



XXXVII SCAR Biennial Meetings and Open Science Conference

SCAR 2022

19-28 August 2022

Request for

Expression of Interest (EOI)

For Hiring of

Professional Conference Organizer (PCO)

For organizing the

XXXVII SCAR Biennial Meetings and Open Science Conference in

Hyderabad, India

DISCLAIMER

THIS REQUEST FOR PROPOSAL IS NOT AN OFFER BY THE SCAR 2022, BUT AN INVITATION TO RECEIVE RESPONSE FROM ELIGIBLE INTERESTED BIDDERS FOR SELECTION OF MULTI-MEDIA AGENCY. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE RFP PROCESS UNLESS AND UNTIL A FORMAL CONTRACT IS SIGNED AND EXECUTED BY THE SCAR 2022 WITH THE BIDDER. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.

CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE XXXVII SCAR BIENNIAL MEETINGS AND OPEN SCIENCE CONFERENCE – SCAR 2022 IN HYDERABAD IN 2022

NCPOR invites the Expression of Interest (EOI) from qualified and experienced PCOs for organizing XXXVII SCAR Biennial Meetings and Open Science Conference (henceforth SCAR 2022) in the year 2022 to be held in Hyderabad.

Interested parties meeting the eligibility criteria laid down in the notice should submit their EOI with required documents and information by 3:00 pm of 21 May 2021

at the following address by the above deadline:

Director, NCPOR
National Centre for Polar and Ocean Research
Headland Sada
Goa – 403804

Superscribing Envelope with ‘Expression of Interest for SCAR 2022’

GENERAL TERMS

1. **OBJECTIVE OF THE EXPRESSION OF INTEREST:** To engage a PCO to organize the XXXVII SCAR Biennial Meetings and Open Science Conference and associated meetings in Hyderabad during August 19-28, 2022.

2. CALENDAR OF EVENTS

The following table enlists important timelines for the EOI process:

Sl. No.	Milestones	Date and Time
1.	Advertisement of Expression of Interest (EOI)	30-04-2021
2.	Last Date of submitting EOI response	21-05-2021
3.	Opening of EOI responses	24-05-2021
4.	Issuance of RFP	Within 30 days from the date of announcement of eligible PCOs

3. AVAILABILITY OF THE EOI DOCUMENTS

EOI document will be available at <https://ncpor.res.in> The participants are required to carefully examine the instructions and comply with all the requirements and other details given in the EOI. Failure to furnish complete information as mentioned in the EOI will be at the bidder's risk and can result in the rejection of the proposal.

4. DEADLINE FOR SUBMISSION OF PROPOSAL

As specified in the calendar of events at para 2.

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF PROFESSIONAL CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE XXXVII SCAR BIENNIAL MEETINGS AND OPEN SCIENCE CONFERENCE IN HYDERABAD IN 2022

Expression of Interest (EOI) is invited from eligible and interested parties to organize the XXXVII SCAR Biennial Meetings and Open Science Conference in Hyderabad in 2022.

Brief outline about Scientific Committee on Antarctic Research (SCAR) and India hosting the XXXVII SCAR Biennial Meetings and Open Science Conference in Hyderabad in 2022.

(The information is provided for the Benefit of the Bidder who is required to organize the event)

The XXXVII SCAR Biennial Meetings and Open Science Conference (OSC)– SCAR 2022 will be hosted by India in Hyderabad between 19 and 28 August 2022. India, as the host country, has assumed the overall responsibility of organizing this event. India had bid for organizing this prestigious scientific conference during the XXXV SCAR Biennial Meetings and Open Science Conference held at Davos, Switzerland, in the year 2018 and won it with the overwhelming support of the global Antarctic research community. The SCAR Delegate meeting and OSC are held under the scientific sponsorship of the Scientific Committee on Antarctic Research (SCAR). The SCAR conferences and meetings are organized as per the SCAR statutes, and their progress is monitored by the International Scientific Organizing Committee (ISOC).

