

**Ministry of New and Renewable Energy  
Block 14, CGO Complex, Lodhi Road,  
New Delhi, 110003**



**Sub: Request for Proposal (RFP) for Development, Implementation and Management of an Interactive IT Platform to conduct Global RE-INVEST 2020 in Digital Space**

MNRE invites proposals from companies active in and capable of development, implementation and management of an interactive IT platform to conduct all activities, meetings (G2G, G2B, B2B & B2C), conferences and exposition for holding third Global Renewable Energy Investors meet and Expo (3<sup>rd</sup> RE INVEST) in digital space.

- **Context:**

The Ministry of New and Renewable Energy (MNRE), Government of India, was to organise the 3rd Global RE-INVEST India-ISA Partnership Renewable Energy Investors Meet & Expo from 15 October to 17 October 2020 at New Delhi in association with CII. In view of COVID-19 pandemic, it has now been decided to hold this event on digital platform.

RE-INVEST is a global platform to explore strategies for development and deployment of renewables. It showcases India's clean energy market and Government's efforts to scale up the RE capacity to meet the national energy demand in socially, economically and ecologically sustainable ways. The 3<sup>rd</sup> Global RE-INVEST aims at accelerating the worldwide efforts for scaling up development and deployment of renewable energy and energy transition. The REINVEST will interconnect the global RE community safely on one dedicated platform making use of robust technological advancements. It will include a 3-day conference on renewables and future energy choices, and an exhibition of manufacturers, developers, investors and innovators etc. engaged in the clean energy sector from across the globe. Along with these, various other activities encouraging inclusivity, like; RE WOMEN & RE YOUTH initiatives, would be launched during the run up to RE-INVEST 2020.

- **Objectives of the Digital RE-INVEST 2020:**

- To reinstate linkages in the global RE value chain by stepping up technologically to face the challenge that COVID 19 situation has posed, affecting the RE sector disproportionately. The Digital RE-INVEST 2020 conferences & Exposition to be hosted by Government of India will reaffirm global RE dialogue and new networking ways with a clear focus on new challenges and way forward. The effort is being made to prop up economic recovery models, to reflect on technological, financial and systemic innovations, alongside generating business leads through REINVEST 2020 Digital conferences & exposition market place, one of its kind, in the time of slow down and regression.
- To enable RE stakeholders from across the world to engage with each other through a suite of virtual applications for interactions at all levels, including virtual meetings (G2G, G2B and B2B, B2G and B2C), panel discussions, high level plenaries and exhibition.

- To showcase different products and services available today in RE space from all global stakeholders.
- To promote inclusivity, facilitating a stronger and more engaged digital first RE community which has gender focus and involvement of youth at the center of long term strategy.
- To reduce Carbon footprint and template productive and outcome bound future engagements.

*The IT platform created would be a property in the name of Digital RE-INVEST and would belong to the Ministry of New and Renewable Energy (MNRE), Government of India.*

- **Scope of Work:**

**The company should be able to handle end to end project management with following activities to happen simultaneously:**

- Designing an IT platform for handling one meeting with up to 10,000 participants (one way communication with very limited interaction); 3 to 4 meetings with upto 1000 members in each meeting and to host multiple (at-least 6) interactive conferences with upto 500 registered users on designated days with entry regulations.
- Interactive, lead generating Exhibition Space with up to 2000 exhibitors and capacity to handle the traffic of 10,000 visitors logged in at the same time. The facility should have option for both 2D and 3D viewing/ interaction and should have all possible options for appropriate display of RE (renewable energy) products and services through online/ virtual platform. The option should also include Reviewer's perspective on these RE products and services.
- Designing complete registration modules for individual entry.
- Designing of dynamic event program module & speaker roster keeping in mind different time zones.
- The platform should have role based access control at all levels with highest levels of security as recognized globally.
- Payment Gateway including multiple currency options should be integrated to facilitate chargeable entry option.
- The platform should allow exchange of information in a highly secure environment and all activities must have an audit-trail with high performance and intuitive analytics. Security features should be at global standards and be appropriately defined.
- Complete Social Media Integration
- Development and maintenance of official REINVEST Android and IOS App, and its integration.
- Content strategy, content creation and curation in consultation with stakeholders.

