

**National Backward Classes Finance & Development Corporation
(A Govt of India Undertaking, Ministry of Social Justice and Empowerment)**

No: NBCFDC/MAHAKUMBH/PRAYAGRAJ/2024-25

Date: 21 December 2024

NOTICE INVITING TENDER

The National Backward Classes Finance and Development Corporation (NBCFDC), under Ministry of Social Justice & Empowerment, Government of India is organizing “**Event Management and other allied infrastructure and services for Maha Kumbh 2025**” from January 13th to February 26th, 2025 at Prayagraj, Uttar Pradesh and wishes to appoint Programme Implementing Agencies (PIA) for the same.

The Tender document and details of the tender are available at GeM Portal, Central Public Procurement Portal (epublishing) and NBCFDC website(<http://nbcfdc.gov.in>) Interested Bidders need to **apply online only on GeM Portal**. The last date of submission of tender is 31st December, 2024 (10:00 Hrs)

General Manager (HR/Admin)

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION
(A Govt of India Undertaking, Ministry of Social Justice and Empowerment,)

Tender for Selection of Programme Implementing Agency (PIA) to Organize:
“Event Management and other allied infrastructure and services for Maha Kumbh-2025
from ”January 13th to February 26th, 2025 at Prayagraj, Uttar Pradesh

Published on 21st December, 2024

Last Date of Submission of Bid: 31st December 2024 up to 10:00 Hrs.

Name of Bid Publishing Organization	National Backward Classes Finance and Development Corporation (NBCFDC)
Address & Contact Number	GM (HR/Admin), National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.Tel. 011- 45854400
Name of Work	Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage and Execute the “Event Management and other allied infrastructure and services for Maha Kumbh 2025” from January 13 th to February 26 th , 2025 at Prayagraj, Uttar Pradesh.
Tender Fee	Bidders shall submit Non-refundable Tender fee of INR 11,800/- [(10000+1800 (GST@18%)] (Rupees Eleven Thousand Eight Hundred Only) via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Canara Bank Branch Hauz Khas Market, New Delhi – 110016, Branch Code 1445 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian National Rupees only. Proof of remittance/UTR shall be submitted as part of the bid.
Earnest Money Deposit (EMD)	Rs. 22,50,000/- (Rupees Twenty Two Lakh Fifty Thousand only) in shape of FDR/DD/Pay Order in favor of “National Backward Classes Finance and Development Corporation (NBCFDC)” or through NEFT in following account: National Backward Classes Finance and Development Corporation (NBCFDC) SB A/c No- 1445101026928 Canara Bank Branch, Hauz Khas Market, New Delhi-110016 IFSC Code- CNRB0001445

Estimated Cost of the Work:	Rs.4.50 Crore (Rupees Four Crore Fifty Lakh only) including all taxes.
Bid Published Dates	21.12.2024
Bid Document Download StartDate	21.12.2024
Bid Document Download End Date	31.12.2024 (10:00 Hrs)
Pre-Bid meeting	26.12.2024 (11:00 Hrs.) at National Backward Classes Finance and Development Corporation (NBCFDC), 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016
Last Date & Time for Submission of Technical Bid & Financial Bid.	31.12.2024 at 10.00 Hrs.
Date of opening of Technical Bid/Pre-qualification/eligibility Qualification	31.12.2024 at 11.00 Hrs.
Presentation on proposed concept and design development	01.01.2025 at 11:00 Hrs.
Date of opening of Financial Bid	03.01.2025.
Bid validity period	180 days from opening of Financial Bid
Bid Addressed to:	GM(HR/Admin), National Backward Classes Finance and Development Corporation (NBCFDC), 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.
Bid Component	<ol style="list-style-type: none"> 1. Technical Bid - with all the Annexures and Supporting Documents 2. Financial Bid – as per the prescribed format. 3. Proof of Earnest Money Deposit 4. Proof of Tender fee

