



Pimpri Chinchwad Municipal Corporation Pimpri – 411018

An ISO 9001:2008 Certified Organization



Request for Proposal (RFP) for Appointment of Agency / Private Sector Operator for Organizing and Managing Start – Up Event in Pimpri Chinchwad City

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Tender Notice No. DIT/11/2019-20

Price of the RFP document: Rs.15,000/- (Non Refundable)



PIMPRI CHINCHWAD MUNICIPAL CORPORATION, PIMPRI- 411018

Information & Technology Department

Appointment of Agency / Private Sector Operator for Organizing
and Managing Start – Up Event in Pimpri Chinchwad City

Tender Notice No. DIT/11/2019-20

Pimpri Chinchwad Municipal Corporation (PCMC) intends to appoint an Agency / Private Sector Operator for Organizing and Managing Start – Up Event in Pimpri Chinchwad City.

The Successful Bidder will be selected based on the lowest charges payable by PCMC to the bidder after qualifying both Technical and Financial Criterion. More details about the bid submission procedure and the selection methodology are available in the Request for Proposal (RFP) document.

Interested Bidders may download the RFP document from e-procurement system of GoM i.e. www.mahatenders.gov.in from dt. 19/08/2019 to dt.03/09/2019 up to **03.00 PM**

PCMC thereof invites bids from firms having experience as envisaged in the Request for Proposal (RFP) document.

The bidders may contact Chief Info. & Tech. Officer, PCMC on telephone nos. +91 (20) 67331110, 67331120, Fax: +91 (20) 27425600 for any further information/clarifications.

Advt. No. 09
No. I&T/02/WS/127/2019
Date:- 16/08/2019

Sd/-
Commissioner
Pimpri Chinchwad Municipal Corporation
Pimpri - 411018

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DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority/Client or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority/Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority/Client in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority/Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority/Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority/Client is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the management and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority/Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority/Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Section 1. Letter of Invitation

Tender No.:- DIT/11/2019-2020

Date:16/08/2019

1. The Pimpri-Chinchwad Municipal Corporation (PCMC) aims to identify promising ideas to solve selected issues, from solutions submitted by citizens of Pimpri Chinchwad City. To achieve the same objective PCMC aims to conduct a Hackathon, where the participants can spend a short period of time building, creating and delivering a solution. The idea is to collaboratively code / develop / brainstorm, to start from scratch and end with a working prototype usually to solve some specific set of problems. It's often a sort of competition where teams of students, entrepreneurs, startups, innovators, programmers, developers, and designers come together to design & develop a minimal viable solution.
2. PCMC also aims to showcase the innovations developed in Pimpri Chinchwad, by the citizen innovators of the city & position PCMC amongst startups as a progressive and forward thinking municipality thereby attracting startups to eventually to setup their offices in PCMC. To meet this objective PCMC plans to organize a closed door mini-PitchFest. Winning startups from the PitchFest shall be incubated at the Incubation Center within the auto cluster.
3. PCMC shall run a community engagement initiative as a part of this engagement and as such, plans to organize a couple of speaker sessions (of about 20 minutes each), and followed by 10-15 minutes of Q&A, which shall be free for the audience to attend. The objective is to evangelize entrepreneurship & innovation amongst PCMC youth & create awareness about PCMC's initiatives to boost the start-up ecosystem amongst the citizens
4. PCMC shall organize a startup pavilion to showcase innovative and disruptive startups to the audience at such events. Upto 15 startups shall receive booth space & custom branding and be allowed to showcase their solutions, product, and company to the audiences & event participants. These start-ups shall be highly curated & selected through a formal application process. The Client invites proposals for Appointment of Agency / Private Sector Operator for Pimpri-Chinchwad City to provide Services listed out in section 7 (Terms of Reference), towards Organizing and Managing Start – Up Event in Pimpri Chinchwad City.
5. A firm will be selected as Proposal format as described in this RFP.
6. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Bidders and Data Sheet
 - Section 3 – Criteria for evaluation
 - Section 4 – Fraud and corrupt practice
 - Section 5 - Technical Proposal - Standard Forms
 - Section 6 - Financial Proposal - Standard Forms
 - Section 7 - Terms of Reference

7. The Proposal will be rejected in case the Bidder has submitted a conditional Proposal and/or the specifications of the terms to be supplied are not complied with RFP.
8. Selection of the Agency / Private Sector Operator shall be through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Client's decisions are without any right of appeal whatsoever.
9. Details on the proposal's submission date, time and address are provided in Section 2.