SCAR Meetings and Conferences are considered as one of the largest occurring biannual conferences for the Antarctic research community in the World. In recent years, SCAR Meetings & Conferences have attracted 1000+ participants from around the globe representing 50 + countries. Also organized along with SCAR is a major exhibition that attracts leading global companies associated with extreme temperature instruments, snow/ice vehicles, environment management and infrastructure development industries.

India, on winning the bid, has started preparing for the event in the right earnest and has established a SCAR Organizing Committee at National Center for Polar and Ocean Research, Goa. The preparatory activities for the SCAR 2022 have been undertaken by the Local Organizing Committee (LoC) under the overall patronage of the Secretary, MoES. As required by the statutes of 'SCAR 2022', an organizing committee is being incorporated.

The SCAR 2022 is being organized under the patronage of the Government of India with funding from the Ministry of Earth Sciences. The National Center for Polar and Ocean Research, an institute under the aegis of the Ministry of Earth Sciences (New Delhi) is the Nodal agency/institute for organizing this conference.

The SCAR 2022 is expected to be a huge event with the participation of 900 + delegates.

It will have about 40 Science themes with more than 200 subthemes/symposia covering almost the entire gamut of Antarctic Research. The meeting and conference will be run through a series of plenary sessions, public lectures and keynote addresses and is expected to have about 10-12 parallel sessions.

Some of the tentative activities for SCAR 2022 are as under:

First Circular release/ symposia proposal activated
Symposia Proposal Close
Opening of Abstract Submission
"Super Early Bird Registration" opens
"Super Early Bird Registration" closes
2nd circular
Formal notifications to the authors on their abstracts
Early Career Scientist (ECS) application closes
Successful ECS applicants to be notified
Accommodation bookings close
Presenter's registration deadline
Standard registrations open and "Early bird" registrations close
Final Circular release
Onsite-registration

A conference of the magnitude of SCAR 2022 requires to be systematically developed through series of activities. A PCO is to be engaged for this purpose for project management. The major activities that are to be undertaken, but not restricted to, are given under the Terms of Reference.

SCAR 2022 is planned to be held in an in-person meeting in August 2022, but due to the COVID situation, it may happen that we may need to conduct the conference and associated meetings either online or Hybrid mode. Hence, those who have experienced in organizing Hybrid mode and an in-person meeting are preferred.

Section-I

TERMS OF REFERENCE

1.1. Scope of work

The PCO should offer complete end-to-end organizing and management services in consultation with the Organizing Committee(s) of the said event. The SCAR 2022 will run over 10 days commencing on 19-August to 28-August, 2022. However, the SCAR-related activities prior to during and after the SCAR 2022 are likely to spread over few weeks. The preparatory/run up activities and activities pertaining to the main event requires involvement of the PCO on turnkey basis.

A. Basic objectives

- I. High attendance:** The PCO should enhance the promotion of the SCAR 2022 ensuring the best possible attendance levels. We are looking at a participation of 900+ delegates with the minimum attendance of 600.
- II. Positive Financial Outcome:** The PCO should plan and advice using proven budgeting strategies combined with careful analysis of costs and revenue potential.
- III. Attractive Packaging:** The PCO should package the entire event innovatively so as to create an element of exclusiveness and give a wholesome experience to the delegates. Innovative IT integration of event activities also needs to be ensured.
The Conference could be held as a Hybrid Conference (In person + Online mode)
- IV. Landmark Social Events:** The PCO should design social events with creative flair and imagination that could leave a lasting impression of “Brand India” on the minds of the attendees. Atmanirbhar Bharat has to be of paramount importance. It will be fitting to celebrate as India celebrates its 75th year of Independence.
- V. Top Class Presentation:** Every aspect of the SCAR 2022, from brochures and website to audio-visual material and stage sets, should project professionalism and reflect innovation, IT integration and follow best international practices.