Bid Summary

Introduction:

The National Backward Classes Finance and Development Corporation (NBCFDC), under Ministry of Social Justice & Empowerment, Government of India is organizing the “**Event Management and other allied infrastructure and services for Maha Kumbh-2025**” to be held from January 13th to February 26th, 2025 at Prayagraj, Uttar Pradesh and wishes to appoint Programme Implementing Agencies (PIA) for the same:

I. Submission of Bid:

The selection of the bidders for the tender will be through Quality & Cost Base Selection (QCBS) in the ratio of 70:30 for the technical and financial parts of the bids, respectively through GeM Portal. The Tender should be submitted in the following manner: -

Technical Bid should be completed with Concept and Design of the Proposed Mela site with Stalls, Branding and Design of all material to be put up as per Scope of Work including Artistic and Audio-Visual display celebration of 75th Year of Indian Constitution through displays including role of Dr. B.R. Ambedkar with participative quiz, onsite assessment and distribution at assistive devices for Sr. Citizens, TULIP promotion, Theme Gates, Hangers, Swiss Cottages, Branding, Stalls, Layout of the Mela area, Pavilions, etc.

There is a basic design, logos, colour pattern, etc. for **Samajik Nyay Adhikarita Vibhag Maha Kumbh-2025** and the same can be obtained from the official website of the Corporation.

Sample also attached in PDF format and the entire technical proposal should emanate from the same. The technical bids will be evaluated on the Seven parameters of past experience as detailed in Annexure-G; and presentation of concept, design, implementation etc.; the facilities offered for the comfortable shop floor for the sellers; the scope of media management (pre-event, during the event and post event including social media, local media, etc.); the man force projections for Sanitation, Ushers, Security etc. ;

All pages of the offer must be signed, sealed and uploaded on GeM portal. **The bids complete in all respect must be submitted/uploaded on GeM portal only.**

Technical Bids will be opened on GeM portal on **31.12.2024** and will be evaluated broadly across 07 set of parameters including presentation before the Tender Evaluation Committee (TEC) on **01.01.2025** in the office of National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016. However, in case of any change, the final date and time for presentation will be intimated by NBCFDC separately.

The Financial Bids will be opened on **GeM Portal (03.01.2025) [or as per portal GeM guidelines; 48 Hrs after opening of technical bids)].**

The Proposed venue would be handed over to the PIA 07 days before start of the Mela for preparation. The PIA will furnish the Undertaking for completion of the work latest by **12:00 Hrs of the previous day from the start of the Mela** and hand over the venue to NBCFDC. NBCFDC reserves the rights to accept/reject any or all the bids in part or full without assigning any reason.

II. Scope of Work:

The “Event Management and other allied infrastructure and services for Maha Kumbh 2025” would showcase the products for display and sale on January 13th to February 26th, 2025, at Prayagraj, Uttar Pradesh

The Scope of Work is mentioned below:

Exhibition by Samajik Nyay Adhikarita Vibhag in Maha Kumbh-2025 at Prayagraj, Uttar Pradesh				
A	INFRASTRUCTURE	Unit	Qty.	No. of Days
1	Arrangement & Installation of Weatherproof Aluminium Structure German Hanger with platform, Carpet and Cloth draping as per theme colors. (50 mtr x 25 mtr)	sq mtr	1250	45
2	Arrangement & Fabrication of Glass wall façade with 2 Glass gates in the front side of the structure.	job	1	45
3	General LED lights inside hanger, Fan, outside general LED light, Electric Distribution with Armor cabling, Distribution panels, sub panels etc.	Job	1	45
4	Designing, Fabrication & Installation of Branding inside the hanger structure & Façade branding	Job	1	45
5	Arrangement & Installation of Tin boundry of 10 ft. height with themaric decorative cloth covering.	Rft	750	1
6	Arrangement of electical earthings for stage, lights, panels, gensets etc as per the industry standards	Nos	1	45
7	Arrangement of Temporary Electric connection from Electricy department (150 Kw), department will arrange the request letter on letterhead for the same, but agency has to followup and arrange the connection.	Job	1	45
8	Arrangement of Silient Gensets (125 KV capacity/higher) with Fuel, Backup and Chemical Earthing for backup as per the actual requirement	Job	1	45
9	Arrangement & Installation of industrial Air Conditioning (with heater option) with ducting for the hanger.	Job	1	45
B	PERFORMANCE AREA			
1	One theme based Stage of size 40x30x4 ft as per the approved design of the exhibition, including Side Skirting, Carpet on top, Stairs on side and podium	Job	1	45
2	Seating arrangements on DIAS on stage with VIP chairs, glass tables, Glass water bottles, tent cards for digatries etc. (Atleast 8-10 people)	Job	1	45
3	Arrangement of two seater sofas in front of stage - 20 sofas	Job	1	45