Yours sincerely,

Sd/-
Commissioner
Pimpri-Chinchwad Municipal Corporation
Pimpri - 411018

Section 2. Instructions to Bidders and Data Sheet

A. General Provisions

1. Definitions

- (a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Bidder.
- (b) "Applicable Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.
- (c) "Client" means the Pimpri Chinchwad Municipal Corporation.
- (d) "Bidder" means the organization which is a legally-established professional firm or an entity that may provide or provides the Services to the Client under the Contract.
- (e) "Contract" means a legally binding written agreement signed between the Client and the Bidder and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (f) "Data Sheet" means an integral part of the Instructions to Bidders (ITB) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITB.
- (g) "Day" means a calendar day.
- (h) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Bidder(s).
- (i) "Government" means the government of the Client's country.
- (j) "GOM" means the Government of Maharashtra
- (k) "GoI" means the Government of India.
- (l) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Bidder proposal.
- (m) "ITB" (this Section 2 of the RFP) means the Instructions to Bidders that provides the shortlisted Bidders with all information needed to prepare their Proposals.
- (n) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client.

- (o) "Proposal" means the Technical Proposal and the Financial Proposal of the Bidder.
- (p) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Bidder.
- (q) "Services" means the work to be performed by the Bidder pursuant to the Contract.
- (r) "TOR" (Section 7 of this RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.

2. Introduction

2.1 The Client named in the **Data Sheet** intends to select a Bidder in accordance with the method of selection specified in the **Data Sheet**.

2.2 The Bidders are invited to submit a Proposal, for services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the Selected Bidder.

2.3 The Bidders should familiarize themselves with the local conditions and take them into account in preparing their Proposals; including attending a pre-Proposal meeting if one is specified in the Data Sheet. Attending any such pre-Proposal meeting is optional and is at the Bidders expense. If any such pre-Proposal meeting is organized, a maximum of two personnel can attend the meeting on behalf of each Bidder.

2.4 The Client will timely provide, at no cost to the Bidders, the inputs, relevant project data, and reports required for the preparation of the Bidder's Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The Bidder is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Bidder has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its Contract and/or sanctions by the Client.

4. Unfair Competitive Advantage

4.1 Fairness and transparency in the selection process require that the Bidder or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all Bidders together with this RFP all information that would in that respect give such Bidder any unfair competitive advantage over competing Bidders.

5. Corrupt and Fraudulent Practices

5.1 The Client requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section 4.

6. Eligibility

6.1 The Bidder must have an annual revenue of at least Rs.1 crore (Rs.One Crore only) per annum, for the last year. The Bidders shall submit audited financial statements for the preceding financial year to support the eligibility claim. In addition, the Bidder should meet the eligibility requirement specified in the Data Sheet. Proposals without appropriate financial statements and not meeting the eligibility criteria shall be disqualified.

6.2 Furthermore, it is the Bidders responsibility to ensure that its experts, their employees meet the eligibility requirements as specified in the Data Sheet.

6.3 As an exception to the foregoing Clauses 6.1 and 6.2 above:

- I. A firm sanctioned by the client in accordance with the above Clause 5.1 or in accordance with "Anti-Corruption Guidelines" shall be ineligible to be awarded a contract, or to benefit from the contract, financially or otherwise, during such period of time as the client shall determine. The list of debarred firms and individuals is available at the electronic address specified in the **Data Sheet**.

B. Preparation of Proposals

7. General Considerations

7.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

8. Cost of Preparation of Proposal

8.1 The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder.

9. Language

9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and the Client shall be written in the language(s) specified in the **Data Sheet**.

10. Documents Comprising the Proposal

10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

10.2 If specified in the **Data Sheet**, the Bidder shall include a statement of an undertaking of the Bidder to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).

