

Profile:

Government of Kerala have decided to constitute a Loka Kerala Sabha, as a body which would discuss matters with the intention to develop relations and strengthen bonds between the Keralite's working outside the State and those living within and work towards promoting unique culture and heritage of Kerala among the expatriate population. Loka Kerala Sabha would also discuss matters of relevance to Non Resident Keralites including issues relating to safe emigration, identification of new labor markets, areas where expertise and experience of expatriates can be utilized effectively with in the state and promotion of malayalam language.

Meeting of Loka Kerala Sabha is scheduled to take place on 12-13 January 2018. Loka kerala Sabha would comprise of all MLAs and MPs from Kerala and equal number of representatives from Non Resident Keralites, both living within India as well as outside. Norka Roots has been entrusted with organisation and conduct of Loka Kerala Sabha.

Conduct of an important event of this magnitude requires detailed planning and organisation. There is a need for informing Non Resident Keralites community spread throughout the world about objectives of Loka Kerala Sabha and the papers that would be discussed therein so that Non Resident Keralites world over could contribute to the deliberations. The actual conduct of Loka Kerala Sabha would require logistical and organizational planning to ensure that delegates are not put to any difficulties and the event takes place as scheduled.

Programme schedule:

11 Jan 2018	Arrival of delegates	Pick up by Hotel; Registration at hotel
12 Jan 2018 10.30 am- 12.30 pm 2 pm to 3.30 pm 4 pm to 7 pm	Inaugural session Presentation of Paper for Discussion Breakout sessions	Main Hall, Legislative Complex Main Hall, Legislative Complex Committee Rooms, Legislative Complex
13 Jan 2018 10.30 am to 1 pm 2.30 pm to 3.30 pm 5.30 pm to 8.30 pm	Presentation of discussions at Breakout sessions Concluding session and announcement of Declaration Public function to announce Declaration and musical programme	Main Hall, Legislative Complex Main Hall, Legislative Complex Nishagandhi Auditorium
14 Jan 2018	Return of delegates	Airport drop by Hotel

NORKA ROOTS

Request for Proposal(RFP)

for

**selection of an agency
for conducting Loka Kerala Sabha**

1. Introduction

NORKA ROOTS, set up in 2002, is the field agency of NORKA Department. It acts as a nodal agency for all matters relating to the Non-Resident Keralite's and the mission is to establish a robust and vibrant institutional framework to facilitate and support Government of Kerala in addressing the NRK's grievances, safeguarding their rights, rehabilitating the return emigrants, enabling them to invest in and benefit from the opportunities in Kerala.

2. Objectives

- Ensuring safe migration, facilitating/ securing gainful and legal employment abroad.
- Facilitating rehabilitation and reintegration of return emigrants.
- Conducting skill up gradation programs for emigrants/prospective emigrants.
- Extending financial assistance to needy and sick return emigrants.
- Providing capital subsidies to business venture of return emigrants.
- Promoting philanthropic activities.
- Creating database of emigrants.
- Initiating appropriate interventions in policy matters regarding emigration, protection of migrant rights etc.
- Conducting economic/ social engagements/ NRK meets.

3. Plan of Action

NORKA ROOTS intend to entrust the work of conducting Loka Kerala Sabha, which in turn is to discuss about the problems and difficulties faced by Non-Resident Keralite's. The purpose of Loka Kerala Sabha is to discuss about problems and difficulties faced by Non Resident Keralites and find means for redressing them. Loka Kerala Sabha is a two day convention being organized at Thiruvananthapuram in which nearly 350 people will participate. The participants include all members of the Kerala Legislative Assembly, invited Non Resident Keralites and other dignitaries. The convention involves presentations, speeches, group discussions and similar activities.

