

**Expression of interest/Request for Proposal****Date: 07.03.2023**

Proposals are invited by TIDE for **“Providing Conference Hall on rent for organizing One-day awareness workshop on The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 on 14<sup>th</sup> March 2023”**

**Introduction:****TIDE**

Technology Informatics Design Endeavour (TIDE) is a development organization based in Bengaluru that leverages technology for conserving the environment, creating livelihoods, and addressing societal issues. TIDE's work encompasses energy access and biomass-based cooking solutions, environment conservation through energy waste and water interventions, and Technology based innovative livelihoods, particularly with focus on rural women. TIDE is currently implementing a project titled 'Integrated Water Management' in partnership with BORDA, in two towns of Karnataka. For more information about TIDE, please visit <https://tide-india.org>.

Title	<b>Providing Conference Hall on rent for organizing One-day awareness workshop on The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 on 14<sup>th</sup> March 2023</b>
Location	TIDE Office, Bangalore (Bangalore)
Nature of Assignment	The vendor is expected to provide conference hall on rent for organizing One-day awareness workshop on The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 on 14 <sup>th</sup> March 2023
period	The contract period will be for the duration until 14 <sup>th</sup> March 2023

**Terms of Reference**

The Service provider shall be responsible for the activities mentioned herein and shall also support TIDE where reasonable and possible, to ensure that the objectives of the assignment are met. The details of the assignment are given below,

### Scope of work of the Assignment

The stipulated scope of work involves carrying out the following activities:

- Providing conference hall on rent for accommodating 1500 participants for one day, that is on 14<sup>th</sup> March 2023

### Duration of the Assignment

The project duration shall from the date of awarding of contract to 14<sup>th</sup> March 2023. The service provider should adhere to the as shown below.

### Eligibility criteria:

The company/firm/supplier should meet the following minimum eligibility criteria:

<ul style="list-style-type: none"> <li>• The company/firm/supplier should be registered with legally binding registration document</li> <li>• The company/firm/supplier shouldn't have been blacklisted by central/state government agencies</li> </ul>
<i>Note: The vendor needs to submit the supporting documentary evidence for the criteria.</i>

### Evaluation Criteria:

Sl No	Indicator	Description	Document Evidence	Weightage
1	Bid Price	Price quoted by the agency		100%
<i>Note: All the eligible firms will be graded on the above criteria. The one with the highest grade/score will be awarded the contract.</i>				

### Work Plan:

The project duration is as follows.

SL No.	Activity	Timeline	
		March 10 <sup>th</sup>	March 14 <sup>th</sup>
1	Award of contract		
2	Providing hall on rent		

*Note: Timelines will be finalised in consultation with the Consultant at the contract award stage.*

**Schedule of Payment:**

No	Deliverable	Payment in %
1	Booking confirmation	100%

**Submission of Proposal and deliverables:**

The hardcopy of the invoices along with supporting documents must be submitted to TIDE office and the softcopy over email with email id: [ashwin.kumar@tide-india.org](mailto:ashwin.kumar@tide-india.org), [santhosh.cibi@tide-india.org](mailto:santhosh.cibi@tide-india.org), [iwm.accountant@tide-india.org](mailto:iwm.accountant@tide-india.org) and IWM\_ with the following documents attached as,

- Supporting documents for eligibility and evaluation criteria
- Self-certification of not being blacklisted by central/state government agencies
- TDS shall be deducted at source while making payment, if the payment exceeds the standard limit.
- The final tax invoice shall be made and submitted not later than two weeks after the completion of activities as per the Payment terms.
- The fees shall be paid either by cheque or by NEFT
- Hard copies of all invoices along with the Guest registration form as mentioned in the payment terms shall be sent to TIDE office at FF1, Sapthagiri apartments, no. 30, 10th cross, 15th main road, RMV extension, Sadashivanagar, Bengaluru - 560080, addressed to the Program Accountant Mr.Jaswanth. All final invoices shall be drawn up in duplicate with signature of authorized person. A mail shall be sent on the same to the point of contact with copy to the program accountant at the following mail addresses:

Sd/-

Director-TIDE

## **ANNEXURES**

Annexure I: Letter for EOI Submission to Be Submitted on the letter Head of the Institution

Annexure II: Information regarding any Conflicting activities and declaration

Annexure III: Quote/Bid FORM



**TO BE SUBMITTED ON THE LETTER HEAD**

**ANNEXURE I**

**LETTER FOR EOI SUBMISSION TO BE SUBMITTED ON THE LETTER HEAD OF THE  
INSTITUTION**

Ref: No:

Date:

Executive Director,  
TIDE, FF-1, Sapthagiri Apartments,  
No.30, 10th Cross, 15th Main Road, .  
RMV Extension, Sadashivnagar,  
Bengaluru – 560080

Dear Sir/Madam

We, the undersigned, offer to provide the services as required in your invitation for EOI dated: /03/2023. We are hereby submitting our proposal with all the requisite information and documents.

We hereby certify that all the information and statements made in this proposal are true and accept that any misstatement or misrepresentation in the enclosed documents may lead to our disqualification.

We understand that you are not bound to accept/reject any proposal without assigning any reason.

Yours faithfully

Authorized Signatory

NAME & DESIGNATION

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Technology Informatics Design Endeavour  
FF1, Sapthagiri apartments, No 30, 10<sup>th</sup> cross, 15<sup>th</sup> main road, RMV extension, Sadashivanagar,  
Bengaluru – 560080

Email – [info@tide-india.org](mailto:info@tide-india.org)

Ph – 080 2361 2031

**ANNEXURE II****INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

Is the party engaged in any activities which conflict with the proposed activities of TIDE as mentioned in this document?

**If yes:**

Please furnish information of activities the institution is engaged in, which in your opinion, is of a nature that conflicts with the assignment desired to be awarded by CoE.

**If no:**

We hereby declare that our organization is not either directly or indirectly engaged in any activities which can be termed as conflicting activities as mentioned in the EOI document. It is understood that any misrepresentation or misstatement in this regard shall render our organization to be disqualified from the entire process.

Signature of the authorized signatory

Name

**TO BE SUBMITTED ON THE LETTER HEAD****ANNEXURE III****Quote/Bid FORM**

To

The Executive Director

TIDE

FF-1, Sapthagiri Apartments, No. 30, 10th Cross, 15th Main Rd,

Raj Mahal Vilas Extension, Sadashivanagar,

Bengaluru, 560080

I hereby offer to submit our EOI for the assignment titled for “ \_\_\_\_\_ ”  
as Service Provider/services etc.

Sl No.	Parameters	Particulars/Description
1.	Name	
2.	Address	
3.	Contact Details	Email: Mobile:
4.	Total Cost/Fee (in Rupees) Inclusive of GST for work completion as per ToR	
5.	GST Number (If no GST please mention in Annexure IV)	

Declaration:

I certify that the above particulars are correct, and I understand and agree that if any statement is found to be false or not correct, TIDE reserves the right to reject my quote

I certify that if awarded the assignment, I shall maintain confidentiality and shall avoid conflict of interests.

Date:

Signature:

Place:

Full name:



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Technology Informatics Design Endeavour  
FF1, Sapthagiri apartments, No 30, 10<sup>th</sup> cross, 15<sup>th</sup> main road, RMV extension, Sadashivanagar,  
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