B. Project Management: The PCO has to attend to the following activities:

- I. Preparation of the Critical Path Plan of the Project detailing**
 - Milestones and timelines (opening and closing dates for submission, registration and related/other activities viz. publication dates etc.)
 - Promotional opportunities
 - The Project plan to be dynamic and accommodative, and regularly reviewed
 - Agenda/action statement & Official records/report for various meetings/workshops etc. to be
- II. Conference Design:** Since the participation in the event depends directly upon the SCAR 2022. Design and the overall packaging of the event, it is desired that the appointed PCO carries out exhaustive research/groundwork on the designs of previous Congresses and ensures that the best possible packages are offered to the delegates. The PCO shall work in close consultation with the concerned organizing committees to create an event that comprehensively fulfills the requirements of the SCAR to the fullest satisfaction of the delegates facilitating maximum attendance. The bidders are, therefore, required to submit multiple conference Designs in their EOI.
- III. The PROGRAM – Abstracts/Papers and Speaker management suited for a multidisciplinary scientific conference:**
 - Complete Program Planning and Strategy
 - Call for Technical Sessions/Session Chairs etc.
 - Call for papers/abstracts/submission and distribution of same in hard and electronic copy, if required

- Management of Abstracts comprising multi-stage submission process, generation of fully customized reports (summary of abstracts submission viz., categorization of abstracts country wise, theme-wise, session wise etc.), access and downloading of reports by committees, assignment of abstracts to program sessions, and multilingual interface possibility.
- Generation of Electronic posters/displays, if required
- Collection, slotting and management of audio-visual presentations
- Abstract/Paper collection from speakers, printing, uploading to website etc.
- Publication of presenters' abstracts, papers and presentations
- Management of Poster presentations
- Presenter cancellation policy
- Onsite session stage management
- Post-event program management
- The PCO needs to ensure maximum outreach of the conference while the session is in progress, for the benefit of Academics and Researchers

IV. Financial and Legal:

- Preparation of Budget and continuous review of Expenditure - Revenue
- Delegate payments - Payment gateway/Credit cards/Bank Accounts/ Mobile Payments/ e-wallets etc.
- Agreement with the Payment Gateway Provider
- Agreement with the Foreign Exchange Agents/Banks for foreign currency exchange to INR.
- Generation of Daily Transaction reports of the payments
- Taxation and other Government compliance
- Banking
- Insurance of the Congress
- Intellectual Property Rights
- Ministry clearance approval/ letters for funding support.
- Audit at the conclusion of the conference
- PCO team members should have experience in organizing destination promotions at international conferences. Team members should also have experience of organizing at least 10 National and International events and a destination promotion event at an international conference.

VI. Congress Management Software integrated with Congress website

(a) Registrations Management System

- Delegate services (processing of registrations with state-of-the-art software)
- Registration Setup (creation of codes, registration fees for all registration types, linking these to various events and packages etc.)

- Online Services (registration, optional events, accommodation etc.)
- Onsite Registration Solutions
- Generation of Customized reports
- Mapping of Abstracts & Registration of Participants
- Generation & Management of Reports
- Data Integrity

(b) Website

- Integrating the existing website with Conference Management Software/Designing & Restructuring of the website of the SCAR 2022.
- Development of website content
- Providing Hosting Environment/ Platform
- Updating & Maintenance of the Website (including onsite support at least twice a week & training; and Development of Promotional Friendly Content)
- Creation of Customized Forms (inviting field trips, symposia proposal including review module etc.)
- Creation of additional webpages as per requirement from time to time
- E-Marketing
- SSL Certification
- Payment Gateway Integration which supports National & international Credit/Debit Cards, Wire Transfer, Demand Drafts, and also Mobile Wallets.
- Live WebCast Streaming of the Conference /WebEx Session
- Development of Mobile Apps
- Social Media Friendly Solutions
- Attendance Management System
- Abstract Submission System
- Peer Review Abstract Screening & Rating System
- Files Sharing Facilities
- Generation of various reporting facilities
- SMS Gateway Integrations & Alerts Facility
- E-mail Server and Management System
- Document Management System
- Travel & Itinerary Management Facility

VII. Congress On-site Management and Secretariat Services

PCO should use global software for handling online registrations, abstract submissions and financial transactions. PCO must mention the software they would be using to handle the conference.