4	Arrangement of good quality chairs in front of stage - 100 nos (50 extra may be arranged/available at venue)	Job	1	45
5	PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/sound of the Local Authority Appropriate Music. Arrangement of Stage lights with truss as per the requirement including Metal lights, LED par cans, Halogen lights, Moving head, Profile and boom etc	Job	1	45
6	Arrangement of LED screen on stage Backdrop size of 30ft. X 12ft. at the back stage with masking of both side of Stage wherever required.	Sft	360	45
7	2 Photographers & 2 Videographers for the inaugural function. One Photographer & One Videographer for other days. Soft copy of video/photos to be given in Hard Disc on daily basis to the concerned authority (equipped with good quality camers, drone, laptops etc.)	Job	1	45
8	Arrangement of well experienced Team to manage the stage programs on daily basis.	Job	1	45
9	Arrangement and installation of a "Central installation" with LED (P2) as per the approved theme with minimum height of 12 ft	Nos	1	45
10	Arrangement of Internet Connection for Live streaming etc for entire mela duration - 100 mbps	job	1	45
C	THEME BASED LOUNGES			
1	Theme based VIP Lounge/Pavilion for is to be created inside the hanger with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas with proper Light Arrangements, adequate heaters, side tables, center tables and arrangement of Tea/ Coffee with snacks and Cookies, Drinking Water arrangement with at least 2 suitable persons for hospitality in VIP lounge.	Job	1	45
	Theme Pavilion with interactive, artistic and audio-visual display: Day to day activities to create awareness about various schemes of DoSJE/Apex Corporations. Pavilion may include celebrations of 75th Year of India Constitution through displays including role of Dr. Ambedkar life with participative quiz etc. Schemes/projects of the Deptt such as Nasha Mukta Bharat Abhiyan(NMBA) outreach, Atal Vayo Abhyuday Yojana (AVYAY), Prevention of Alcoholism and Substance (Drug) Abuse, Educational schemes Apex Corporations' schemes, Traditional Upliftment and Livelyhood Programme(TULIP) marketing promotion etc.be require to be displayed to attract large crowd.	Job	1	45
2	One Media lounge is to be created for 20-30 persons with wooden flooring, Electrical Points, two seater sofas, glass tables with proper Light Arrangements etc.	Job	1	45

