

**RFP No.: 40/07/GOV/2023**

**Country: India**  
**Issued on: 20.07.2023**

**REQUEST FOR PROPOSAL**

**For organizing the Sixth Session of the International Solar Alliance Assembly from October 30, 2023 to November 01, 2023 at Hotel Ashok, New Delhi**



**International Solar Alliance (ISA)  
Secretariat, Surya Bhawan, NISE Campus,  
Gwal Pahari, Gurugram, Haryana – 122003, India  
Website: [www.isolaralliance.org](http://www.isolaralliance.org)**

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## SECTION I: LETTER OF INVITATION

The International Solar Alliance (ISA) hereby invites you to submit a proposal to this Request for Proposal (RFP) for organizing the Sixth Session of the ISA Assembly from 30 October to 1 November 2023 at Hotel Ashok, New Delhi.

This RFP includes the following documents:

1. Section I: This Letter of invitation
2. Section II: Instructions to bidders
3. Section III: Bid Data Sheet (BDS)
4. Section IV: Bid Evaluation criteria
5. Section V: Terms of reference
6. Section VI: Returnable bidding forms/ checklist
  - Form A: Bidder information form
  - Form B: Joint venture/consortium/association information form
  - Form C: Qualification Form
  - Form D: Technical proposal submission form
  - Form E: Format of technical proposal
  - Form F: Financial proposal submission form
  - Form G: Financial proposal form

If you are interested in submitting a proposal for this RFP, please ensure that you adhere to the requirements and procedures specified in this RFP, and submit your proposal before the proposal submission deadline mentioned therein.

To confirm that you have received this RFP, kindly send an email to [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org) and specify if you plan to submit a proposal. Any updates to the RFP will be notified on the ISA website. If you need more information, please reach out to the contact person/s listed in the RFP as focal point for queries.

The ISA looks forward to receiving your proposal and thanks you in advance for your interest in ISA procurement opportunities.

**Issued by:**

Procurement Unit

Date: 20.07.2023

**SECTION II: INSTRUCTIONS TO BIDDERS**

| <b>A. GENERAL PROVISIONS</b>                            |  |
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| <p>1. Introduction</p>                                  | <p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in Writing by ISA.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFP.</p>  |
| <p>2. Fraud &amp; corruption, gifts and hospitality</p> | <p>2.1 ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, ISA<br/>           (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;<br/>           (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a ISA contract.</p> <p>2.4 All Bidders must adhere to the ISA Supplier Code of Conduct, which may be found at<br/> <a href="https://isolaralliance.org/images/ISA%20Supplier%20Code%20of%20Conduct_14.4.2023.final%20version.pdf">https://isolaralliance.org/images/ISA%20Supplier%20Code%20of%20Conduct_14.4.2023.final%20version.pdf</a></p> |
| <p>3. Eligibility</p>                                   | <p>3.1. The bidder must satisfy all the eligibility criteria required to participate in bidding for this RFP as provided in Section IV (Bid Evaluation Criteria) of this RFP.</p> <p>3.2. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed</p>   |

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|                                    | by these organizations.   |
| 4. Conflict of interests           | <p>4.1. The bidder must strictly avoid conflicts with other assignments or their own interests, and act without any consideration for future work. A bidder found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, the bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>4.1.1. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the ISA to provide services for the preparation of the design, specifications, terms of reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>4.1.2. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>4.1.3. Are found to be in conflict for any other reason, as may be established by, or at the discretion of the ISA.</p> <p>4.2. In the event of any uncertainty in the interpretation of a potential conflict of interest, bidders must disclose to the ISA, and seek confirmation from the ISA on whether or not such conflict exists.</p> <p>4.3. Bidders must disclose in their proposal their knowledge of the following:</p> <p>4.3.1. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of the ISA staff involved in the procurement functions and/or the Government of the country or any implementing partner receiving services under this RFP</p> <p>4.3.2. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>4.3.3. Failure to disclose such an information may result in the rejection of the proposal affected by the non-disclosure.</p> <p>4.4. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to further evaluation and review of factors such as being registration, operation and management as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other bidders may result in the eventual rejection of the proposal.</p> |
| <b>B. PREPARATION OF PROPOSALS</b> |   |
| 5. General Considerations          | 5.1. In preparing the proposal, the bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the  |

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|  | <p>RFP may result in rejection of the proposal.</p> <p>5.2. Bidders will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, bidders must be notified to the ISA through the focal point of the ISA.</p>  |
| 6. Cost of Preparation of proposal                       | 6.1. Bidders shall bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal was selected or not selected. The ISA shall not be responsible or liable for any costs, regardless of the conduct or outcome of the procurement process.  |
| 7. Language  | 7.1. The proposal, as well as any and all related correspondence exchanged by the bidder and the ISA, shall be written in language as specified in the BDS.  |
| 8. Documents comprising the proposal                     | <p>8.1. The proposal shall comprise of the following documents:</p> <p>8.1.1. Returnable bidding forms under Section VI of this RFP, establishing the eligibility and qualifications of the bidder;</p> <p>8.1.2. Any attachments and/or appendices that are required to validate the bidder's submissions in the proposal.</p> <p>8.1.3. Any other document requested in this RFP.</p>  |
| 9. Returnable bidding forms under Section VI of this RFP | 9.1. Bidders shall return all duly filled up forms under Section VI of this RFP with appropriate documentary evidence of its status as an eligible and qualified vendor. In order to award a contract to a bidder, its qualifications must be documented to the satisfaction of the ISA. Any incomplete form may render the bidder disqualified from the procurement process.  |
| 10. Technical proposal format and content                | <p>10.1. Bidders are required to submit a technical proposal using the bidding forms and templates provided in Section VI of the RFP.</p> <p>10.2. The technical proposal shall not include any price or financial information. A technical proposal containing financial information may be declared non-responsive.</p> <p>10.3. Samples of items, when required as per Section V, shall be provided by the bidders within the time specified and unless otherwise specified by the ISA, and at no expense to the ISA.</p> <p>10.4. When applicable and required as per Section V, the bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered along with the cost to the ISA. Unless otherwise specified, such training as well as training</p> |