10.3 The Bidder shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 6).

11. Only One Proposal

11.1 The Bidding firm shall submit only one Proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

12. Proposal Validity

12.1 The **Data Sheet** indicates the period during which the Bidders Proposal must remain valid after the Proposal submission deadline.

13. Clarification and Amendment of RFP

13.1 The Bidder may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client’s address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Bidders. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means.

13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Bidders reasonable time to take an amendment into account in their Proposals.

13.2 The Bidder may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Proposal Format and Content

The Qualification Documents and Technical Proposal shall not include any financial information. A Qualification Documents and Technical Proposal containing material financial information shall be declared non-responsive.

15. Financial Proposal

15.1 The Financial Proposal shall be submitted online as per Section 6 of the RFP.

Taxes 15.2 The Bidder is responsible for meeting all tax liabilities arising out of this Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client’s country is provided in the **Data Sheet**.

Currency of Proposal 15.3 The Bidder may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

Currency of Payment 15.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

16. Earnest money Deposit

16.1 An Earnest Money Deposit (EMD) amount as indicated in the Data Sheet and in the form mentioned in the **Data Sheet** shall be paid online and receipt of the same shall be submitted along with the Proposal.

16.2 Proposals not accompanied by EMD shall be rejected as non-responsive.

16.3 No interest shall be payable by the Client for the sum deposited as EMD.

16.4 The EMD of the unsuccessful Bidders would be returned back within one month of signing of the contract.

16.5 The EMD of the successful Bidder would be retained by the Client as part of Performance Security. The successful Bidder shall provide additional amount equal to the difference between the EMD and the Performance Security as Performance Security through Bank Guarantee or FDR.

17. The EMD shall be forfeited by the Client in the events

17.1 If Proposal is withdrawn during the validity period or any extension agreed by the Bidders thereof.

17.2 If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.

17.3 If the Bidder tries to influence the evaluation process.

17.4 If the First ranked Bidder withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Bidder).

18. Proposal document Fees

18.1 All Bidders are required to pay amount as indicated in the **Data Sheet** towards the cost of Proposal documents and Proposal Processing Fees as follows:

- a. Proposal Documents and Proposal Processing fee shall be paid online and receipt of the same shall be submitted along with qualification document.
- b. The Proposal Documents fee and Proposal Processing Fee is Non-Refundable.

18.2 Please note that the Proposal, which does not include the Proposal Document Fee, would be rejected as non-responsive.

C. Submission, Opening and Evaluation

19. Submission, Sealing, and Marking of Proposals

19.1 The Bidder shall submit a complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The Proposals shall be submitted online before the date and time specified in the data sheet. Failure to do so shall result in disqualification of the Proposals.

19.2 An authorized representative of the Bidder shall sign the submission letters in the required format for the Qualification Documents and Technical Proposal and shall initial all pages as required. The authorization shall be in the form of a written power of attorney attached to the Proposal.

19.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.

20. Confidentiality

20.1 From the time the Proposals are opened to the time the Contract is awarded, the Bidder should not contact the Client on any matter related to its Qualification Documents, Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Bidders who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

20.2 Any attempt by Bidders or anyone on behalf of the Bidder to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.

20.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Bidder wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

21. Performance Security

21.1 The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Client's any other right or remedy hereunder or in law or otherwise, its Performance Security in the form of Bank Guarantee/ FDR shall be forfeited and appropriated by the Client as the mutually agreed pre-estimated compensation and damages payable to the Client for, inter alia, the time, cost and effort of the Client in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- a. if a Bidder engages in any of the Prohibited Practices specified in Clause 5 of this RFP;
- b. if the Bidder is found to have a Conflict of Interest as specified in Clause 3 of this RFP; and
- c. if the Selected Bidder commits a breach of the Agreement.

21.2 An amount equal to 5% (five per cent) of the agreement value shall be deemed to be the Performance Security for the purposes of this Clause 22, which may be forfeited and appropriated in accordance with the provisions hereof.

22. Opening of Technical Proposals

22.1 The Client's evaluation committee shall conduct the opening of the Qualification Documents & Technical Proposals in the presence of the Bidders authorized representatives who choose to attend. The opening date, time and the address are stated in the Data Sheet. Financial Proposal shall remain sealed until they are opened in accordance with Clause 26 of the ITB.