3	One working office/control room is to be created in 200 Sq.Ft. Area with wooden flooring, Electrical Points, 3 Computer Table, High Back Chairs, with proper Light Arrangements, adequate heaters.	Job	1	45
D	STAGE & GREEN ROOMS SETUP			
1	Arrangement of an Anchor during Inaugural and closing ceremonies	Job	1	4
2	Arrangement and installation of 02 nos of Green Rooms for Ladies & Gents Separately. Green rooms to be provided with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/equipments as required. Proper Carpeting on the Floor is also required at both locations.	Nos	2	45
E	LIVE INTERACTION AREA			
1	Designing, Fabrication and installation of 02 Selfie Points with different themes as approved by concerned authority.	Job	1	45
2	Arrangement of a Central Installation with Screen on Top and with minimum height of 12 ft	Job	1	45
3	Arrangement of Digital screens for promotion of the schemes of Apex Corporations of Dept. of Social Justice and Empowerment, Ministry of Social Justice & Empowerment.	Job	1	45
4	Arrangement of AR/VR experience for visitors for engagement. Agency will show the ideas of engagement during technical presentation.	Job	1	45
5	Designing & Installation of Touch screen for Quiz Competition as per the question bank given by the department. A digital certificate should be generated which can be scan via QR code and downloaded in the mobile phone.	Job	1	45
6	Designing, Fabrication & Installation of 3D Holographic Projection of Dr. BR Ambedkar with 4-5 min video content to play in a holographic room. Which can be reused in future for other events.	Job	1	45
F	EXHIBITION AND BUSINESS ZONE - TULIP BRAND POSITIONING			
1	Arrangement and fabrication of Theme Based Display Area for Tulip products with Separate Storage Area.	Job	10	45
2	Arrangement and fabrication of Theme Based Kits distribution area for ALIMCO with consultation space, storage space and waiting area for visitors (As per actual requirement-payment will be on actual basis/bill)	Job	1	45
3	Arrangement and Installation of 02 nos of LED Wall (P3) in visitors area with platform of 4 ft height and both side skirting with black cloth	Job	2	45
G	ACCOMODATION, CATERING AND TRANSPORT (ACT)			

1	Arrangemetrn of accommodation for officials & other Dignitaries with Breakfast and Dinner at Prayagraj/Varanasi(As per actual requirement-payment will be on actual basis/bill)	Job	3	47
2	Arrangements of accommodation for Artisans with Breakfast and Dinner	Job	10	47
3	Running Tea/ Coffee, Snacks for Dignitaries, Officials, Media inside the lounge	Job	30	48
4	Arrangement of Lunch for Officials and Artisans - Lunch /Dinner Menu (One dry Vegetable, One Dal, One Paneer dish, Rice, Nan/Parantha/Roti Salad, Papad and Pickle)	Job	30	47
5	Stay arrangement for Delegates / Officials with attached amenities in Swiss Cottages with all the necessary furniture like double bed, chairs, table and attached Washroom.	nos	2	45
6	Stay arrangement for officials & artisan with attached amenities in Dormatry style room (swiss cottage style) with all the necessary furniture like Single beds, chairs, table and attached Washrooms. With capacity of 10-15 people.	job	1	45
7	Arrangement of vehicles for VIP & Other Dignitaries Innova or equivalent (As per actual requirements- payment will be on actual basis)	Nos	2	48
8	Additional (backup vehicles-Innova) for VIPs & other dignitaries (As per actual requirement-payment will be on actual basis/bill)	Nos	5	20
9	Travel Arrangement for artisans from Hotel to Venue and back via Bus 32 seater / traveller	Nos	1	48
H	DÉCOR and INSTALLATIONS			
1	Designing, Fabrication & Installation of Thematic Façade Branding on Hanger	Sft	3200	45
2	Entry gates, Stage to be decorated with props and flowers for the Inaugural and Closing Functions.	Job	1	45
3	Theme Based wooden/MDF Gates with branding and wrapped with flex. Acrylic Cut- out (Hindi & English) of Shilp Samagam Mela Logo and Logos of Apex Corporations under Dept. of Social Justice and Empowerment and Ministry of SJ&E, Government of India, to be also placed properly on each gate.	Job	1	45
4	Designing, Fabrication and installation of Selfie Points as per approved theme - atleast 3 nos	Job	1	1
5	Designing, Fabrication and installation of Dr. BR Ambedkar ji's statue on a platform.	Job	1	1
6	Arrangement of Decorative satin cloth with printed logo of ministry, Kumbh etc	Nos	50	1
I	MANPOWER			
1	Arrangement of Team for managing the event operations and maintenance of the pavilion	Job	2	45