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|   | <p>materials shall be provided in the language of the bid as specified in the BDS.</p>  |
| <p>11. Financial proposals</p>                      | <p>11.1 The financial proposal shall be prepared using the bidding forms provided in Section VI of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>  |
| <p>12. Proposal security</p>                        | <p>12.1 A Proposal Security is not applicable under this RFP.</p>   |
| <p>13. Currencies</p>                               | <p>13.1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <p>13.1.1. The ISA will convert the currency quoted in the proposal into the currency indicated in the BDS, in accordance with the prevailing UN operational rate of exchange on the last day of submission of proposals; and</p> <p>13.1.2. In the event that the ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, the ISA shall reserve the right to award the contract in the currency indicated in the BDS, using the conversion method specified above.</p>  |
| <p>14. Joint Venture, Consortium or Association</p> | <p>14.1. If the bidder is a group of legal entities that will form or have formed a joint venture (JV), consortium or association for the proposal, they shall confirm in their proposal that:</p> <p>14.1.1. they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, consortium or association jointly and severally, which shall be evidenced by a duly notarized agreement among the legal entities, and submitted with the proposal; and</p> <p>14.1.2. if they are awarded the contract, the contract shall be entered into, by and between the ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, consortium or association.</p> <p>14.2. After the deadline for submission of proposal, the lead entity identified to represent the JV, consortium or association shall not be altered without</p> |



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|                              | <p>the prior written consent of the ISA.</p> <p>14.3. The lead entity and the member entities of the JV, consortium or association shall abide by the provisions of Clause 15 of Section II herein in respect of submitting only one proposal.</p> <p>14.4. The description of the organization of the JV, consortium or association must clearly define the expected role of each of the entity in the joint venture, consortium or association in delivering the requirements of the RFP, both in the proposal and the JV, consortium or association agreement. All entities of the bidder shall be subject to the eligibility and qualification assessment by the ISA.</p> <p>14.5. A JV, consortium or association in presenting its track record and experience should clearly differentiate between:</p> <p>14.5.1. Those that were undertaken together by the JV, consortium or association; and</p> <p>14.5.2. Those that were undertaken by the individual entities of the JV, consortium or association.</p> <p>14.6. Previous contracts completed by individual experts working privately but who are not permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, consortium or association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7. A JV, consortium or association is encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> |
| <p>15. Only one proposal</p> | <p>15.1. The bidder (including the individual members of any JV, consortium or association) shall submit <b><u>only one proposal</u></b>, either in its own name or as part of a JV, consortium or association.</p> <p>15.2. Proposals submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <p>15.2.1. have at least one controlling partner, director or shareholder in common; or</p> <p>15.2.2. any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>15.2.3. have the same legal representative for purposes of this RFP; or</p> <p>15.2.4. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of, another bidder regarding this RFP process;</p> <p>15.2.5. are subcontractors to each other's proposal, or a subcontractor to one proposal submits another proposal under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one proposal received for this</p>  |

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|  | <p>RFP process. However, this condition relating to the personnel, does not apply to subcontractors being included in more than one proposal.</p>   |
| <p>16. Proposal validity period</p>              | <p>16.1. Proposals shall remain valid for the period specified in the BDS, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by the ISA and rendered non-responsive.</p> <p>16.2. During the proposal validity period, the bidder shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p>   |
| <p>17. Extension of Proposal validity period</p> | <p>17.1. In exceptional circumstances, prior to the expiration of the proposal validity period, the ISA may request bidders to extend the period of validity of their proposals. The request and the responses shall be made in writing, and shall be considered integral to the proposal.</p> <p>17.2. If the bidder agrees to extend the validity of its proposal, it shall be done without any change in the original proposal.</p> <p>17.3. The bidder has the right to refuse to extend the validity of its proposal, and in which case, such proposal will not be further evaluated.</p>  |
| <p>18. Clarification of proposal</p>             | <p>18.1. Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to an ISA staff member, the ISA shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2. The ISA will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3. The ISA shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of the ISA to extend the submission date of the proposals, unless the ISA deems that such an extension is justified and necessary.</p> |
| <p>19. Amendment of proposals</p>                | <p>19.1. At any time prior to the deadline of proposal submission, the ISA may for any reason, such as in response to a clarification requested by a bidder, modify the RFP in the form of an amendment to the RFP.</p> <p>19.2. Amendments will be made available to all prospective bidders and on the ISA website.</p> <p>19.3. If the amendment is substantial, the ISA may extend the deadline for</p>   |

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|  | <p>submission of proposal to give the bidders reasonable time to incorporate the amendment into their Proposals.</p>   |
| <p>20. Pre-bid conference</p>                        | <p>20.1. When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested bidder. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the pre-bid conference or issued/posted as an amendment to RFP.</p>  |
| <p><b>C. SUBMISSION AND OPENING OF PROPOSALS</b></p> |  |
| <p>21. Submission</p>                                | <p>21.1. The bidder shall submit a duly signed and complete proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>21.2. The proposal shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the proposal.</p> <p>21.3. Bidders must be aware that the mere act of submission of a proposal, in and of itself, implies that the Bidder fully accepts the ISA General Contract Terms and Conditions <a href="https://www.isolaralliance.org/images/ISA_GTB.pdf">https://www.isolaralliance.org/images/ISA_GTB.pdf</a></p>               |
| <p>22. Email Submission</p>                          | <p>22.1. Bidders must submit their proposals through email. The email submissions shall be governed as follows:</p> <p>22.1.1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in the BDS;</p> <p>22.1.2. The technical proposal and the financial proposal files <b>MUST BE COMPLETELY SEPARATE</b>. The financial proposal shall be encrypted with passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>22.1.3. The password for opening the financial proposal should be provided only upon request of the ISA. The ISA will request password only from those bidders whose technical proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> |
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| <p>23. Deadline for submission of proposals and late proposals</p> | <p>23.1. Complete proposals must be received by the ISA in the manner, and no later than the date and time, specified in the BDS.</p> <p>23.2. The ISA shall only recognize the date and time that the bid was received by the ISA and not consider any proposal submitted after the deadline for the submission of proposals.</p>   |
| <p>24. Withdrawal, Substitution, and Modification of Proposals</p> | <p>24.1. Bidders may withdraw, substitute or modify their proposals after submission at any time prior to the deadline for submission by sending a written notice to ISA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney).</p> <p>24.2. The corresponding substitution or modification of the proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION” in the email subject line.</p> <p>24.3. Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the proposal is withdrawn after it has been opened</p> |
| <p>25. Proposal Opening</p>  | <p>25.1. There is no public bid opening for RFPs. The ISA shall open the proposals in the presence of an ad-hoc committee formed by the ISA, consisting of at least three (3) members.</p>   |
| <p><b>D. EVALUATION OF PROPOSALS</b></p>                           |  |
| <p>26. Confidentiality</p>   | <p>26.1. Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to the bidders or any other persons not officially concerned with such process even after publication of the contract award.</p> <p>26.2. Any effort by a bidder or anyone on behalf of the bidder to influence the ISA in the examination, evaluation and comparison of the proposals or contract award decisions may, at the decision of the ISA, result in the rejection of its proposal and may be subject to the application of prevailing ISA vendor sanctions procedures.</p>   |
| <p>27. Evaluation of Proposals</p>                                 | <p>27.1. The Bidder is not permitted to alter or modify its proposal in any way after the proposal submission deadline except as permitted under Clause 24 of Section II (C) of this RFP. The ISA will conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p>  |

