



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 1)Conduct of 2 day International Tea Conference 2)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	12.09.2023
4	Pre-Bid meeting	Any query to be submitted by mail to a.mitra@tocklai.net
5	Last date and time for Bid Submission	20.09.2023 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 & Presentation	21.09.2023 at 11:00 AM

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 & EARNEST MONEY DEPOSIT (EMD)

APPLICATION FEE & EMD for an amount of Rs 1000 and 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 EOI on the 20th September 2023 to TRA. A copy of the e-mail shall be submitted along with the EOI. **Parties applied earlier need not pay the application fee and EMD.**

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 :

- a) On the occasion of 200 years of Assam tea, a two day International Conference named Bi-Centenary Assam Tea International Conference (BATIC 2023) will be held on the 20th and 21st November 2023 at Radisson Blu.
- b) 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 both 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 there 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 scale.
- The bidder should have valid PAN card and GST registration certificate
- Average annual turnover of a minimum Rs. 15 Crores over the past 3 years. - Audited Accounts by certified Auditors for the years 2020-21, 2021-22 and 2022-23 to be enclosed.
- Experience of association with international level events is must. Documentary evidence to be enclosed
- Handled at least four events for Government of India and/or organizations/institutions functioning under the Government of India in minimum four metro cities. Furnish work order
- PCO having organized any UN meeting/ conference would be given preference.
- PCO's having local base at Guwahati or PCO's having organized events at Guwahati will 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

300 guests for BATIC 2023 and 120 guests for 25TH FAO IGG)

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 for BATIC 2023. 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 for BATIC 2023 and 25th FAO IGG session 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 BATIC 2023 on the 20th and 21st November for 300 people in round table/ theatre style seating

1.9 Conference room facilities have to be arranged for 25th FAO IGG meeting and other side meetings - 1 room should have capacity of 120 people, 6 smaller conference rooms each having capacity of 20 persons for working group meetings

1.10 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)

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

1.12 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.

1.13

- 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.

1.14 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.

1.15 The BATIC 2023 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.

1.16 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.

8. 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.

The technical and financial bids may be submitted in two parts ;

- I. Two day BATIC 2023 Conference scheduled on the 20-21st November
Conference Components : Negotiation with Hotel, Food selection, Conference Room set up for 300 persons in round table and theatre style, Audio Video equipments, Projections, Hall set up, Delegate kits, Branding and Publicity , Cultural Program on the 20th Nov evening and as decided by CG.
- II. Three day 25th FAO IGG Session from 22-24th November
- III. Conference Components : Conference Room set up for 120 persons in double UU shape as per G20 meetings in main hall, Audio Video equipments, Projections, Hall set up for 6 side meetings of 20 persons, Interpretation in UN languages, Delegate kits, Branding and Publicity and as decided by CG. Three lunches for 22,23,24th November and two theme based dinner with musical program for 21st,22nd and 23rd November.

This EOI Call document can be downloaded from our website www.tocklai.org listed in the tender page .

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.

9. Bid Evaluation Process:

The Technical evaluation criterion and points system for the evaluation of technical proposals shall be as follows:

Sl. No.	Criteria	Points
1	Experience in organizing/associating with international event (Documentary evidence to be enclosed)	10
2	Average Annual Turnover of the Firm as per audited reports of last 3 years, i.e. 2020-21, 2021-22 and 2022-23 (a) Up-to ₹10 crores (b) Above ₹ 10 -15 Crores	5

	(c) More than ₹ 15 Crores CA certificate to be submitted	10 15
3	Experience of conducting event for Govt of India / Companies in 4 metro cities of India and Guwahati (Documentary evidence to be enclosed)	10
4	Functioning as event management/consultancy Agency in Govt./PSU/Private Sector (a) Up-to 15 years (b) More than 15 years (Documentary evidence to be enclosed)	3 5
5	Experience of conducting minimum 2 events of more than 50 lakh. (Documentary evidence to be enclosed)	10
6	POWER POINT PRESENTATION Presentation highlighting the overall look and execution of the campaign with proper concept, approach, innovation, look of the event and methodology along with work plan. PPT should be made separately for BATIC 2023 and 25 th FAO IGG	50
	Total=	100

Powerpoint presentation will be held in TRA office in Kolkata on the 21st September 2023 from 11AM onwards.

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.

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 Financial Evaluation:

1. Financial proposal will be asked from PCO who have scored 75 marks during technical evaluation. The financial proposal shall be evaluated only for those bidders who have scored minimum 75 marks in technical evaluation Bidder scoring L1 in financial evaluation will not necessary be awarded the work. Overall concept of the event and experience in handling big events will be taken into account
2. The selection of the agency shall be based on the evaluation of the technical & financial bids by the Committee / 25th FAO Core Group on the 21 / 22 nd September 2023 .

However, mere lack of competition will not be considered as the ground for cancellation of the EOI process. Being the second call for EOI, TRA may go ahead with the process even with 1 (One) bidder if they find them to be technically sound and financially competent to execute the assignment. In the event of only one bidder being found competent enough to carry out the assignment, then they may be asked to submit the financial bid which should be negotiated by the competent authority/committee of the department. The department may seek opinion from domain experts in this negotiation process if deems necessary. Moreover, representatives conducting negotiations on behalf of the Consultancy Firm must have the written authority to negotiate and conclude the contract.

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 will be made upon proper submission of bills with documentation in phases.

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. Parties who have submitted their EMD and Application fee may not submit the same for the second time.

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. Any query may submitted through email

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. However due to paucity of time, request for extension of time may not be entertained.