



Tea Research Association

REQUEST FOR EXPRESSION OF INTEREST

EOI's are invited on behalf of Tea Research Association for engagement of professional consulting and event management agencies to conduct an International Conference/ Seminar and hold a UN meeting at Guwahati, India.

Key Events and Dates

Section-1- Bid Schedule and Address

Sl. No.	Description	Detailed Information
1	Name of the Project	Engagement of Professional Consulting agencies for conduct of FAO IGG event on Tea at Guwahati, India.
2	EOI Reference Number	25FAOIGGINDIA23
3	Date of publishing in the TRA website/ LinkedIn for second time	27.07.2023
4	Pre-Bid meeting	03.02.2023 at 3:00 PM Online Meeting on Zoom Meeting ID: 826 0734 8796 Passcode: 625555
5	Last date and time for Bid Submission	09.08.2023 upto 5:00 PM
6	Address of Bid Submission	Secretary, Tea Research Association, 113 Park Street, Kolkata-700016
7	Date and Time of Opening of Bid	10.08.2023 at 3:00 PM

8	Bid Related Queries	Mr Atanu Mitra Financial Controller Tea Research Association 113 Park Street, Kolkata 700016 Phone : +91 33-2229 3813, +91 33 2229 1815 Extn: 205 Email : a.mitra@tocklai.net All e-mail communications should mention the subject as “Engagement of Professional Consulting agencies for conduct of UN event on Tea at Guwahati” .
9	Application fee	Rs 1000
10	Earnest Money Deposit (EMD/Bid Security)	Rs.50,000/- (Rupees Fifty Thousand Only)

Submission of EMD

APPLICATION FEE & EARNESTMONEY DEPOSIT (EMD)

APPLICATION FEE & EMD for an amount of R s 1 0 0 0 a n d Rs.50,000/- (Rupees Fifty Thousand Only) shall be deposited by NEFT/RTGS to:

Bank Name: Yes Bank

Account No: 019094600001783

Account Name: Tea Research Association

IFSC: YESB0000190,

Branch Code: 0190.

Branch: Stephen House, Kolkata

The UTR No. and details of transaction are to be intimated to TRA at the e-mail IDs: a.mitra@tocklai.net **before** submission of E O I o n t h e 9th A U G U S T to TRA. A copy of the e-mail shall be submitted along with the EOI.

Sd/-

(J Phukan)
Secretary

About Tea Research Association :

Tea Research Association (TRA) is a premier R&D organization of the country which looks after the research and development needs of the Indian tea industry having its registered office at 113, Park Street, Kolkata -700016. TRA is a registered society and approved scientific body under DSIR, Government of India and notified under Sec 35 (1) (ii) of the Income Tax Act. Please visit www.tocklai.org for more on the organization.

1. Objective of EOI :

The Food and Agricultural Organization (FAO) under the aegis of United Nations has inter-governmental groups. The FAO Inter-governmental group on Tea will be holding its 25th Session and India agreed to host the event at Radisson Blu Hotel Guwahati from 22-24th November 2023.

Tea Research Association has been entrusted the responsibility by Tea Board of India to jointly organize the events. TRA being co-host invites bids from Professional Consulting agencies having expertise in conduct of international events for the said occasion. The Professional consulting organization (PCO) should be in a position to conduct the event smoothly and successfully befitting the reputation of Government of India as a host country. The details and deliverables required are given as a gist for information of PCOs to place their bids. These are indicative and not inclusive.

2. Extent of Proposal:

Prospective applicant should note that any proposal submitted in response to this call for EOI and all associated amendments or clarifications submitted during evaluation electronically, would form part of any subsequent agreement to be signed for the services relating to the project.

3. Due Diligence:

The Bidders are expected to examine all instructions, terms and specifications stated in this EOI call document. The bid shall be deemed to have been submitted after careful study and examination of this EOI call document. The bid should be precise, complete and in the prescribed format as per the requirement of this EOI call document. Failure to furnish all information or submission of a bid not responsive to this call shall be at the bidders' risk and may result in rejection of the bid. Also the grounds for rejection of bid should not be questioned after the final declaration of the successful Bidder. The bidder is requested to carefully examine the EOI call documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the EOI Call document, bidder should seek necessary clarifications by e-mail as mentioned in Section-1

of this document.

4. Ownership of EOI Call :

The content of this EOI call document is a copy right material of Tea Research Association. No part or material of this document should be published in paper or electronic media without prior written permission from TRA.