- Setting up Reception and Registration desk for registration of the delegates
- Providing Delegate Material (Conference satchels, promotional items, gifts, presentation materials etc.)
- Filling of Delegate bags and distribution of Conference kit

- Name Badges & Satchels
- Bar Coding & Self Registration
- Attendance Management System
- Setting up Desks for enquiries, travel, speakers
- Delegates/ Participant Swipe Cards (RF ID card)
- Providing Floor Managers for the Hall and Stage Management
- Office equipment like computer/printer and photocopier at the venue and office room etc. (Optional)
- Help Desk equipped with laptop (facility of the internet), printer and operators for handling Onsite Registration queries relating to the conference facilities.
- Media center
- Internet kiosks
- Onsite registration
- Payment Counters with credit card swipe machines for spot payment.(Optional)
- Logistic support to the delegates
- Setting up of welcome boards, signage, backdrops, programme boards for each session, venue plan boards.
- Ongoing Delegate Communication (at site and Airport etc.)
- Security Coordination

VIII. Marketing and Promotion

- **International and domestic Marketing:** Attracting Delegates; Marketing Collateral (creation, production etc.); Corporate Look and Feel for the Congress; Website Development
- Management of Social Media, Industry Media & Mainstream media
- Designing, printing etc. of Brochures and promotional material and all collaterals
- Publications - Program handbook, abstract and proceeding volume etc
- Circulars
- Conference suppliers (satchels, name badges, stationery, signage, pens, merchandise, freight, charter coaches, hire companies, speaker gifts etc.)
- Gifts to presenters, achievers etc.
- Media Campaign / public relation
- Videography & photography
- E-Marketing (building of an effective electronic (email) database for the Congress; Registration of potential delegates, sponsors, exhibitors etc. on the website

VIII. Venue Management

- Preparation of Venue Specifications (precise layout of stages and seating plans for every room/venue, space planning, the arrangement of special equipment, lighting, production and speaker requirements etc.)
- Audio Visual planning, arrangement and management
- Catering (selection of individual courses, preparation of lists of F&B, scheduling of service time to compliment other function activities and management of all catering suppliers

etc)

- Session briefing / Speaker background information/instructions to Session Chairs etc
- Speakers' Green Room

IX. Accommodation

- Arrangement with hotels, guest houses, homestays, service apartments etc.

X. Transportation

- Complete Transportation Planning for the entire event and reservation of required number of coaches/cars for airport transfers, shuttle services, social functions, accompanying persons program
- Arrangement of transport from hotel to venue and back - Preparation of daily coach movement schedule for shuttle services between hotel to venue and back and display of the same at all facilitation counters located in the hotels/airports/ railway stations.
- Allotment of coaches hotel-wise as per the number of delegates staying at each hotel.
- Setting up 24 hour reception & transfer desk at the airport
- Reception of delegates two days before and the first day of the Conference at airport/railway stations.
- Liaison with the traffic police for parking permissions and regulating the traffic.
- Arrangement of transport for attending social functions for all delegates staying at various hotels.
- Planning, execution, and coordination of full-day and half-day trips in and around the city
- Provisioning of discounted airfares
- Provisioning of metro travel cards etc

XI. Exhibition/Sponsorship

- Identifying opportunities
- Exhibition Structure and Services
- Exhibition Design
- Contracts and Guides for exhibitors and sponsors
- Exhibition Space Planning and Sale
- Website and Links of sponsor sites
- Advertising Sales
- Management and facilitation of Freight services nationally and internationally
- Exhibition event Staff
- Onsite support to Sponsors and Exhibitors
- Preparation of Move-in Schedule and support services
- Freight inwards planning and supervision
- Exhibition Build supervision
- Signage and Banners design and production