22.2 At the opening of the Qualification Documents Proposals the following shall be read out:

22.3 the name and the country of the Bidders

22.4 the presence or absence of a duly sealed envelope with the Financial Proposal;

22.5 any modifications to the Proposal submitted prior to proposal submission deadline; and

22.6 any other information deemed appropriate or as indicated in the Data Sheet.

23. Proposals Evaluation

23.1 Subject to provision of Clause 15.1 of the ITB, the evaluators of the Qualification Documents and Technical Proposals shall have no access to the Financial Proposals until the Qualification Documents & technical evaluation is concluded. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Qualification documents, Technical and Financial Proposals.

24. Evaluation of Qualification Documents and Technical Proposals

24.1 The Client’s evaluation committee shall evaluate the Qualification Documents and Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Firstly each responsive proposal’s Qualification Documents shall be evaluated. The Bidders whosoever qualifies in the Qualification Documents their technical proposals shall be evaluated. Each qualified proposal in Qualification Documents will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

25. Opening of Financial Proposals

25.1 After the technical evaluation is completed, the Client shall notify those Bidders whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Bidders overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will not be opened.

25.2 These Financial Proposals shall be then opened online, and records of the total fees of the qualifying Bidders shall be sent to all technically qualified Bidders. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

D. Correction of Errors

26. Correction of Errors

26.1 Activities and items 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, and no corrections are made to the Financial Proposal.

26.2 If a Time-Based contract linked with performance form is included in the RFP, the Client’s evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client’s evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

27. Taxes

27.1 The Client's evaluation of the Bidders Financial Proposal shall include / exclude taxes and duties in the Client's country in accordance with the instructions in the Data Sheet.

28. Conversion to Single Currency

28.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

E. Negotiations and Award

29. Negotiations

29.1 The negotiations will be held at the date and addresses indicated in the Data Sheet with the Bidders representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder.

29.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Bidders authorized representative.

30. Availability of Key Personnel

30.1 The invited Bidder shall confirm the availability of all Key Personnel included in the Proposal from one month of award of contract or, if applicable, a replacement in accordance with of the ITB.

31. Technical negotiations

31.1 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the Description of Services part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

32. Financial negotiations

32.1 The negotiations include the clarification of the Bidders tax liability in India and how it should be reflected in the Contract.

32.2 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

33. Conclusion of Negotiations

33.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the Bidders authorized representative.

33.2 If the negotiations fail, the Client shall inform the Bidder in writing of all pending issues and disagreements and provide a final opportunity to the Bidder to respond. If disagreement persists, the Client shall terminate the negotiations informing the Bidder of the reasons for doing so. The Client will invite the next-ranked Bidder to negotiate a Contract. Once the Client commences negotiations with the next-ranked Bidder, the Client shall not reopen the earlier negotiations.

34. Award of Contract

34.1 After completing the negotiations the Client & Bidder shall sign the Contract; publish the award information as per the instructions in the Data Sheet; and promptly notify the other technically qualified Bidder or upload the detail on the website.

34.2 The Bidder is expected to commence the assignment on the date and at the location specified in the Data Sheet.

F. Data Sheet

A. General	
ITB Clause Reference	
1 (b)	Laws and other instruments having the force of Law in India shall be Applicable.
2.1	<p>Name of the Client: Pimpri-Chinchwad Municipal Corporation</p> <p>Method of selection: Open Competitive Bidding Minimum qualifying technical score: 70</p>
2.2	<p>The name of the assignment: Organizing and Managing Start – Up Event in Pimpri Chinchwad City</p>
2.3	A pre-bid meeting will be held: No
6.1	<p>Qualification Eligibility Requirements:</p> <p><u>Basic eligibility -</u></p> <ol style="list-style-type: none"> The bidder shall be an entity incorporated under the Indian Companies Act 1956/2013 or the Bidder should be a firm/LLP and should submit registration /incorporation under the governing legislation. The bidder must have a valid GST registration in India. The bidder shall be required to submit a true copy of its Incorporation Certificate and GST registration along with the Proposal. The bidder should be operational in India at least for one year. <p><u>Technical eligibility -</u></p> <ol style="list-style-type: none"> The Applicant shall have, demonstrated experience managing innovation projects, PitchFest, and Hackathon with access to a database of startups. Furnish details along with reference contacts/ emails. <p><u>Financial eligibility –</u></p> <ol style="list-style-type: none"> The bidder must have revenue of Rs. 1 crore (Rs. One crore) for the last year. The bidder shall submit audited financial statements or Certification from Chartered Accountant for the preceding financial year to support the eligibility claim.
6.4	Consortium is allowed: No
B. Preparation of Proposals	
9.1	This RFP has been issued in the English language. Proposals shall be submitted in English. All correspondence exchange shall be in English language.

