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.
6. Submit that bid is UNCONDITIONAL except the deviations mentioned in Form T- 4

Place:

Bidder's signature

Date:

and seal.

## Concept & Qualification Bid Forms

### Form T-1

#### Bidder Information

(Separate Sheet for each member of Consortium)

	Name of the organisation	
	Responsible Person Name	
	Year of establishment	
	Registered Office Postal Address	
	Phone No.	
	Fax No.	
	Email	
	Details of certificates enclosed.	

Place:

Bidder's signature  
and seal.

Date :

### Form T-2

#### Details of conferences, event, exhibitions

Sr. No.	Event name	No. of Times (A)	Points (B)	Total Points (A*B)
1	Institute Convocations		10	
2	VVIP Government Functions( President/ Prime minister)		10	
3	VVIP Government Functions( State Government)		5	
4	Seminar		5	
5	Cultural Events State Levels		10	
6	Organizing of Staff Retreats		5	
7	Other event of National Level with atleast 100 participants *		5	
8	Other event of International Level with atleast 100 foreign participants *		10	
9	Certifications achieved / obtained by the organization/individual		5	

\*Proof of participation of atleast 100/500 foreign participants would be required such as complete registration details of the participants along with certificate from the Hotel where they had stayed during the Event period.

Sr. 1 to 6 Letter from Organisers stating the event was organised by the Event Management Company

Place:

Bidder's signature

Date :

and seal.

**Form T -3**

**Concept & Plan Solution details**

S. No	Item	Enclosed :Yes/No
1	Complete concept of hosting Convocations/Events/National/International conferences	
2	Program plans	
3	Methodology & Models of the events	
4	Steps & plan of action proposed by the bidder to achieve the proposed QoS.	

**Note:**

1. The Plan must indicate the probable schedule & presenter
2. Brief write up on the event

Place:

Bidder's signature

Date :

and seal.

**Form T 4**

**Check List**

**Compliance/agreed/enclosed/ deviation statement.**

The following are the particulars of compliance/deviations from the requirements of the tender specifications.

Bid document reference	Remarks
1.Implementation period	
2. Form T-1	
3. Form T-2	
4. Form T-3	
5. Form T-4 Check List	
6. Technical and Functional Requirements	
7 General instruction to bidders	

08. Standard procedure for bid evaluation	
09. General condition of proposed contract(GCC)	
12. Special Conditions	

The specifications and conditions indicated in the Bid document (RFP) as amended by IIM, Kozhikode, shall prevail over those indicated any where in our proposal, except only to the extent of deviations furnished in this statement.

Place: Bidder's signature

Date : and seal.

NOTE: For every item appropriate remarks should be indicated like 'no deviation', 'agreed', 'enclosed' etc. as the case may be..

END OF DOCUMENT