- Security and Staffing
- Sponsor Fulfilment
- Freight outwards planning and supervision
- Post-event needs
- Delegates Lists
- Thanks giving to Exhibitors and Sponsors and Future Promotion
- Post Event Report

XII. Social Functions and Tour services

- Events to Enhance the Meeting and Open Science Conference
- Pre-event Specifications and Objectives (Listing of all social events and tours – both included in the program and optional)
- Function Concept
- Venue Selection
- Theme Design and Production
- Entertainment Planning and execution
- Theme Design and Production
- RSVP'S Ticket Issue and Sale
- Onsite planning, support and supervision (Before the Guests Arrive, At theDoor, During the function)
- Congress Theme dinner
- Post – Function services
- Equipment Removal
- Account Review
- Tour Itineraries & Transport
- Special Tour Services
- Correspondence

XIII. Miscellaneous

- Work Station / Business
- Consumables
- Traffic Management
- Diplomacy
- Medical Facilities
- Coordination of all side events
- Sim (Mobile connectivity) card desk
- Lost & found desk
- Interpretation & headsets possibility
- Waste disposal

- Carbon neutral event
- Quality Assurance
- Post-event Report
- Business Meetings- planning, scheduling and execution
- Development and Maintenance of IT
- Visa Facilitation
- Design & Printing all promotional material
- Field trip planning, development, budgeting and coordination - accommodation, food, transport, medical facilities, security, etc. within India and the Co-host countries.
- Volunteer training
- Designing of awards, mementos, souvenirs, trophies, etc.
- Organization of specialized training

XIV. Run up activity

Promotion of SCAR 2022 in International & National Geoscientific Events (1 National and 1 international program) can be a possibility.

XV. Secretarial support

Provide two (02) staff members on fulltime basis as secretarial support for works related to website designing, data entry, etc. from the time the PCO is selected till atleast 30 days after the conclusion of the open science conference.

THE ABOVE-MENTIONED ACTIVITIES ARE NOT EXHAUSTIVE. DEPENDING UPON CIRCUMSTANCES ADDITION(S)/MODIFICATION(S) ARE EXPECTED TO BE DELIVERED BY THE SELECTED PCO.

Section-II

EOI EVALUATION PROCEDURE

EOI proposals are invited from parties meeting the following eligibility criteria:

PCOs intending to respond should meet the following criteria to be eligible to submit a proposal (RFP):

- Should be registered as a PCO with the Indian Convention & Promotion Bureau
- Should be registered under GST, copy of valid registration certificate to be enclosed.
- Should be an Income Tax Assessee for the last three years. IT certificate with PAN/TAN card details to this effect should be enclosed
- Should have an average turnover of Rs. 5 crores over the past three years (excluding the year 2020-21 three years shall include 2017-18, 2018-19 & 2019-20). Audited balance sheet, Profit & Loss Accounts statement of PCO to be provided.

- v. Should have experience of having organized destination promotion at the International Conferences during last 5 years (excluding 2020-21) and have the experience of organizing at least 10 National and International events, and a destination promotion event at an International conference (documentary proofs to be provided).
- vi. Should have international accreditation, copy of such document to be provided
- vii. Should be working on a globally used software platform to manage online registrations, abstract submissions and financial transactions; to specify the conference management software to be used with justification
- viii. Should have infrastructure/office premises including in Hyderabad/in and around Hyderabad (copy of document to support the same to be provided).
- ix. Should have at least 25 regular staff (details to be provided)
- x. Should not be involved in any financial/legal dispute with the Government of India or its Agencies else the PCO is liable to be disqualified from the entire process at any given point of time.
- xi. Should not be declared blacklisted/debarred/defaulters by Government of India or any Central/State Government entity

2. Joint bids between the same group companies are permitted however the two companies jointly bidding should be a PCO and a travel agency or a JV of two companies. Given the nature of services required for this event, PCO alongwith its partner should have an established ticketing department, transport division, accommodation handling division and a tour division capable of handling bulk requests of these services (local transport, hotel bookings at competitive rates, tours within India, air ticketing etc.). Turnover of PCO and Travel Agency together in the last 3 years must at least be 5 crores excluding 2020-21 (three years shall include 2017-18, 2018-19 & 2019-20).