5. Minimum Qualification of bidder:

PCO intending to respond should have -

- The PCO should be an Indian registered company having expertise in conduct of international/domestic events of large.
- The bidder should have valid PAN card and GST registration certificate
- Average annual turnover of a minimum Rs. 15 Crores over the past 5 years. – Audited Accounts by certified Auditors for the years 2019-20, 2020-21 and 2021-22 to be enclosed.
- Membership in at least two professional associations of conference organizers out of which at least one should be an international association. Attach proof
- Handled at least five conferences for Government of India and/or organizations/institutions functioning under the Government of India and/or international agencies. Furnish detailed reference – commendation letter or letter of appointment.
- PCO having organized any UN meeting/ conference would be given preference.

6. Brief Scope and description of work (This may get extended) :

Deliverables:

1.1 Identification of a prominent hotel (only 5-star hotels- at Guwahati for the proposed event including negotiations and confirmation/reservation of the same – making arrangement of stay for 150 nos. of delegates at an upper ceiling of USD 150 (inclusive of tax) per room per night (inclusive of breakfast) – to be paid by the delegates themselves.

The stay arrangements should be for minimum 5 nights. Pick-up and drop of the delegates from airport to hotel and hotel back to airport should be included in the package. The Bidder will have to negotiate the best rates with the hotels. This rate will be a part of the evaluation process for selection of the Successful Bidder.

1.2 One local sightseeing tour to be arranged for the delegates within Guwahati– Volvo AC buses – and one outstation tour, subject to availability of time, all to be arranged after the 2 days of the meeting are over. Similarly, one-night dinner at cruise and cultural program of local importance to be arranged.

Local tour managers and interpreters to be part of the package – Chinese, Japanese, Arabic, French, Spanish etc.

1.3 Dedicated Website for the entire event to be developed by the Bidder which should give the latest updates for the event, take care of registrations for the delegates, payment gateway etc.

1.4 Invite and RSVP for guests from India. List will be provided by TRA & 25th FAO Core Group (about 150 guests)

1.5 The Bidder is to coordinate organizing lunch and post event dinner (2 days) for 300 heads in consultation with TRA and suitable for VVIP presence. Payments will be made as per actuals. In case of increase in the number of pax prorata, increase may be considered.

1.6 To arrange a Delegate kit in consultation with TRA & 25th FAO Core Group – containing :

Jute/leather bag
Jute/leather folder
Pen
Writing pad
Brochures
Programme Schedule
Gift items

1.7 The Bidder must ensure that the venue is appropriately decorated and there is enough direction, signage to guide the guests to the venue, branding etc.

1.8 Conference room facilities have to be arranged for other meetings - 1 room should have capacity of 200 people, 6 smaller conference rooms each having capacity of 20 persons for working group meetings

1.9 Two 24X7 control rooms in the selected hotel having facilities of computer, laptop, printer, scanner etc. Two personnel to be deployed in each control room, familiar with the use of MS office, to operate the photocopiers, messengers and related assistance and services required for the conduct of the Session. (Details of personnel to be deployed with qualifications and experience to be mentioned separately)

1.10 Organise Audio/Video, PA system, lighting, refreshments and all other necessary requirements for the success of the event as per the above guidelines requirements.

1.11 The Bidder must ensure the availability of resources as per the requirements of FAO as detailed hereunder:

- Make available experienced secretarial staff familiar with the use of MS office, personnel to operate the photocopiers, messengers, and related assistance and services required for the conduct of the Session.
- Bear the cost of simultaneous interpretation from and into the languages (FAO

working languages) of the countries invited. Interpretation will be provided based on the list of countries which will confirm their participation, will be intimated separately.

1.12

- Arrangement of permit for inter state travel between Assam, Meghalaya and Arunachal Pradesh for the delegates if required.