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|  | <p>27.2. Evaluation of proposals is made of the following steps:</p> <p>27.2.1. Preliminary examination</p> <p>27.2.2. Minimum eligibility and qualification (if pre-qualification is not done)</p> <p>27.2.3. Evaluation of technical proposal</p> <p>27.2.4. Evaluation of financial proposals</p>  |
| <p>28. Preliminary Examination</p>                         | <p>28.1. The ISA shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. The ISA reserves the right to reject any proposal at this stage.</p>  |
| <p>29. Evaluation of eligibility and qualification</p>     | <p>29.1. Eligibility and qualification of bidders will be evaluated against the minimum eligibility/qualification requirements specified in the Section IV (Evaluation Criteria).</p> <p>29.2. In general terms, bidders that meet the following criteria may be considered qualified:</p> <p>29.2.1. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers.</p> <p>29.2.2. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</p> <p>29.2.3. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>29.2.4. They are able to comply fully with ISA General Terms and Conditions of Contract;</p> <p>29.2.5. They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>29.2.6. They have a record of timely and satisfactory performance with their clients.</p> <p>29.3. The consulting firm should provide credentials, through adequate references or documentation, of the following qualifications:</p> <p>29.3.1. Current local presence in the ISA focus countries.</p> <p>29.3.2. Past experience of working with the ISA and/or with multilateral/international organizations will be an added advantage</p> |
| <p>30. Evaluation of technical and financial proposals</p> | <p>30.1. The evaluation committee shall review and evaluate the technical proposals on the basis of their responsiveness to the terms of reference</p>  |

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|                          | <p>and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section IV (Evaluation Criteria).</p> <p>30.2. A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, the ISA may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.3. In the second stage, only the financial proposals of those bidders who achieve the minimum technical score will be opened for evaluation.</p> <p>30.4. The financial proposals corresponding to technical proposals that were rendered non-responsive shall remain unopened and the ISA will not request for the password of the financial proposals.</p> <p>30.5. The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows:</p> <p>30.5.1. the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or</p> <p>30.5.2. the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.5.3. When the BDS specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <div data-bbox="676 1077 1450 1312" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>The 'Combined Quality Cum Cost Based Selection (CQCCBS) shall be adopted for selection of the industry Chamber, whereby the technical proposals will be allotted 70% weightage while the financial proposals will be allotted 30% weightage. The final selection would be made by adding the technical and financial scores obtained.</i></p> </div> <p>30.6. The financial bids will carry a total of 30 Marks. The financial bid would be in terms of the fee to be paid to the bidder in terms of percentage of the total expenditure incurred. The following formula will be used for arriving at the financial score of the bid:</p> <div data-bbox="580 1581 1450 1697" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Financial Score = <math>\frac{30 \times (\text{lowest fee (\% quoted) received in the proposal of a bid})}{\text{fee (\% quoted) of bid under consideration}}</math></i></p> </div> |
| <p>31. Due diligence</p> | <p>31.1. The ISA reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>31.1.1. Verification of accuracy, correctness and authenticity of</p>   |

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|  | <p>information provided by the bidder;</p> <p>31.1.2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>31.1.3. Inquiry and reference checking with Government entities with jurisdiction on the bidder, or with previous clients, or any other entity that may have done business with the bidder;</p> <p>31.1.4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>31.1.5. Physical inspection of the bidder’s offices, branches or other places where business transpires, with or without notice to the bidder;</p> <p>31.1.6. Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p> |
| <p>32. Clarification of Proposals</p>                      | <p>32.1. To assist in the examination, evaluation and comparison of proposals, the ISA may, at its discretion, ask any bidder for a clarification of its proposal.</p> <p>32.2. Requests of the ISA for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by the ISA in the evaluation of the proposals, in accordance with RFP.</p> <p>32.3. Any unsolicited clarification submitted by bidders in respect to their proposal, which is not a response to a request by the ISA, shall not be considered during the review and evaluation of the proposals.</p>  |
| <p>33. Responsiveness of proposals</p>                     | <p>33.1. The determination of a proposal’s responsiveness will be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2. If a proposal is not substantially responsive, it shall be rejected by the ISA and cannot be subsequently made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>  |
| <p>34. Nonconformities, reparable errors and omissions</p> | <p>34.1. Provided that a proposal is substantially responsive, the ISA may waive any non-conformities or omissions in the proposal that, in the opinion of the ISA do not constitute a material deviation.</p> <p>34.2. The ISA may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify non – material nonconformities or omissions in the proposal related to documentation requirements. Such omissions shall not be related to any</p>   |