3. In case of joint bids, a joint bidding agreement is to be submitted along with the EOI document which shall cover the following:

- (i) commitment(s) of the lead member in accordance with the EOI clearly outlining the proposed roles & responsibilities, if any, of each member;
- (ii) include a statement to the effect that all members of the joint bidding shall be liable jointly for all obligations
- (iii) except as provided under the proposed RFP there shall not be any amendment to the joint bidding agreement.

EOI SUBMISSION

PROPOSAL SUBMISSION: The EOI should be submitted in a sealed envelope with covering letter of the firm on its letter head and addressed to: **THE DIRECTOR, SCAR 2022 ORGANIZING COMMITTEE, NATIONAL CENTER FOR POLAR AND OCEAN RESEARCH, HEADLAND-SADA, VASCO-DA-GAMA, GOA 403804** by the specified date and time, superscribing “**EOI PROPOSAL FOR PCO FOR ORGANIZING SCAR 2022 IN INDIA IN 2022**”.

Name of the bidder and contact details/address should also be written on the envelopes.

LATE PROPOSAL: Any EOI received after the deadline for submission shall not be accepted and summarily rejected.

EXPRESSION OF INTEREST PROPOSAL

In order to make it easier, consistent and ensure that each EOI receives full consideration, the following format should be followed while preparing the EOI document.

1. Title page with a title of the EOI, bidder's name and address, contact person and contact details such as telephone (mobile as well as landline), fax no. and email details, neatly and legibly type written on it.
2. An introductory letter addressed to the Director, SCAR Organizing Committee, National Center for Polar and Ocean Research, Headland-Sada, Vasco-da-Gama, Goa 403804 identifying full details of the bidder and signed by the bidder or the person or persons authorized to sign the EOI on behalf of the bidder and the statements made in the EOI
3. Table of contents including page numbers
4. Summary of the key features and highlights of the EOI
5. Experience/Past performance as desired with supporting documents such as copy of order, certificate from client etc. in following format:

S.No	Name & Address of client	Year of Service provided	Inter governmental/ International events, conference at Ministerial/Senior official level, etc	Remarks

6. Details of project team suitability & experience. The bidder should provide a list of personnel proposed to be deployed for the assignment, outlining specifically the qualifications and experience of each person relevant to this project and each member's role and responsibility in the organizing the exhibition.
7. Infrastructure (office establishment) with documentary proof.
8. Turnover of last three years (2019-20, 2019-18, 2017-18) alongwith the relevant copies of audited statement, P&L Account statement.
9. Copy of EPF Registration, GST Registration & PAN card, failing to produce the same will result in rejection of the application.

10. A detailed execution plan must be submitted for the broad scope of work and services i.e. concept & implementation schedule, approach and methodology, which inter alia, should include the following:
 - a) This should reflect the complete knowledge and holistic understanding of the requirements of the assignment and methodology to address the same.
 - b) Detailed description of how planning and implementation of this assignment would be approached and conducted.
 - c) Bidder's specific and detailed expectations including his own role and support expected, if any, (operational & technical) throughout the conference and exhibition.

11. Following undertaking to be enclosed:

Having examined the details, terms and conditions given in Invitation to EOI, I/we hereby submit the relevant information for considering my/our EOI:

- i. I/We accept all the terms and conditions of EOI.
- ii. I/We hereby certify that all the statements made and information supplied in the enclosed documents and accompanying statements are true and correct.
- iii. I/We have furnished all information and details necessary for EOI. My/our EOI is complete in all respects.
- iv. I/We submit all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized representative
Seal of applicant/party/entity

SUMMARY REJECTION

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such party/PCO. Any EOI submitted by an party/PCO, which fails to satisfy the eligibility requirements listed above is liable to be rejected summarily.