- The platform should also support online and IVR based helpdesk support 24x7x365.
- Providing technical advisory related to hosting the platform on a reliable server.
- Bug Fixing and support 24X7

All the meetings will be held for three days from 15 Oct to 17 Oct and the exhibitor space will be live post event for a minimum period of one year.

The contract duration will be two years wherein the bidder will enhance the platform every year based on the feedback from various stakeholders and will be responsible for overall maintenance of the platform upto 31 March 2022, and for conduct of REINVEST 2020 and REINVEST 2021.

**D. Timelines:**

The portal shall be made fully operational and live within 90 days from letter of award date. The design and modalities of the IT platform shall be finalized in consultation with and after the approval of MNRE.

- **Eligibility Criteria:**

Eligibility Criteria for bidders are as given in the Table below:

**Note:**

- The Bidders are requested to furnish documents to establish their eligibility (indicating the reference page number in the bid against the proofs submitted) for each of the items given in Table: Eligibility Criteria. If a bid is not accompanied with all necessary documents, it would be summarily rejected.
- Upon verification, evaluation/ assessment, if in case any information furnished by the Bidder is found to be false /incorrect, their bid will be summarily rejected and no correspondence on the same shall be entertained. Submission of false/forged documents will lead to blacklisting of agency for a minimum period of three years from participating in Government of India tenders.

Table: Eligibility Criteria

S No	Specific Requirement	Documentary Proof to be submitted	Compliance (Yes/ No)
I	<b>Registration Details</b>		
	Bidder should have an office in India and the company should have been in existence for a minimum of 2 (Two) years as on the date of release of EOI	Copy of Certificate of Incorporation or registration certification	
II	<b>Documentations</b>		

	Bidders should not have been blacklisted by any of the State or Central Government organization. Should not have been found guilty of any criminal offence by any court of law.	Undertaking on a non-judicial stamp paper of INR 100/- certified by Notary.	
	The Company, its directors and officers should not have been convicted of any criminal offence related to their professional conduct or the making of false statement or misrepresentations as to their qualifications to enter into procurement contract within a period of three years preceding the commencement of the procurement process or not have been otherwise disqualified pursuant to debarment proceedings	Undertaking on a non-judicial stamp paper of INR 100/- certified by Notary.	
	Bidder should not have a conflict of interest in the procurement in question as specified in the bidding documents. Comply with the code of integrity as specified in the bidding document	Self-Declaration / Certification on Company's letter head	
III	<b>Financial Instruments:</b>		
	Earnest Money Deposit (EMD)  Performance Bank Guarantee (PBG)	The bidder will have to deposit INR 5 Lakh in the form of a cheque / FDR or bank guarantee in favor of IREDA as EMD.  The successful bidder will have to provide 10% of the total project cost as PBG in the form of a cheque / FDR or bank guarantee in favor of IREDA from a nationalised bank.	
IV	<b>Financial Criteria</b>		
	<ul style="list-style-type: none"> <li>• <b>Tax registration</b></li> </ul>		
	The bidder should have registered <ul style="list-style-type: none"> <li>• PAN</li> <li>• GST</li> </ul>	Copies of GST & PAN registration certificate	
	Balance sheet of last three consecutive financial years	Certified by a statutory auditor	
	<ul style="list-style-type: none"> <li>• <b>Solvency</b></li> </ul>		
	Should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceeding for any of the foregoing reasons	Solvency Certificate from Chartered Accountant (CA)	

	<ul style="list-style-type: none"> <li>• <b>Business turnover</b></li> </ul>		
	Bidder should have a minimum average annual Turnover of more than INR 100 crores in last three consecutive financial years	Copies of the Audited Balance sheets duly audited by the statutory auditors of the Company.	
	<ul style="list-style-type: none"> <li>• <b>Net worth</b></li> </ul>		
	The Company/Agency should have Positive Net Worth as on March 2020.	Net worth Certificate as certified by the statutory auditors.	
	<ul style="list-style-type: none"> <li>• <b>Profit in last Three financial Year</b></li> </ul>		
	The Company/Agency should be profit making in last three financial Year	Profit/loss statement of audited balance sheet must be enclosed.	