4. Pre- Qualification Criteria :

1. Essential

- i) The firm/Agency should be a registered entity. Copies of certificate of incorporation /registration, PAN Card and Service Tax registration should be submitted.

ii) The firm/ Agency should be in operation for a minimum of five years as on 1st April 2017. A CA certificate to this effect to be submitted.

iii) The firm/ Agency must have a cumulative annual turnover of Rs.-----During the last three financial years. A CA certificate to this effect should be submitted.

iv) The firm/ Agency should have experience in handling the work explained above for minimum two state/ Central Government organisation /International / UN organisations / Private organisations.

v) The firm/ Agency should not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies / ministries or PSUs and should not have been black listed at the times of submission of bid. (An undertaking to this effect , as per format at Annexure-I to be submitted by the firm / Agency on the agency's letter head, duly stamped and signed by the authorised representative of the agency.)

vi).The firm/ Agency should have a full-fledged establishment within Kerala and office with a dedicated team in Thiruvananthapuram. In case, the agency, presently has no office in Thiruvananthapuram, it must provide a dedicated team based in Thiruvananthapuram to service the account of the NORKA ROOTS within 30 days from the date of contract.

5. Scope of work

1. To provide all supportive facilities at the venue such as backdrop, stage and other decoration, public address system, public display systems and other miscellaneous aspects connected with the meeting.
2. To provide services of adequate number of personnel for coordinating and compeering entire activities related to the event.
3. To provide all supportive services for the delegates at the venue.
4. Uninterrupted power supply shall be ensured. If needed, services of electrician, plumber etc shall be provided at the venue.

6. Guidelines for Submission of RFP

Request for proposal should be submitted in two separate packets put into one large packet, which should consist of technical and financial proposals. The two inner packets (packet 1 and packet 2) should be clearly super scribed as:

- a. Packet 1- Technical proposal for the selection of an agency.
- b. Packet 2 -Financial proposal for the selection of an agency.

Each of the above two packets should also mention the name, address and contact details (Telephone Nos., Fax & E-mail ID) of the company. Both packets should properly sealed and put in to a large packet, super scribed “Technical and Financial Proposal for the selection of an agency and should be addressed to Chief Executive Officer, NORKA ROOTS, Norka Centre, Thycaud, Thiruvananthapuram695014. The large outer packet should be sealed and should bear the name, address and contact details of the firm. The last date for submission is 15th October, 2017.

The Technical Proposal must include the following documents:

1. Certificate of Registration or Incorporation, copy of PAN Card and Service Tax Registration Certificate of the Firm/Agency.
2. Certificate of Chartered Accountant for having cumulative annual turnover of Rs. ----- during the last three financial years 2014-15, 2015-16 and 2016-17. Submit CA certificate for turnover in the last three financial years.
3. A brief profile and track record of the firm/agency, outlining total experience and recent experience in undertaking assignments of similar nature.
4. Testimonials or supporting documents for all claims made in technical bid.
5. Earnest Money Deposit (EMD)/Bid Security in the form of Demand Draft for Rs.1,500/- from a reputed Bank. The Demand Draft must be valid for a period of three months.

7. Relaxation

Various relaxations to government institutions, PSUs and micro, small and medium enterprises within the state under Store Purchase Manual of Government of Kerala for procurement regarding EMD, price, reference, performance guarantee etc will be applicable.

8. Pre-Bid Meeting

All prospective Bidders, requiring clarification on the RFP shall notify the tenderor at e-mail (email id)by (date and time). A Pre-bid Meeting would be held on (date) in the (place) to clarify queries, if any, regarding the RFP. All queries would be addressed only during the pre-bid meeting. Interested agencies may attend the pre-bid meeting on the said date. A record of discussion held during the pre-bid meeting along with the corrigendum, if any, would be posted on the website of the tenderor.

9. Selection procedure

The Bidder shall submit the Bid in two separate envelopes as below :-

Envelope I : Technical Bid

Envelope II: Financial Bid

The Technical & Financial Bid shall be sealed in separate envelopes (Envelope I & II) and the sealed Technical & Financial Bid envelopes (Envelope I & II) shall be put in an outer envelope and sealed. The envelopes shall be marked as follow:-

Example: Outer Envelop: Bids for the **“Selection of agency for event management for Loka Kerala Sabha”**

Envelope I: **Technical Bid**

Technical Bid for the **“Selection of agency for event management for Loka Kerala Sabha”**

The Envelope I marked as 'technical Bid' shall contain the following:

- i) Earnest Money Deposit in a separate sealed envelope marked “EMD’.,
- ii) Bid Document duly filled up with the copies of documents listed in the Bid Document.