OPENING OF EOI

EOIs will be opened by the Evaluation Committee (EC) constituted by NCPOR for the purpose in the presence of bidder's representatives, who choose to attend. An authorized representative of an PCO carrying a copy of the authorization letter submitted along with the EOI shall be entitled to be present at the time of EOI opening. In case of an unscheduled holiday on the opening day of EOI, the next working day will be treated as the scheduled prescribed day of opening of the EOI; the time notified remaining the same.

EVALUATION/SCRUTINY OF EOIs

Evaluation/Scrutiny of EOIs shall be based on:

- (i) Submission of the required documents, information by the party alongwith the EOI.
- (ii) Assessment of the capability of the party based on the past record as stated above.

- (iii) Offered Plan as per 'Broad Scope of Work and Services' outlined above.
- (iv) Completed EOI proposal in all respect.

No grading/marking/ranking shall be awarded to the eligible bidders at the EOI stage.

STAGE SUBSEQUENT TO EOI

RFP (REQUEST FOR PROPOSAL)/TENDER DOCUMENT STAGE: Shortlisted party(ies) (as determined above) will be required to submit the bids vide RFP/Tender Documents under the "Two-Bid System" (Technical and Financial Bids) to RFP/ Tender document. The Bids will be evaluated under Combined Quality cum Cost Based System (CQCCBS). Initially only the technical bids will be evaluated and only those companies which score at least 75% in the technical evaluation will be considered for the opening of financial bid. **Detailed marking scheme shall be made available in the RFP document which shall be issued to the shortlisted party(ies).**

ACCEPTANCE OF EOI AND GENERAL CONDITIONS

- (i) Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as either a commitment or an acknowledgment on the part of NCPOR to proceed further with this EOI. NCPOR reserves the right to annul/terminate the process and reject the EOI at any stage without assigning any reason.
- (ii) NCPOR reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any party.
- (ii) NCPOR shall in no circumstance whatsoever, be held responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by party, in connection with or in consequence of the preparation or delivery of the EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner.
- (iv) The prospective party/PCO should notify NCPOR of any error or discrepancy found in this EOI document. A prospective bidder, by responding to the OC, will be deemed to have accepted the terms and instructions and disclaimer.
- (v) NCPOR may, in its absolute discretion, seek additional information or material from any bidder after the EOI closes and all such information and material provided must be taken to form part of the party/bidder's response.
- (vi) Party/PCO should provide details of their contact person, telephone, email and full address etc. to ensure that replies to EOI could be conveyed promptly.
- (vii) Canvassing in any form shall render the EOI liable to be rejected.

(viii) Party/PCO shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by NCPOR through any addendum (s).

(ix) Subject to any law to the contrary, and to the maximum extent permitted by law, NCPOR, its office bearers, employees and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence omission, default, lack of care or misrepresentation on the part of NCPOR or any of its office bearers, employees or advisers.

(x) Each participant irrevocably and unconditionally accepts and agrees that by submitting an EOI:

(a) It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as NCPOR may, in its sole discretion, require; and

(b) It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI.

(c) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI.

(xi) The decision of NCPOR shall be final while shortlisting the EOI parties/entities/PCOs.

(xii) Disputes or differences arising from this invitation for EOI document or in any manner connected therewith shall be subject to dispute resolution mechanism and the decision of Director NCPOR will be final and binding upon all.

(xiii) All disputes shall be subject to the exclusive jurisdiction of Courts at Goa only.

(xiv) The party/bidder would be fully responsible to follow all statutory compliance including labour laws and NCPOR will not be responsible for any default/violation by the selected PCO.

CORRUPT, FRAUDULENT AND UNETHICAL PRACTICES

NCPOR will reject a proposal for award and may debar the party/bidder for future tenders of NCPOR, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

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

“Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the NCPOR and includes collusive practice among Bidders (prior to or after EOI submission) designed to establish artificial non-competitive levels and to deprive the NCPOR of the benefits of free and open competition.

“Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts etc, will be treated as unethical practice.