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|  | <p>aspect of the price of the proposal. Failure of the bidders to comply with the requests may result in the rejection of their proposals.</p> <p>34.3. For financial proposal that has been opened, the ISA shall check and correct arithmetical errors as follows:</p> <p>34.3.1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the ISA there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>34.3.2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</p> <p>34.3.3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.3.4. If the bidder does not accept the correction of errors made by the ISA, its proposal shall be rejected.</p> |
| <p><b>E. AWARD OF CONTRACT</b></p>                         |   |
| <p>35. Right to Accept, Reject, Any or All Proposals</p>   | <p>35.1. The ISA reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive, and to reject all proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the action by the ISA. The ISA shall not be obliged to award the contract to the lowest priced offer.</p>   |
| <p>36. Award criteria</p>                                  | <p>36.1. Prior to expiration of the proposal validity, the ISA shall award the contract to the qualified bidder based on the award criteria indicated in the BDS.</p>   |
| <p>37. Right to vary requirements at the time of award</p> | <p>37.1. At the time of award of contract, the ISA reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>  |
|  |   |



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|---|---|
| 38. Contract Signature                  | 38.1. Within fifteen (15) days from the date of receipt of the contract, the successful bidder shall sign and date the contract and return it to ISA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the proposal security, if any, and on which event, ISA may award the contract to the second ranked bidder or call for new proposals.   |
| 39. Performance Security                | 39.1. A performance security shall be provided in the amount specified in BDS within fifteen (15) days of the contract signature by both parties. The receipt of the performance security by the ISA shall be a condition for rendering the contract effective.   |
| 40. Bank Guarantee for advance payments | 40.1. There is no Bank Guarantee for advance payments for this RFP  |
| 41. Liquidated Damages                  | <p>41.1. The ISA shall apply liquidated damages resulting from the bidder's delays or breach of its obligations as per the contract.</p> <p>Liquidated damages:</p> <ul style="list-style-type: none"> <li>a. Where the contractor fails to fulfill performance of the deliverables within the specified time or</li> <li>b. Where there is non-satisfactory performance of the contract in line with the contract terms, the contractor shall be liable to pay ISA the liquidated damages of:</li> </ul> <p>a daily charge of 0.1% (10 bps) of the total contract sum, for each day of the daily occurrence, up to a Max. number of days of delay 15, (1.5% of contract amount); which surcharge is deductible from the vendor's outstanding invoices. Provided that ISA may decide to terminate the contract and invoice due shall be calculated on a pro rata basis.</p> |
| 1. Payment Provisions                   | 1.1. Payment will be made only upon acceptance of the work performed by the ISA. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in the ISA with direct supervision of the selected bidder. Payment will be affected by bank transfer in the currency of contract.   |
| 2. Other Provisions                     | 2.1. In the event that the bidder offers a lower price to the ISA host country Government for similar services, the ISA shall be entitled to same lower price.  |

- 2.2. The ISA general terms and conditions shall have precedence.
- 2.3. The ISA is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The ISA General Terms and Conditions shall have precedence.
- 2.4. Termination: Either Party may terminate the contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.
- 2.5. The ISA may terminate the contract at any time by providing written notice to the selected bidder, in any case in which, the mandate of the ISA applicable to the performance of the contract or the funding of the ISA applicable to the contract is curtailed or terminated, whether in whole or in part.
- 2.6. In addition, unless otherwise provided by the contract, upon thirty (30) days' advance written notice to the selected bidder, the ISA may terminate the contract without having to provide any justification therefor.
- 2.7. Penalties: If the selected bidder fails to complete the works within the time specified in the contract, the selected bidder will pay the ISA liquidated damages for each calendar day of delay (1%) of the price of the contract, up to a maximum percentage of the final price of the contract. The ISA will be entitled to deduct any liquidated damages from the selected bidder's outstanding invoices or the performance security, if any.
- 2.8. The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal.
- 2.9. The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.

### SECTION III: BID DATE SHEET (BDS)

The following data for the services to be procured shall complement, supplement, or amend the provisions in the RFP. In the case of a conflict between the instructions to bidders, the BDS, and other annexures or references attached to the BDS, the provisions in the BDS shall prevail.

| BDS No | Reference to Section II | Data   | Specific instructions/ requirements   |
|--------|-------------------------|--|---|
| 1      | 5                       | Focal point for the RFP  | Procurement Unit  |
| 2      | 7                       | Language of the proposal   | English   |
| 3      |                         | Submitting proposals for parts or sub-parts of the TOR (partial bids)                                | Not allowed   |
| 4      | 13                      | Currency of proposal   | Local currency Indian Rupees  |
| 5      | 16                      | Proposal validity period   | 90 days   |
| 6      | 18, 19, 21              | Manner of disseminating supplemental information to the RFP and responses/ clarifications to queries | Direct communication to prospective bidders or the proposers of queries by email  |
| 7      |                         |  |   |
| 8      | 20, 21                  | Pre-bid conference   | A pre- bid conference would be held on 4 <sup>th</sup> August at 2.30 (tentatively) hours at ISA Headquarters to clarify doubts raised by the bidders.  |
| 9      | 21, 22, 23              | Submission of proposal   | <p>Only email submission allowed. Proposals must be submitted to the email address: <a href="mailto:procurement@isolaralliance.org">procurement@isolaralliance.org</a></p> <p>The technical and financial proposal should be in separate digital files and named as "Technical bid for organizing the Sixth Session of the ISA Assembly" and "Financial bid for organizing the Sixth Session of the ISA Assembly" respectively. The files must be put in a folder named as "RFP number-name of bidder"</p> <p><b>The financial proposal must be password protected.</b></p> |
| 10     | 22                      | Electronic submission requirements   | <p>Format: PDF files only</p> <p>File and folder names must be as provided in this BDS</p> <p>All files must be free of viruses and not corrupted.</p> <p>Password for financial proposal <b>must</b> not be provided to the ISA until requested by the ISA</p> <p>Max. File Size per transmission: 5 MB</p>  |