Facilities and Equipment

The Bidder also shall arrange –

- One meeting room with seating and table space for 120 persons and fully equipped for simultaneous interpretation, if required (see attached standards); a small meeting room, offices adequately furnished, and space for duplication and collation of documents.
- Sufficient number of personal computers with international keyboard, equipped with latest MS office, Adobe Acrobat, Web browser and email, and connected to printers, photocopying machines, duplicating facilities and other equipment as required and Wi-Fi.
- Transport to the meeting site and return to FAO of any equipment not available in the country, should the Host Government request FAO's assistance in supplying it.
- Supplies and Services
- Office supplies, stationery and paper as required.
- Facilities for the local reproduction of documents needed for the Session.
- Telephone, internet access, Wi-Fi, email and postal services for communication with FAO in Rome, and within the host country, in connection with the work of the Session, free of charge.
- First-aid facilities for delegates, observers and staff.
- Transport

EQUIPMENT IN THE MEETING HALL

1. **Listening Equipment:** Listeners shall be provided with a receiver fitted with a channel selector and volume control, and with a light, comfortable and sensitive headset.

The receiver shall include one channel for each language used in the meeting, plus one

for the original language, so that participants can listen to a speaker either:

- directly by selecting the original language channel; or
- through interpretation by selecting the appropriate channel,

2. **Speech reinforcement equipment:** In the presence of a public address system, its volume control shall be completely independent from that of the simultaneous interpretation system so that lowering the volume of the public address system shall not reduce the sound level supplied to the interpreters through their headsets.

3. **Sound quality:** When the conference hall is occupied and the installation is in working order, all the links in the chain "speaker-control box-interpreter's headsets" must provide the correct reproduction of audio-frequencies between 150 and 12000 Hz.

4. **Microphones:** At least one moveable tabletop microphone shall be provided for each 3 participants. The microphone shall incorporate an on/off switch and a clearly visible warning light to show when the microphone is on.

If microphones are operated by participants, the microphone circuits shall be arranged so that:

- not more than one microphone can be on at any given moment;
- the Chairman's position is provided with the means of cutting out all other microphones in the hall.

If the microphones are not operated by participants, the control panel shall be placed so that its operator has full visibility of the hall and is close to the interpreters.

It shall be understood that these standards are for mobile equipment but can also be considered as the strict minimum for fitted installations already built. If any new Conference facility is planned, a copy of International Standard ISO-2603 should be obtained from the International Organization for Standardization.

5. **Visual Aids:** Visual aids for the participants, such as screens or blackboards, shall be positioned so as to be easily visible from the interpreters' booths.

6. If there is a podium it should also be fitted with one standing microphone and lectern for formal speeches.

INTERPRETERS' BOOTHS

7. **Dimensions and layout:** The layout is provided at the end of Item 7 of the document.

8. The full technical requirements for built-in simultaneous interpretation booths can be

found in ISO Standard 2603: 1998 and for mobile booths in ISO Standard 4043: 1998.

9. The following check-list contains the minimum requirements to be verified with the supplier well before the meeting. The FAO Interpretation Group will be happy to answer any questions and communicate with the supplier directly: Fao-Interpretation@fao.org

- There must be one booth for each language used in the meeting, e.g. 6 languages = 6 booths.
- The booths must have a clear view of the whole room. Mobile booths must be placed on a raised platform (25-30 cm high).
- The screen must be easily legible from all the booths, otherwise monitors must be provided in each booth.
- Each interpreter must have an individual console (with microphone, headset, controls).
- Each booth must accommodate 2 interpreters seated comfortably
- The Arabic and Chinese booths should be large enough to accommodate 3 interpreters.
- The consoles must allow other outgoing channels to be selected, i.e. so that an Arabic interpreter can interpret not only into Arabic but also from Arabic into English, French or Spanish and so that a Chinese interpreter can interpret into Chinese but also from Chinese into English or French.
- Table lamps must be provided to allow interpreters to read texts or take notes when the room lights are off.
- Each booth must have adequate ventilation, as doors need to be kept closed during the meeting.
- The installation must be completed the day before the meeting to allow the team-leader to check the equipment and resolve any problems
- The equipment supplier's technician must be present in the vicinity of the booths throughout the conference.

1.13 Audio and Video recording of the total events and about 500 photographs to be compiled in an album (hard copies) and soft copies to be submitted in CDs. One group photo for all the delegates together to be clicked on the first day and the photo frame to be handed over to all the delegates on the last day of the event.