	No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English.
10.1	<p>The Proposal shall comprise the following:</p> <p>1. Technical proposal (Envelope 1 and online)</p> <p>(a) Tech form 1 - Technical proposal submission form</p> <p>(b) Tech form 2 - Financial Qualification Forms</p> <p>(c) Tech form 3 - Bidders Organization</p> <p>(d) Tech form 4 - Bidders Experience</p> <p>(e) Tech form 5 - Comments and Suggestions on TOR</p> <p>(f) Tech form 6 - Description of approach, methodology and work plan</p> <p>AND</p> <p>2. Financial Proposal (Online)</p> <p>(a) Fin Form 1 - Financial proposal</p>
10.2	Statement of Undertaking required: Yes
11.1	Participation of Sub-Bidder in more than one Proposal is not permissible.
12.1	Proposals must remain valid 90 days from the proposal submission deadline.
13.1	Last date for submission of clarifications shall be: 23/08/2019
13.2	Bidder is required to submit a Full Technical Proposal
15.1	<p>1. The Bidders Financial Proposal to include all out of pocket expenses</p> <p>2. Amounts payable by the Client to the Bidder under the contract to be subject to local taxation: Yes</p>
15.3	The Financial Proposal shall be stated in the following currencies: Bidder may express the price for their Services in Indian Rupee (INR) only.
15.4	The Currency for Payment to Bidder: Indian Rupee (INR) only.
16.1	An EMD of INR 56,463/- (Rs. Fifty Six Thousand Four Hundred Sixty Three) in the form of online payment to the Pimpri-Chinchwad Municipal Corporation and receipt of the same shall be submitted along with the Proposal on www.mahatenders.gov.in

18.1	Proposal Documents fee shall be INR 15,000/- and shall be paid online.
C. Submission, Opening and Evaluation	
22	<p>The Proposals must be submitted no later than: Date:03/09/2019 Time: 3.00 pm</p> <p>The Bidder must submit the following:</p> <p>(a) Online submission: Technical Proposal including scanned copy of original Qualification Documents and Technical proposal, EMD, Power of Authority, Proposal documents and Proposal Processing Fees in .pdf format. (Envelop-1)</p> <p>(b) Online submission: Financial Proposal (Envelop-2)</p> <p>Note to the Bidder for e-tendering:</p> <p>a. In participation in e-tendering of Authority, it is mandatory for prospective Bidder to get registered on e-procurement system of GoM i.e. www.mahatenders.gov.in. Thus, it is advised to all prospective Bidders to get registration.</p> <p>b. It is mandatory that the Bidders are required to sign their Proposals online using Digital Signature Certificates (DSC), so the same should be obtained the same at the earliest if not obtained already.</p> <p>c. For further information regarding issue of Digital Signature Certificate, the Bidders may visit e-procurement system of GoM i.e. www.mahatenders.gov.in</p> <p>d. If Bidder is bidding first time for e-tendering, then it is obligatory on the part of Bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.</p> <p>e. Bidder must positively complete online procedure at e-procurement system of GoM i.e. www.mahatenders.gov.in</p> <p>f. For any type of clarifications, Bidders can visit www.mahatenders.gov.in</p> <p>g. The technical proposal may be split into multiple .pdf files for uploading, to meet the individual size restriction</p> <p>h. The Technical and financial Proposal shall be submitted online and shall be signed digitally. They shall not contain any interlineations or overwriting.</p>
22.1	<p>The opening shall take place at: Pimpri Chinchwad Municipal Corporation</p> <p>Date:04/09/2019 Time: 3.00 pm</p>

23.1	Criteria for Evaluation of proposal are provided in Section 3 of this RFP.
27.1	If a Contract is awarded, at Contract negotiations, all taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Bidder and which taxes are withheld and paid by the Client on behalf of the Bidder.
28.1	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is: Indian Rupees</p> <p>Note: For all statements/document proofs expressed in currencies other than INR, a statement of conversion needs to be attached</p>

Section 3. Criteria for Evaluation

A. Evaluation of Technical proposal

1. In the first stage, the Technical Proposal will be evaluated on the basis of Bidders experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Bidders who score 70 points or more out of 100 points in their Technical Proposals shall be considered for opening of financial bid
2. The scoring criteria for evaluation of Technical Proposals is as follows:

S.no	PARAMETER	MARKS										
1	Experience of Bidder in running global innovation challenges / Hackathon / PitchFest / and similar offline initiatives - Evaluated at 5 marks / event or city (if multiple events), subject to a maximum of 15 marks.	15										
2	Experience of Bidder in working with government organizations or government bodies (5 marks/ project, subject to maximum of 10 marks). Projects shall be considered where the bidder was the primary bidder & not in the capacity of a sub-bidder	10										
4	No. of start-ups (companies founded after 01.01.2014) in Pimpri-Chinchwad, Pune, and Mumbai regions that bidder has access to, through access to a database, or applications collected during past challenges and current database <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Data</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0-100</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">100-500</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">5000-2000</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">2000+</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Data	Marks	0-100	5	100-500	10	5000-2000	15	2000+	20	20
Data	Marks											
0-100	5											
100-500	10											
5000-2000	15											
2000+	20											
5	Methodology, Work Plan & Understanding of event execution – based on presentation made <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Aspect</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td>i. Methodology & proposed approach to hosting the startup event</td> <td style="text-align: center;">5</td> </tr> <tr> <td>ii. Work Plan & timelines proposed for conducting the event in a timely manner</td> <td style="text-align: center;">5</td> </tr> <tr> <td>iii. Understanding of PCMCs vision for developing the Pimpri-Chinchwad Startup ecosystem & strategic fit & alignment</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Aspect	Marks	i. Methodology & proposed approach to hosting the startup event	5	ii. Work Plan & timelines proposed for conducting the event in a timely manner	5	iii. Understanding of PCMCs vision for developing the Pimpri-Chinchwad Startup ecosystem & strategic fit & alignment	5	30		
Aspect	Marks											
i. Methodology & proposed approach to hosting the startup event	5											
ii. Work Plan & timelines proposed for conducting the event in a timely manner	5											
iii. Understanding of PCMCs vision for developing the Pimpri-Chinchwad Startup ecosystem & strategic fit & alignment	5											

	iv. Team profile & relevance of team members to the initiative, and availability of individuals with entrepreneurial background	5	
	v. Relevance & experience for successful execution, access to international start-up ecosystems for leveraging global best practices, International experience & partners	5	
	vi. Overall effective communication, & presentation of the proposal	5	
6	Quality of database information the bidder has, based on fields of information available on start-ups – measured based on geography, stage, team, funding, valuation and people information (2 marks per available data point)		10
7	Profile of partners on boarded by bidder for previous challenges		5
8	No. of events executed in the last 1 year (2.5 marks per event, subject to maximum of 10)		10
TOTAL			100

Note: The projects executed by sub-bidders shall not be considered for technical evaluation

B. Evaluation of financial proposal

1. For financial evaluation, the total Lump-sum cost of the assignment indicated in the Financial Proposal, excluding all applicable taxes, shall be considered.
2. PCMC will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Bidder to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Bidder. The lowest Financial Quote (L1) will be selected.

Section 4. Fraud and corrupt practice

4.1 The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Client shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Client shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, time, cost and effort of the Client, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.