|    |                |  |   |
|----|----------------|--|---|
| 11 | 23             | Deadline for submission  | The completed proposal should be submitted to the given email address on or before 11 <sup>th</sup> August 2023 by 1900 hours.  |
| 12 | 18, 23         | Deadline for submitting requests for clarifications/ questions | 2 days before the submission deadline   |
| 13 | 28, 29, 30, 31 | Evaluation method for the award of contract                    | <p>Combined scoring method, using the 70% - 30% distribution for technical and financial proposals respectively shall be used for evaluation of the proposals and award of contract. The minimum technical score required to pass is 70%.</p> <p>The ISA shall invite the technically responsive bidders for a presentation. The invitation for the presentation shall be communicated by the ISA by email.</p>   |
| 14 | 36             | ISA will award the contract to                                 | One bidder only   |
| 15 | 37, 38         | Expected date for commencement ofContract                      | Insert  |
| 16 | 37             | Type of Contract   | Services  |
| 17 | 40             | Performance security   | 10% of the total Contract Amount  |
| 18 | 41             | Liquidated Damages   | In case of not completing work/assigned tasks as per satisfaction of the ISA, the ISA shall be entitled either to (a) cancel the order or (b) recover the liquidated damages by way of imposing penalty up to the amount 10% of the contract price. The decision of the ISA shall be final and binding on the bidder. In an event of extremely poor performance leading to sully of reputation of the ISA and the host Presidency, the ISA would communicate to the Government of India to blacklist the agency and recommend the same to Ministries of the Government. |
| 19 |                | Maximum expected duration of contract                          | The contract will be to organize the Sixth Session of ISA Assembly. However, ISA can extend the services to Organize Seventh Assembly on the satisfactory performance /report and availability of budget.   |
| 20 |                | Other Information related to the RFP                           | <i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>  |

**SECTION IV: BID EVALUATION CRITERIA**

1. **Preliminary examination criteria:** Proposals will be examined to determine whether they are complete and submitted in accordance with the RFP requirements as per below criteria on a **Marks basis**:
  - 1.1. Appropriate signatures
  - 1.2. Power of Attorney
  - 1.3. Submission of minimum documents requested in the RFP and through the email address provided in the RFP
  - 1.4. Submission deadlines satisfied
  - 1.5. Technical and financial proposals submitted separately
  - 1.6. Password protection of financial proposal
  - 1.7. Compliant bid validity
  - 1.8. Performance Guarantee submitted as per RFP requirements
  
2. **Minimum eligibility and qualification criteria:** Eligibility and qualification will be evaluated on **Marks basis**. If the proposal is submitted as a JV/consortium/association, each member should meet minimum criteria, unless otherwise specified in the RFP.

| Subject                          | Criteria   | Document Submission requirement            |
|----------------------------------|--|--|
| <b>ELIGIBILITY</b>               |  |  |
| <b>Legal Status</b>              | Vendor is a legally registered entity.   | Form A: Bidder information form            |
| <b>Eligibility</b>               | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the WorldBank Group or any other international Organization in accordance with Clause 3 of Section II.   | Form D: Technical proposal submission form |
| <b>Conflict of interest</b>      | No conflicts of interest in accordance with Clause 4 of Section II.  | Form D: Technical proposal submission form |
| <b>Bankruptcy</b>                | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form D: Technical proposal submission form |
| <b>QUALIFICATION</b>             |  |  |
| <b>History of Non-Performing</b> | Non-performance of a contract did not occur as a result of contractor default for the last 3 years.  | Form C: Qualification form                 |

|                              |  |                            |
|------------------------------|--|----------------------------|
| <b>Contracts<sup>1</sup></b> |  |                            |
| <b>Litigation History</b>    | No consistent history of court/arbitral award decisions against the bidder for the last 3 years. | Form C: Qualification form |

### 3. Technical bid

**3.1. Scope of Work:** The technical evaluation of the bidders will be done based on the bidder's approach to the scope of work which will be inclusive, but not limited to the activities mentioned in Section V (Terms of Reference).

3.1.1. The bidder should submit the technical proposal with relevant information which includes all the following areas presented in distinct sections (refer Form E: Format for technical proposal)

|    |  |
|----|--|
| A. | Profile and track record of the bidder - turnover, extent of presence nationally and internationally, number of active members, extent of activities in RE sector              |
| B. | Exhibitions, events, seminars, etc., organized and coordinated in last three years- International events, size of events in terms of budget, participants, quality of speakers |
| C. | Quality and competence of dedicated manpower for the event   |
| D. | Presentation on how the bidder will undertake the contract assignment as a unique global event   |
| E. | Any other significant information, which add to the credentials of the organization in performing the task under consideration   |

3.1.2. Subject to general guidelines in the table above, the technical proposal should mandatorily contain the following details:

- a. **Previous Experience:** The bidder must provide the details of organizing similar events. The details must include but may not be limited to the duration of the event, expenditure for the event, international/national delegates handled, key dignitaries in the event, major services provided etc. The experience should be listed in reverse chronological order – the most recent first and should be backed by appropriate documentary proof.
- b. **Organization Turnover** for the last 3 years should be provided.
- c. **Key Members:** The chamber must provide the details of key personnel (at least 3) it proposes to deploy for the conduct of the event. These details should include name, total experience, experience in related field and key assignments handled.
- d. **Vendor Selection:** It is expected that the selected chamber may not arrange the entire gamut of services on its own and will need to provide some of its service through sub-contractor/ vendor. Given the importance of the event, it is important the selected chamber must have a clear and stated vendor/sub-contractor selection policy. The selected chamber must clearly indicate the services it proposes to outsource through

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<sup>1</sup> Non-performance, as decided by ISA, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the bidder have been exhausted.

empaneled/other vendors.

- e. **Value Additions:** The bidder should provide the list of items, facilities and complementary services /Free of Cost (FOCs), if any, proposed to be provided by the chamber to the ISA.

**3.2. Opening of the technical bid:** The Technical bid shall be opened on 20<sup>th</sup> August at 11 hours. In terms of conditions stipulated in the RFP, the selected bidder would be required to make a presentation before the evaluation committee constituted for recommending a bidder on the same date 24<sup>th</sup> August 2023 at 1100 hours IST onwards. The representatives of the selected bidder may remain present at the time of opening financial bids.