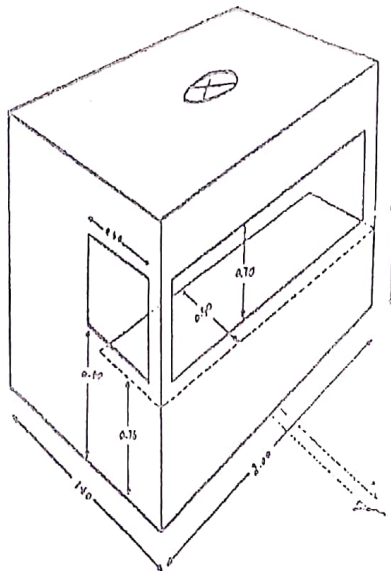
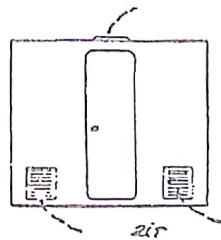
1.14 A pre event / conference is proposed as a pre-cursor to the FAO-IGG event. The Program will be attended by the delegates attending the FAO-IGG apart from other stakeholders of the Tea Industry in India. The event is to be conducted at the same venue with about 300-350 guests wherein apart from making arrangements for the above event, the Indian culture and heritage, especially of the tea growing regions are to be depicted. The PCO should make arrangements for this event also with proper conduct and arrangement of tea, lunch and dinner to all the guests attending the event.

1.15 The selected bidder will be responsible to ensure that suitable and adequate manpower (the exact number and responsibilities to be specified) is present at the site for setting up and maintenance of the venue and coordination of the event till the end.



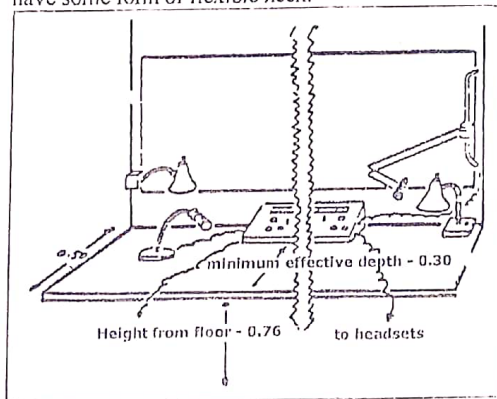
INTERPRETERS' BOOTH

Rear Elevation



Two typical booth arrangements

Microphones and lamps should have some form of flexible neck.



To nearest participant: 2.00

NOTES

Windows: double-glazed; front window right across booth;

Table: strong enough to take weight of control panel + documents + two interpreters leaning on it; minimum effective depth 0.30; table extends right across booth;

Access: outward opening rear door or heavy curtain;

Ventilation: silent roof fan; rear intake vents.

N.B. Care should be taken not to place the booths anywhere that would hinder exit in case of emergency.

8. Minimum Eligibility Criteria of Service Provider: Check List

Sl. No.	Minimum Eligibility Criteria	Supporting Document
1	The PCO should have experience of conduct of international/domestic events of large	Work Order / Completion Certificate.
2	The applicant has never been blacklisted/ barred/ disqualified/ suspended by any state/central govt. / UT Administration/Semi Government Organization/PSU or any other authority.	Self-Certification/declaration.
3	Annual turnover for 3 years	Audited P&L Statement by CA/Auditors to be enclosed
4	Having expertise of conducting UN Meeting/conference	Certificate to be enclosed (preference would be given)
5	Membership of two professional associations	To be enclosed
6	List of employees with PF Nos	To be enclosed with details and their qualifications/experience.
7	A self-contained note with suggestions on conducting the event will be appreciated	

Note: Failure to meet any of these criteria will disqualify the applicant and shall be eliminated from further process.

TRA reserves the right to verify and/ or to evaluate the claims made under eligibility criteria and any decision in this regard shall be final, conclusive and binding upon the company.

All certificates or documents should also be self-attested and attached/bind together.

If at a later stage it is found that applicant has provided false information or has wrongly certified the conditions stated in the eligibility criteria, the applicant shall be liable for legal action and/or cancellation of Agreement.

9. Submission of Bid:

The Bidder shall bear all costs associated with the preparation and submission of its bid and Board shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

This EOI Call document can be downloaded from our website www.tocklai.org listed in the tender page or from the LinkedIn page of Tea Research Association.

A copy of the application (except the commercial proposal) should be submitted mail to secretary@tocklai.net and also by courier to The Secretary, Tea Research Association , 9th Floor, Block B, 113 Park Street, Kolkata-700016 duly sealed, stamped and signed within the 9th August 2023.

Any bid received by the Association after the deadline for submission of bids prescribed by the Association shall be rejected and returned unopened to the bidder.