4.2 Without prejudice to the rights of the Client under Clause 4.1 hereinabove and the rights and remedies which the client may have under the LOA or the Agreement, if an Bidder, as the case may be, is found by the client to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the Client during a period of 2 (two) years from the date such Bidder, as the case may be, is found by the Client to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

4.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Client who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Client, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical bidder/ adviser of the Client in relation to any matter concerning the Project;
- b. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

- c. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Section 5. Technical Proposal – Standard Forms

Checklist of Required technical Proposal Forms

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form
TECH-2	Financial Qualification of the Bidder
TECH-3	Bidder's Organization
TECH-4	Bidder's Experience A. Abstract of Eligible Assignments of the Applicant B. Template for Eligible Assignments
TECH-5	Comments or Suggestions on the Terms of Reference and on Facilities to be provided by the Client. A. On the Terms of Reference B. Facilities to be provided by the Client
TECH-6	Description of the Approach, Methodology, and Work Plan for Performing the Assignment

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the services for *Start-up Events* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal in accordance with the RFP.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- (c) We have no conflict of interest in accordance with Section 2 and Section 4.
- (d) We meet the eligibility requirements as stated in the RFP, and we confirm our understanding of our obligation to abide by the client's policy in regard to corrupt and fraudulent practices as per Section 4.
- (e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the **Data Sheet**.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Bidder (company's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

FORM TECH-2

FINANCIAL QUALIFICATION OF THE BIDDER

S. No.	Financial Year	Annual Turnover (Rs. Cr.)
1	Financial Year 2018-19	

Note: The Audited Financial Statements or Certification from Chartered Accountant for the corresponding year has to be attached.

FORM TECH-3

BIDDERS ORGANIZATION

Form TECH-3: a brief description of the Bidders organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. For each assignment, the outline should indicate the duration of the assignment, and the Bidders role/involvement.

A. Bidders Organization

1. Provide here a brief description of the background and organization of your company for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

FORM TECH-4

BIDDERS EXPERIENCE

Bidders shall submit a summary of their experience in accordance with the qualification requirements and technical evaluation criteria.

List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Bidders individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidders partners or sub-bidders, but can be claimed by the Experts themselves in their CVs.

The Bidder shall detail their experience in the below template and should substantiate the claimed experience by presenting copies of relevant documents and references

A. Abstract of Eligible Assignments of the Applicant

The bidder should submit the particulars of all eligible assignments in the format below:

Sr.No.	Name of Project & Duration	Name of Client	Brief Project Description	Relevance to Eligibility / Evaluation Criteria

B. Template for Eligible Assignments

Each eligible assignment should be filled in a separate sheet of the below template:

Assignment Name:	Country:
Location within Country:	
Name of client:	
Address:	
Start Date (Month/Year):	
Name of Associated Bidders, if any:	
Narrative Description of Project:	
Description of Actual Services Provided by Your Staff:	

FORM TECH-5

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-5: comments and suggestions on the Terms of Reference that could improve the quality/ effectiveness of the assignment; and on facilities, which are provided by the Client, including: administrative support, equipment, data, etc.

A - ON THE TERMS OF REFERENCE

{Improvements to the Terms of Reference, if any}

B - ON COUNTERPART STAFF AND FACILITIES

{Comments on facilities to be provided by the Client. For example, administrative support, equipment, data, background reports, etc., if any}

FORM TECH-6

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN

FORM TECH-6: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology of the assignment.

{Suggested structure of your Technical Proposal:

a) Technical Approach and Methodology

b) Work Plan

c) Organization and Staffing}

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Experts and relevant technical and support staff.}

Section 6. Financial Proposal

Online form for Financial Proposal shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN FORM-1 Financial proposal

FORM FIN- 1 FINANCIAL PROPOSAL SUBMISSION FORM

To be submitted online as per below indicative format.

Sr. No.	Particulars	Amount (Rupees in numbers)	Amount (Rupees in words)
1	Total Startup Event & Innovation Management Execution Fees <i>(Excluding applicable GST or equivalent)</i>		

Section 7. Terms of Reference

The PCMC invites proposals for Appointment of Agency / Private Sector Operator in Pimpri-Chinchwad to provide Services listed out in section 7.1 (Scope of Work), towards Organizing and Managing Start – Up Event in Pimpri Chinchwad City.