**3.3. Technical evaluation criteria:** The technical bid would carry a total of 70 marks. The marks for the technical evaluation shall be assigned broadly on the following criteria based on the input given on the scope of services which will be inclusive but not limited to the activities mentioned in Section V (Terms of Reference).

|    |  |            |
|----|--|------------|
| A. | Understanding the Methodology  | 15         |
| B. | Large Scale events organized and coordinated in last three years- International events, size of events in terms of budget, participants, participation level (Head of State, Ministerial, Secretary Level etc) | 25         |
| C. | Quality and competence of dedicated manpower for the event   | 20         |
| D. | Presentation on how the bidder will undertake the Sixth Session of the ISA Assembly assignment as a unique global event  | 20         |
| E. | Any other significant information, which add to the credentials of the organization in performing the task under consideration   | 20         |
|    | <b>Total</b>   | <b>100</b> |

#### 4. Financial bid:

- 4.1.1. The financial bid will be opened after the recommendations of the technical bid evaluation committee are received on 29<sup>th</sup> August 2023
- 4.1.2. The financial bid will carry a total of 30 Marks. The financial bid would be in terms of the fee to be paid to the bidder in terms of percentage of the total expenditure incurred. However, expenditures where no value addition is involved from the selected bidder (example on additional rentals for venue and flight tickets) would not be included in the total expenditure for the purpose of fee calculation.
- 4.1.3. The following formula will be used for arriving at the Financial Score of the bid.

$$\text{Financial score of a bid} = \frac{30 \times (\text{lowest fee (\% quoted) received in the financial proposal})}{\text{fee (\% quoted) of bid under consideration}}$$

#### 5. Award of Contract:

- 5.1.1. The selected bidder shall be issued the Letter of Award on or before 4<sup>th</sup> September 2023
- 5.1.2. The contract shall be signed on or before 8<sup>th</sup> September 2023

## SECTION V: TERMS OF REFERENCE

**Responsibilities of the bidder:** End to end coordination of all the events that includes the following:

### 1. **Transportation and helpdesks for coordination of transit**

- 1.1. Hiring of high-class vehicles (Audi/BMW/Mercedes/equivalent) for Minister and equivalent participants and hiring of sedans (Honda City/Ciaz/equivalent) in good condition for other guests/dignitaries as per directions of the ISA for 1- 4 days as per actual itinerary
- 1.2. The selected bidder will be provided with a list of delegates by the ISA, with whom it would be required to coordinate for suitable timing/ sector and other modalities of the travel and ensure their comfortable stay during the event
- 1.3. The selected bidder will set up help desks at the airports and the venue of the ISA Assembly Session and arrange/ coordinate for transfers for the participants from airport to hotel to venue. These transfers will be complementary to the participants.
- 1.4. The selected bidder will provide vehicles as per protocol requirements and status of the guests in consultation with the ISA.
- 1.5. The selected bidder would be required to facilitate for clearance/ booking of the luggage being brought in or taken out of India by the foreign participants delegates.

### 2. **Deputation of Manpower:** The manpower deputed would include

- 2.1. Liaison Officers for all Minister level participants under the supervision of the ISA
- 2.2. Manning of event rooms during the events for facilitating coordination, logistics etc
- 2.3. Supervisors for all activities with all subcontractors
- 2.4. Manning of helpdesks at the airport and event venue for general assistance
- 2.5. Any other requirement by the ISA

### 3. **Publicity including Curtain Raiser:**

- 3.1. Conduct a curtain raiser event 10 days prior to the ISA Assembly Session. Arrange for a suitable venue and associated ancillaries for 100 media representatives in consultation with the ISA.
- 3.2. Social media content creation and population of major social media streams with the ISA content in run up to, during and after the ISA Assembly Session.

### 4. **Venue setup and facilities:** The selected bidder will set up the following at the venue of the ISA Assembly Session at Hotel Ashok for the entire duration of the Assembly Session for an uninterrupted conduct of all the events.

- 4.1. **Audio-Visual/Wi-Fi facilities:** online meeting/conference tool with simultaneous interpretation facilities with limit of up to 1000 participants, onsite translation facility to support simultaneous interpretation in 4 languages, live webcast of events, display screens as per the hall size, Active Mic Cameras, table microphones along with mic unmute request count with country name on display, hand free mics, power supply etc. Internet through lease line for virtual participation/live and Wi-Fi at least 10 MBPS for 1000 users.
- 4.2. **Registration counters and badges:** preparation and distribution of badges for delegates and all participants as per list provided by the ISA. Bar code creation and printing on the badges. Badges scanning setup should be install on the entry/exit gate along with display.
- 4.3. **Event rooms set up:** plan hall allocation arrangements as per requirements of the ISA, decoration, seating plan, preparation of category wise name cards, pass management for adequate security



- 4.4. **Dais management** for all events in all formats including distribution of souvenirs, deputation and supervision of manpower and any other duties assigned by the ISA.
- 4.5. Photography and videography of proceedings of all events.
- 4.6. Workstations and Business Centre with provisions of computers and printing facilities.
- 4.7. Medical assistance
- 4.8. Firefighting facilities
- 4.9. Disaster and evacuation management provisions
  
5. **Social/ Cultural Evening(s):** The selected bidder will organize the social evening(s) followed by dinner and cultural programmes, as required and advised by the ISA. The selected bidder will also arrange and provide the Food & Beverage and Cultural Troupe (after approval of the ISA) for the social evening(s)
  
6. **Development of Collaterals:** The selected bidder will undertake the responsibility of designing and procuring of: all ISA Assembly Session related outreach collaterals, delegate badges, invitation cards and other essential stationery, brochure, flyers, meal cards, delegate kits etc.
  
7. **Miscellaneous Services and Supplies:** Miscellaneous services such as organizing sightseeing visits, on payment basis by any delegate/participant who avails the same, in and around NewDelhi would be required. The selected bidder must give in writing about his ability to set up a dedicated helpdesk & provide transport, escort, guide etc. for such activities and others, asrequired.
  
8. **Risk Mitigation and Insurance:** Selected bidder will also propose measures to mitigate the risks associated with the events and to safeguard ISA from liabilities in the event of any unforeseen eventuality.
  
9. **Green Procurement:** Selected bidder should work towards meeting the maximum energy efficiency requirements. Green procurement should be preferred. Minimum use of plastic, paper, should be encouraged and wastage should be minimized.
  
10. All of the above responsibilities are only an indicative list of activities and not an exhaustive list of activities which need to be undertaken. Based on exigencies and requirements arising from time to time, additional activities may be added or some of the above activities may be deleted at the discretion of ISA.

## SECTION VI: RETURNABLE BIDDING FORMS/ CHECKLIST

This form serves as a checklist for preparation of your proposal. Please complete the returnable bidding forms/ checklist in accordance with the instructions in the RFP and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your proposal, please ensure compliance with the proposal submission instructions of the BDS.

### 1. Technical proposal file:

| Have you duly completed all the Returnable Bidding Forms?   | Select as applicable |
|---|----------------------|
| 1. Form A: Bidder information form  | Yes / No             |
| 2. Form B: Joint venture/consortium/ association information form   | Yes / No             |
| 3. Form C: Qualification form   | Yes / No             |
| 4. Form D: Technical proposal submission form   | Yes / No             |
| 5. Form E: Format of technical proposal   | Yes / No             |
| 6. Have you provided the required documents to establish compliance with the evaluation criteria in Section IV? | Yes / No             |
| 7. Have you provided all documents requested in this RFP?   | Yes / No             |

### 2. Financial proposal file: (must be submitted in a separate password protected digital file)

|   |          |
|---|----------|
| 1. Form F: Financial proposal submission form | Yes / No |
| 2. Form G: Financial proposal form            | Yes / No |

## FORM A: BIDDER INFORMATION FORM

|   |  |
|---|--|
| Legal name of Bidder  | [Insert]   |
| Legal address   | [Insert]   |
| Year of registration  | [Insert]   |
| Information of the bidder's authorized representative   | Name and Title: [Insert]<br>Telephone numbers: [Insert]<br>Email: [Insert]   |
| Are you a UNGM registered vendor?   | <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]  |
| Are you an ISA vendor?  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Countries of operation  | [Insert]   |
| Number of full-time employees   | [Insert]   |
| Quality Assurance Certification (e.g.ISO 9000 or Equivalent) <b>If yes, provide a Copy of the valid Certificate</b>                           | [Insert]   |
| Does your Company hold any accreditation such as ISO 14001 related to the environment? <b>If yes, provide a Copy of the valid Certificate</b> | [Insert]   |
| Does your Company have a written Statement of its Environmental Policy? <b>If yes, provide a copy</b>   | [Insert]   |
| Contact person the ISA may contact for requests for clarification during the proposal evaluation  | Name and Title: [Insert]<br>Telephone numbers: [Insert]<br>Email: [Insert]   |
| Please attach the following documents:  | <ol style="list-style-type: none"> <li>1. Company profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>2. Certificate of incorporation/ business registration</li> <li>3. Tax registration/payment certificate issued by the Internal Revenue Authority evidencing that the bidder is updated withits tax payment obligations, or certificate of tax exemption, if any such privilege is enjoyed by the bidder</li> <li>4. Trade name registration papers, if applicable</li> <li>5. Local government permit to locate and operate in assignment location, if applicable</li> <li>6. Official letter of appointment as local representative, if bidder is submitting a proposal on behalf of an entity located outside the country</li> <li>7. Power of Attorney</li> </ol> |

**FORM B: JOINT VENTURE/CONSORTIUM/ ASSOCIATION INFORMATION FORM**  
 (To be completed and returned with your proposal if the proposal is submitted as a joint venture /consortium/association)

|   |  |   |
|---|--|---|
| <b>Legal name of Bidder:</b> [Insert]   |  | <b>Date:</b> [Insert]   |
| <b>RFP Number:</b> [Insert]   |  |   |
| <b>Sl No</b>  | <b>Name of Partner and contact information</b><br>(address, telephone numbers, fax numbers, email address) | Proposed proportion of responsibilities (in %) and type of services to be performed |
| 1   | [Insert]   | [Insert]  |
| 2   | [Insert]   | [Insert]  |
| 3   | [Insert]   | [Insert]  |
| <b>Name of leading partner</b><br>(with authority to bind the JV, consortium, association during the RFP process and, in the event a contract is awarded, during contract execution)  |  | [Insert]  |
| <p>We have attached a copy of the JV/consortium/association agreement signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liabilities of the members of the said joint venture/ consortium/ association.</p> <p>We hereby confirm that if the contract is awarded, all parties of the joint venture/consortium/association shall be jointly and severally liable to the ISA for the fulfillment of the provisions of the Contract.</p> |  |   |
| 1   | Name of Partner: [Insert]  |   |
|   | Signature: [Insert]  |   |
|   | Date: [Insert]   |   |
| 2   | Name of Partner: [Insert]  |   |
|   | Signature: [Insert]  |   |
|   | Date: [Insert]   |   |
| 3   | Name of Partner: [Insert]  |   |
|   | Signature: [Insert]  |   |
|   | Date: [Insert]   |   |
| 4   | Name of Partner: [Insert]  |   |
|   | Signature: [Insert]  |   |
|   | Date: [Insert]   |   |

### FORM C: QUALIFICATION FORM

(To be completed by each member separately in case of joint venture /consortium/association)

**Legal name of Bidder:** [Insert] **Date:** [Insert]

**RFP Number:** [Insert]

#### 1. Historical contract non-performance

1.1. Contract non-performance did not occur for the last 3 years:  Yes  No

1.2. Contract(s) not performed for the last 3 years:

| Year     | Non- performed portion of contract | Contract identification   | Total contract amount (current value in USD) |
|----------|------------------------------------|---|--|
| [Insert] | [Insert]                           | Name of Client:<br>Address of Client:<br>Reason(s) for non-performance: | [Insert]                                     |

#### 2. Litigation history

2.1. No litigation history for the last 3 years:  Yes  No

2.2. Litigation History as indicated below

| Year of dispute | Amount in dispute (in USD) | Contract identification   | Total contract amount (current value in USD) |
|-----------------|----------------------------|---|--|
| [Insert]        | [Insert]                   | Name of Client:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>Party awarded if resolved: | [Insert]                                     |

#### 3. Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years. List only those assignments for which the bidder was legally contracted or sub-contracted by the client as a company or was one of the consortium/JV. Assignments completed by the bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder's partners or sub-contractors but can be claimed by the experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the ISA.

| Project name & country of assignment | Client & reference contact details | Contract value | Period of activity and status | Types of activities undertaken |
|--------------------------------------|------------------------------------|----------------|-------------------------------|--------------------------------|
| [Insert]                             | [Insert]                           | [Insert]       | [Insert]                      | [Insert]                       |
| [Insert]                             | [Insert]                           | [Insert]       | [Insert]                      | [Insert]                       |