Envelope II :**Financial Bid**

The Bidder shall submit its Financial Bid in the formats specified, and seal it in Envelope II and mark it as suitably.

Example: Financial Bid for **Selection of agency for event management for Loka Kerala Sabha"**

(a) The two inner envelopes (Envelopes I & II) marked as 'Technical Bid' and 'Financial Bid' shall be enclosed in an outer envelope and sealed. The inner and outer envelopes shall: Bear the following identification: Technical and Financial Bid, as the case may be,

(b) Indicate name and address of the Bidder. .

(c) The bid should be addressed to Chief Executive Officer, NORKA ROOTS, Norka Centre, Thycaud, Thiruvananthapuram 695 014.

If the envelope is not sealed and marked as above, the Authority will assume no responsibility for the misplacement or premature opening of the Bid.

10. Contract / Work Order

On selection of the agency and acceptance of financial quote submitted by the selected agency, a Letter of Intent (LOI) would be issued to the agency. The agency should submit a letter of acceptance within ten days from the date of receipt of LOI.

11. Submission of Performance Guarantee

The selected agency has to submit Performance Guarantee in the form of Bank Guarantee from a scheduled bank for 5% of the total contract value. The said guarantee should be valid 60 days after the date of completion of the entire Project. In case of any deficiency and unsatisfactory performance by the consultant, the Performance Guarantee would be invoked and the payment due to the agency would be withheld. Exemptions can be granted only in accordance with government guidelines.

12. Terms of Payment

1. 25% of the total estimate would be given 15 days ahead of the event, 25% will be released 2 days before the event and remain 15% will be release of satisfactory completion of the event.

2. After completion of the due procedures, payment will be made by electronic transfer of funds to the bank account of the agency concerned in Indian Rupees.

3. Taxes as applicable at the time of the billing will be paid on actual.

4. For facilitating Electronic Transfer of funds, the selected agency will be required to indicate the name of the Bank & Branch, Account Number, ISFC Code and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the agency.

13. Arbitration

In event of any dispute or difference between the tenderor and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration.

Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the tenderor and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

14. Jurisdiction

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and are in force for the time being are applicable to this contract tender. Jurisdiction of any dispute that may arise from the said agreement will be the Court of Laws in Thiruvananthapuram.

15. Additional Information to the Bidders

1. Period of validity of the Tender is 90 days from the closing date of the proposals.

2. The **tenderor** reserves the right to reject or accept any or all the bids in part or full without assigning any reason whatsoever.

3. The bids should be clear in all respects. Incomplete, conditional, erroneous and bids will be rejected outright.

4. The **tenderor** reserves the right to place an order for the full or part quantities under any items of work under scope of work.

5. Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

6. The **tenderor** reserves its right not to accept bids from agencies resorting to unethical practices.

7. Any amendments / corrigendum to the RFP document would be uploaded on the official website of the **tenderor**.

8. Proprietorship / copyright of Images, videos and any other contents used for development of the website by the agency, would rest solely with the **tenderor** unless the materials are acquired on one time use basis.

9. The agency would indemnify tenderor against any claim of copyright violation / plagiarism, etc.

10. The **tenderor** prefers to select single agency which can provide all the services listed, provided such agency should have sufficient experience and expertise in all the areas of works for which the bid is invited.

11. The bidders should have all the facilities to execute the works listed and subcontracting to third parties will not be allowed. If the bidder wishes to avail the services of any of its subsidiaries, sister concerns or group companies, name and address of that institution with details of the bidder's interest in that firm should be submitted in Prequalification bid as well as final bid document.

Interested agencies may submit bids as per the requirements stipulated in this document latest by (date). The bid should be addressed to the (address)

Annexure -I

Declaration of ineligibility for corrupt or fraudulent practices

(To be provided on „Company letter head)

Subject :-Declaration of ineligibility for corrupt or fraudulent practices.

Madam / Sir,

This has reference to the tenderor RFP No.....datedfor selection of agency for event management of Loka Kerala Sabha of NORKA ROOTS.

In this context, I/We, as an authorized representative(s) of company, declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:

Authorised Signatory:.....

Name:

Seal:

Date: