

**F.No.3(1)/16/2018-IC-I&SD**

Government of India  
Ministry of Environment, Forest and Climate Change  
IC&SD Division

Indira Paryavaran Bhavan,  
New Delhi, the 6<sup>th</sup> April, 2018

**NOTICE**

**Invitation of Competitive Bids for managing, coordinating and organising of World Environment Day 2018 and pre-activities (from June 1-5, 2018 in Vigyan Bhavan and from June 3-5, 2018 at lawns behind Vigyan Bhavan at Rajpath).**

India is the **Global Host of the World Environment Day, 2018**. Ministry of Environment, Forest and Climate Change, Government of India invites tenders from Professional Event Management Organisations (EMO) to organise, coordinate and manage the World Environment Day 2018 (WED 2018) and related activities, which, among others, include branding, wide publicity, organizing, marketing, promotion and management of the event (from June 1-5, 2018 in Vigyan Bhavan and from June 3-5, 2018 at lawns behind Vigyan Bhavan at Rajpath)

Online E-Tenders are invited through two bid system, i.e., Technical bid and Financial bids. Interested EMOs are requested to apply online. Bids should also be submitted separately in sealed envelopes. The two sealed envelopes (one for Technical bid and other for Financial bid) should be put in another envelop, sealed and submitted to "Director (IC&SD), Budget and Finance Committee, IC&SD Division, 3<sup>rd</sup> Floor, Jal Wing, Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi – 110001, within the stipulated time.

**Criteria for Date sheet**

Bid Document Download	06.04.2018
Bid Submission Start Date	06.04.2018
Bid Submission End Date	20.04.2018 (upto 3.00 pm)
Bid Opening Date	23.04.2018 (10.00 am)
Presentation by Technically Qualified Bidders	23.04.2018 (4.00 pm)
Earnest Money Deposit	Rs.30,00,000/- (Thirty Lakhs only)
Tender Fee	Rs.10,000/- (Ten Thousand only)
Tender Processing Fee	Rs. 3,000/- (Three Thousand only) + GST

The tender documents are available on the website <https://envfor.nic.in>, <https://moefcc.euniwizard.com>, <https://eprocure/gov.in/epublish/app> and same can be downloaded. Bid shall be submitted online only at e-Procurement website: <https://moefcc.euniwizard.com>. Agencies / tenders are advised to follow the instructions provided in the "Instructions to the tenderers/agencies for the e-submission of the bids online through the e-Procurement website at <https://moefcc.euniwizard.com>. The bid will be opened at Indira Paryavaran Bhawan, New Delhi-110003.

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

*Rakesh Kumar*

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://moefcc.euniwizard.com>

## REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizard.com>) with clicking on the link "**Online bidder Registration**" on the e-tender Portal by paying the Registration fee of Rs. 2000/- (excluding GST) year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on e-Procurement portal.**

For any queries, please contact:

1. Shri Rakesh Kumar, Director (IC&SD)  
1<sup>st</sup> Floor, Agni Wing, Indira Paryavaran Bhavan,  
Jor Bagh Road, New Delhi-110003.  
Phone: 011-24695368
2. Shri M.K. Rai, Under Secretary (IC&SD),  
3<sup>rd</sup> Floor, Jal Wing, Indira Paryavaran Bhavan,  
Jor Bagh Road, New Delhi – 110003.  
Phone: 011-24695404
3. Shri Rishi Kaushik, Section Officer (IC&SD)  
3<sup>rd</sup> Floor, Jal Wing, Indira Paryavaran Bhavan,  
Jor Bagh Road, New Delhi – 110003.  
Phone: 011-24695426

## 1. INTRODUCTION:

India is the global host to celebrate World Environment Day for the year 2018. The theme for the event is 'Plastic Pollution'. The event shall be organised from 1-5 June, 2018 at Vigyan Bhawan, and from 3-5 June, 2018 at Back Lawns of Vigyan Bhawan at Rajpath, New Delhi. Large number

*Rakesh Kumar*