The Pimpri-Chinchwad Municipal Corporation (PCMC) aims to identify promising ideas to solve select issues, from solutions submitted by citizens of Pimpri Chinchwad City. To achieve the same objective PCMC aims to conduct a Hackathon, where the participants can spend a short period of time building, creating and delivering a solution. The idea is to collaboratively code / develop / brainstorm, to start from scratch and end with a working prototype usually to solve some specific set of problems. It's often a sort of competition where teams of students, entrepreneurs, startups, innovators, programmers, developers, and designers come together to design & develop a minimal viable solution.

PCMC also aims to showcase the innovations developed in Pimpri Chinchwad, by the citizen innovators of the city & position PCMC amongst startups as a progressive and forward thinking municipality thereby attracting startups to eventually to setup their offices in Pimpri Chinchwad City. To meet this objective PCMC plans to organize a closed door mini-PitchFest. Winning startups from the PitchFest are proposed to be incubated at the Incubation Center.

PCMC shall run a community engagement initiative as a part of this engagement and as such, plans to organize 1-2 speaker sessions (of about 20 minutes each), followed by 10-15 minutes of Q&A, which shall be free for the audience to attend. The objective is to evangelize entrepreneurship & innovation amongst PCMC youth & create awareness about PCMC's initiatives to boost the start-up ecosystem amongst the citizens

PCMC shall organize a startup pavilion to showcase innovative and disruptive startups to the audience at such events. 8-10 startups shall receive booth space & custom branding and be allowed to showcase their solutions, product, and company to the audiences & event participants. These start-ups shall be highly curated & selected through a formal application process.

7.1. Scope of Work

The scope of work of the Bidder has been structured in five sections namely:

A. PitchFest

Aspect
Website creation & Hosting
Developing evaluation parameters & arranging evaluation portal
Onboarding of outreach partners & startup influencers to promote the PitchFest
Jury identification, outreach & confirmations
Application evaluation & filtering of pitches
Jury briefings on using the evaluation portal
Managing & engaging with jury members during the PitchFest

B. Speaker sessions – One panel with 3-4 subject matter experts in and around PCMC/Pune region

Aspect
Finalizing on sectors / topics to be covered
Identifying & creating a wish list of speakers
Speaker outreach & engagements
Finalizing timeslots & speaker confirmations (3 speakers to be finalized)
Coordinating with speakers on travel plans
Designing the token / memento
Managing & engaging with the speakers at the event

C. Citizen Challenge Hackathon (2 day activity) - Between 12-15 teams for 3 problem statements

Aspect
Website creation hosting the problem statements identified
Developing evaluation parameters & arranging evaluation portal
Mentor & jury identification, outreach & confirmations
Onboarding of outreach partners to promote the Hackathon
Application evaluation & filtering of submissions
Arranging for a virtual / digital mentor interaction for Hackathon applicants
Managing & engaging with jury members during the Hackathon

D. Startup Showcase

Aspect
Application evaluation & filtering of submissions
Arranging for 12 to 15 startups to set up their stalls on day 2
Managing & engaging with startup founders team members

E. Other Common Aspects

Aspect
Copywriting the content for <ol style="list-style-type: none">1. Social media posts2. Articles & write-ups3. Influencer posts4. Any additional content (as required) for PR activities
<u>Designing the creatives (Images/infographics/themes) for :-</u> <ol style="list-style-type: none">1. Social media2. Banners, side panels3. Email headers4. Collaterals such as standees, lanyards, ID cards, venue backdrop, T-shirts, stickers, Mugs & similar collaterals etc.5. Giveaways6. Any additional creatives as required (Reasonable request)
Entire applications vetting, shortlisting, interviews and finalization of teams / startups for Hackathon and PitchFest & evaluation of all entries / applications, grading as per pre-set parameters, and subsequently filtering / shortlisting the applications for the closed door pitches and the Hackathon finalists for presentations
<u>Innovation management and complete execution</u> A dedicated team shall manage the registrations, briefing of the participants, jury management, manage & coordinate the pitches & presentations, manage the timeslots & Q&As, review the venue set up, perform a quick check of the infrastructure one day prior, ensure availability of F&B, manage the scoring process, manage and engage with the participants, and take overall charge of the event flow.
<u>Stage setup</u> Stage setup & Venue requirements to be provided to PCMC post inspection of the proposed venue (stage size to be 22'x8')