10. Bid Evaluation Process:

1. Bids/Proposals shall be reviewed by the Committee / 25th FAO Core Group constituted by Tea Board (Evaluation Committee) with Board's officials and experts from relevant fields, if necessary.
2. The Proposed Committee / 25th FAO Core Group shall evaluate the responses to the EOI call and all supporting documents /documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
3. The decision of the Committee / 25th FAO Core Group in the evaluation of responses to the EOI shall be final. No correspondence shall be entertained outside the process of evaluation with the Committee.
4. The Committee / 25th FAO Core Group may ask for meetings with the Bidders to seek clarifications on their proposals.
5. The Committee / 25th FAO Core Group reserve the right to reject any or all proposals on the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this EOI Call .

9.1 Technical Evaluation:

1. The technical proposal shall be evaluated only for those bidders who fulfill the minimum eligibility criteria as given under **Sl. No. 8 (Minimum Eligibility Criteria)** in this document. Failure to meet any of these criteria specified will disqualify the bidder and shall be eliminated from further process.
2. The selection of the agency shall be based on the evaluation of the technical & financial bids by the Committee / 25th FAO Core Group

10. Issuance of work order:

1. Subsequent to the selection of the bidder, Board shall issue work order to the selected bidder. Please note that the conditions given in the proposal documents shall govern the work order.
2. The work order to be issued to the selected applicant should be accepted and return back to the Association in affirmative under the signature of the Head of the organization.

11. Payment terms:

1. The selected bidder shall clearly quote the cost of with break-ups.
2. Payment milestone for the project has been shown below:

1	Milestone	% of payment
1.	Payment towards mobilization 3 months before the date of the event	30%
2.	Payment on making arrangements as per the work order - before 15 days of the event	50%
3.	On completion of the Event	20%
	Total	100%

12. Submission of Bid Security/EMD:

The bidder shall furnish an Earnest Money Deposit (EMD) of **Rs.50,000/- (Rupees fifty thousand only)** (refundable) and shall furnish the details as stated in section-1 of tender document.

The EMD amount of unsuccessful bidders shall be returned on completion as soon as they are eliminated from the RFP process. For successful applicants, the EMD shall be returned after issuance of work order, execution of SLA and receipt of performance security.

The EMD amount may be forfeited if an applicant withdraws its proposal during the period of

validity, if any of the applicant's statement turns out to be false/incorrect during evaluation or bidder fails to accept the terms and conditions of the Agreement post selection.

16. Force Majeure

If any time, during the continuance of this Agreement, the performance in whole or in part by either party or any obligation under Agreement shall be prevented or delayed by reason of any war, or hostility, fires, floods, explosions, epidemics, quarantine restrictions, or act of God (herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this Agreement nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the Agreement shall be resumed as soon after such event may come to an end or cease to exist, and the decision of the Board as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this Agreement/ is prevented or delayed by reason of any such event for a period exceeding 60 days the Board may, at its option terminate the Agreement.

17. Pre-Bid Meeting:

1. TRA shall organize a pre-bid meeting as per the schedule through ONLINE Mode. The purpose of this meeting is to clarify doubts, issues and respond to questions on any matter that may be raised at that stage. The responses shall be confined to issues related to technical requirements only.
2. Prospective applicant may attend the pre-bid meeting with not more than two (2) representatives.
3. Those representatives of prospective bidders who choose to attend the pre-bid meeting are requested to carry with them either an authority letter from their company on their letter head or produce any other identification as proof like visiting cards of the representing company.

18 Subcontracting:

The applicant can enter into any sub-subcontract if required, however, the applicant shall be fully responsible for smooth conduct of the event.

19. Waiver of Minor Irregularities:

The 25th FAO Core Committee Group reserves the right to waive minor irregularities in proposals provided such action is in the best interest of event.

20. Modification/Withdrawal of Proposals:

A submitted proposal shall not be allowed to be modified at any cost. However, a submitted proposal may be withdrawn by the applicant by submitting a signed written request for its withdrawal to Board but in such a case the earnest money shall be forfeited.

21. Non-Disclosure:

The contents of the proposal and all the project outputs should not be disclosed to any party unless applicant and Tea Board mutually agree in writing to the same. Applicant shall not use the contents of this proposal to bid for any other contract.

22. Extension of Time :

The 25th FAO Core Committee Group reserves the right to allow extension or allow more time for seeking expression of interest to the above work which will be communicated through website and LinkedIn in due course.