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**4. Financial Standing**

|                                      |      |     |
|--------------------------------------|------|-----|
| Annual turnover for the last 3 years | Year | INR |
|                                      | Year | INR |
|                                      | Year | INR |

Latest credit rating (if any), indicate the source

| Financial Information<br>(in INR) | Historic information for the last 3 (three) years |          |          |
|-----------------------------------|---|----------|----------|
|                                   | Year 1  | Year 2   | Year 3   |
| Information from balance sheet    |   |          |          |
| Total Assets (TA)                 | [Insert]  | [Insert] | [Insert] |
| Total Liabilities (TL)            | [Insert]  | [Insert] | [Insert] |
| Current Assets (CA)               | [Insert]  | [Insert] | [Insert] |
| Current Liabilities (CL)          | [Insert]  | [Insert] | [Insert] |
| Information from income statement |   |          |          |
| Total / Gross Revenue (TR)        | [Insert]  | [Insert] | [Insert] |
| Profits Before Taxes (PBT)        | [Insert]  | [Insert] | [Insert] |
| Net Profit                        | [Insert]  | [Insert] | [Insert] |
| Current Ratio                     | [Insert]  | [Insert] | [Insert] |

- 5. Attachments:** copies of the audited financial statements (balance sheets, including all related notes and income statements) for the years required above complying with the following condition:
- 5.1. Must reflect the financial situation of the bidder or party to a JV/ consortium/ association and not sister or parent companies;
  - 5.2. Historic financial statements must be audited by a certified public accountant;
  - 5.3. Historic financial statements must correspond to accounting periods already completed and audited.
  - 5.4. No statements for partial periods shall be accepted.

**FORM D: TECHNICAL PROPOSAL SUBMISSION FORM**

**Name of bidder:** [Insert]

**Date:** [Insert]

**RFP Number and title:** [Insert]

We, the undersigned, offer to provide the services for **[Insert Title of services]** in accordance with your Request for Proposal No. **[Insert RFP Number]** and our proposal. We are hereby submitting our proposal, which includes this technical proposal and our financial proposal under a separate password protected file.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/consortium/association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4 of Section II;
4. do not employ, or anticipate employing, any person(s) who is, or has been an ISA staff member within the last year.
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the ISA or any party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ISA.

We embrace and adhere the principles of the ISA Supplier Code of Conduct. We declare that all the information and statements made in this proposal are true. We accept that any misinterpretation or misrepresentation in this proposal may lead to our disqualification and/or sanctioning by the ISA.

We offer to provide services in conformity with the RFP, including the ISA General Conditions of Contract and in accordance with the Terms of Reference of this RFP. Our proposal shall be valid and remain binding upon us for the period of time specified in the BDS. We understand and recognize that the ISA is not bound to accept any proposal you receive.

I, the undersigned, certify that I am duly authorized by **[Insert Name of Bidder]** to sign this proposal and bind it should ISA accept this proposal.

**Name and designation:** [Insert]

**Date:** [Insert]

**Signature with official stamp of the bidder:** [Insert]

## FORM E: FORMAT OF TECHNICAL PROPOSAL

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section IV. The below sections correspond to the sample criteria included in this template RFP in Section IV.

**Legal name of bidder:** [Insert]

**Date:** [Insert]

**RFP Number:** [Insert]

The bidder’s technical proposal should be organized to follow this format. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

|   |  |
|---|--|
| A | Profile and track record of the bidder – extent of presence in the and internationally, number of active members, extent of activities in RE sector  |
| B | Large scale events organized and coordinated in last three years- international events, size of events in terms of budget, participants, participation level (Head of State, Ministerial, Secretary Level etc) |
| C | Quality and competence of dedicated manpower for the event   |
| D | Presentation on how the bidder will undertake the Sixth Session of the ISA Assembly assignment as a unique global event  |
| E | Any other significant information, which add to the credentials of the organization in performing the task under consideration.  |



**FORM F: FINANCIAL PROPOSAL SUBMISSION FORM**

**Legal name of bidder:** [Insert]

**Date:** [Insert]

**RFP Number:** [Insert]

We, the undersigned, offer to provide the services for **[Insert Title of services]** in accordance with your Request for Proposal No. **[Insert RFP Number]** and our proposal. We are hereby submitting our financial proposal as a password protected digital file.

Our attached financial proposal is for the sum of **[Insert amount in words and figures]**.

Our proposal shall be valid and remain binding upon us for the period of time specified in the BDS. We understand that the ISA is not bound to accept any proposal received.

|                      |          |
|----------------------|----------|
| Name and designation | [Insert] |
|----------------------|----------|

|      |          |
|------|----------|
| Date | [Insert] |
|------|----------|

|  |          |
|--|----------|
| Signature<br>[with official stamp of the bidder) | [Insert] |
|--|----------|

## FORM G: FINANCIAL PROPOSAL FORM

**Legal name of bidder:** [Insert]

**Date:** [Insert]

**RFP Number:** [Insert]

The bidder is required to prepare the financial proposal following the below format and submit it as a password protected digital file separate from the technical proposal as indicated in the Instruction to Bidders. Any financial information provided in the technical proposal shall lead to the bidder's disqualification.

The financial proposal should align with the requirements in the Terms of Reference and the Bidder's technical proposal.

**1. Summary of overall prices:** The quotation on the fee to be charged for carrying out the tasks for organizing the Sixth Session of the ISA Assembly is as follows:

1.1. **Percentage of total expenditure to be given to the selected bidder:** [insert] (in Percentage)

**2.** An approximate estimation for the cost of activities for the event is given below and shall be considered only as per actuals on submission of final bills to the ISA.

**Currency of the Quotation: Indian Rupees**

| Item No | Description  | Total price |
|---------|--|-------------|
| 1       | Cost of Venue Related Activities (All Events including cultural evenings/AV etc) |             |
| 2       | Cost of Logistics (Vehicles)   |             |
| 3       | IT & Infrastructure  |             |
| 4       | Social / Digital Media   |             |
| 5       | Development of Collaterals   |             |
| 6       | Others   |             |
|         | Management fee   |             |

**Name of bidder**

**Name of authorized signatory**

**Date**

**Place**

**Official seal of the bidder**