- **Essential Qualification & Experience:**

- The company should be in business of providing IT services including hosting large scale events, conferences and exhibition on virtual space and have a full-fledged office established in India with state-of-the-art infrastructure and qualified IT personnel.
- Annual revenue of at least Rs.10 Crore [Documentary evidence (Audited Annual Report during any of last three financial years) to this effect should be enclosed.
- Handled at least two or more such projects in the last three financial years. (Documentary evidence to this effect should be enclosed.)
- The bidder should not have been blacklisted by any organization at any point of time. [ An undertaking in this regard should be submitted duly signed by the Chief of the Organization]

- **Evaluation & Award:**

The evaluation and selection of the agency would be on the basis of following:

- The companies would be shortlisted based on technical, financial and presentation before a Committee nominated by MNRE for this purpose. The company will be required to submit soft copy of the presentation to MNRE.
- Technical points would be awarded as per the following scheme: (Total 80 Points)
- Team strength of the company: 10 Points
- Experience in providing end to end solution for holding: (20 points)
  - Online Meetings: 5 Points
  - Online Conference: 5 Points
  - Online Exhibition: 10 Points

- Innovative Customized Solutions for the project: 20 Points
- Presentation: 30 Points
- Financial: based on balance sheet, turnover, profitability of the company (Total 20 Points)
- Based on above and interaction with the participants during presentation, MNRE would prepare a technical bid document with detailed technical requirement including payment terms and condition. All shortlisted companies would be requested to submit their financial bids meeting technical criteria set out in the bid.
- Lowest bidder (L1) would be considered for award of the project.
- **List of documents submission of the bid:**
- Brief Profile of the company and experience in development of an IT platform. (At least 2 years of experience)
- Company Structure (whether partnerships firm / sole proprietor / a limited company etc.)
- Principal places of business, that, the head office and their branch offices with detailed addresses and contact numbers.
- Profile of its managerial teams handling work, their qualifications and experience.
- Details of their accreditation the date of each accreditation, if any.
- Details of membership with other professional organizations/associations and international alignments, if any.
- Details of experience in dealing with Govt. Institutions, Government of India undertakings, service organizations and professional Institutions
- List of clients.
- Samples of projects undertaken for major organization in the previous 3 years.
- Details of experience n.
- Solvency certificate from its banker with a copy of PAN, GST registration, IT return and audited P&L and balance sheet for last three preceding financial years ended as on 31.03.2018
- Copy of Business Registration / Trade Certificate.
- Details of other relevant experience such as, organizing events.
- EOI received after due date & time or without necessary documents will be rejected.
- Any other information that the agencies may like to provide.

- Please note that inability of submitting any of the documents (duly signed by the authorized signatory of the Agency) listed above will disqualify the agency from short listing.

### **I. Penalty:**

If at any future point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligation, MNRE would be at liberty to cancel the contract with immediate effect, and / or debar the bidder from bidding prospectively for a period as decided by the MNRE or take any other action as deemed necessary.

In case of delays in providing services, penalty of 0.5% (half a percentage point) of awarded price will be charged per day.

### **• Pre Bid Meeting:**

Pre Bid Meeting will be organized by MNRE on issuance of this RfP on 1.5.2020.

It may be noted that

The costs of preparing the proposal are not reimbursable. The MNRE is not bound to accept any proposal.

The selected agency will have to sign a contract with IREDA/MNRE for the entire scope of work as defined in the RfP, with modifications if any appended by mutual agreement

Please send your bids in sealed envelopes or by mail to:

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Contact Person:

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Communication Lead for RE-INVEST 2020  
Lead - Strategic Communication, ISA  
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Last Date for Response to RfP: 11<sup>th</sup> May (by 5.00 pm) 2020

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