2	Arrangement of Male (6 nos) & Female (4 nos) Security Guards round the Clock to secure the event venue	Job	10	45
3	Arrangement of CCTV Cameras with 24 hrs recording facility and dedicated manpower	nos	16	45
4	Arrangement of Housekeeping staff (12 nos) round the Clock with cleaning material and dustbins	Job	12	45
5	Arrangement of Qualified Fire Marshalls and Fire Extinguishers at the venue.	Job	1	45
J	EVENT PROMOTION			
1	PIA will do the FM radio publicity through Jingle mode with approval of NBCFDC before and during the event. The content and dates would be finalized by the organiser. PIA will arrange the media person to cover the event. PIA will do social media promotion like Facebook, YouTube, Google, Instagram, Twitter etc. 2 Social media person to be deployed on site for the event. Creatives/ Original pictures of the event to be posted daily during the event. The PIA would also make the provision for paid promotion of the ongoing event like good influencers.	Job	1	50
2	Media kits & food be arranged for media persons as per requirement (atleast 50 nos. on opening/closing days;other days as per requirement)	nos	500	45
3	Arrangement of Live Streaming of the event activities on YouTube channel of the department	Job	1	45
4	PIA will release the newspaper advertisement for events atleast 10 times and also arrange the event coverage on electronic media channel.	Job	1	1
5	Designing & fabrication of Hoardings, Pole Bunting, Standees within Venue	Sft	15000	1
6	Arrangement video Bytes of Visitors at the venue and post edited videos on Social media handles.	Job	1	45
K	MISCELLANEOUS			
1	PIA will provide the drinking water facility with Water Dispenser made available for the visitors at 6 places in the Mela. PIA has to arrange the adequate Bisleri Water Bottles and separate Drinking Water Dispenser at the VIP Lounge/ Pavilion/ office.	Job	1	45
2	PIA will make the arrangement of 02-02 Wheel Chairs with escorts/Volunteers at all the Entry Gates for the Senior Citizens/Divyangjans.	Job	1	45
3	Arrangement of Golden Bollards to create a passage for Special Invitees / Visitors inside the hanger	Job	1	45
4	Arrangement of Queue Managers to secure the selfie points and other installations for Special Invitees / Visitors inside the hanger	Job	1	45

5	25 Nos. of Rose properly wrapped and 10 No. of additional bouquet of fresh flowers separately for Inauguration and Closing day. 10 Nos. of Bouquet of Fresh Flowers be arranged daily	Job	1	45
6	Arrangement of good quality plants for landscaping of the venue. Atleast including maintenance - 100 nos	Job	1	45
7	Arrangement and fabrication of of Canteen area for artisans with 04 nos of round tables, chairs with covers	Job	1	45
8	Arrangement of one Helium balloon (minimum 12 ft radius) with department branding and led lights for illumination during night.	Job	1	45
9	The PIA would be required to obtain Insurance Coverage for Accident, Fire, Life and Burglary upto estimated cost. (<u>as per actuals and on submission of Insurance Policy/Document and receipt of payment</u>)	Job	1	45
10	One Separate First Aid Canopy at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc. Tie up with the nearby Government Hospital for any emergency.	Job	1	45
11	06 Mobile Toilet Blocks(Bio-degradable) for Male & Female (03 for male and 03 for female) to be placed at the venue with cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue]. Separate Toilet arrangement for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. All the required Items like Hand Soap, cleaners, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Shilp Samagam Mela.	Job	1	45

Note : (i) Addendum/Corrigendum, if any, will be issued at NBCFDC website(www.nbcfdc.gov.in)
(ii) For further announcement(s), if any, please visit NBCFDC website regularly.

III. Rejection of Bids

The bid will be considered Non Responsive & Summarily Rejected in case it does not fulfill any one or more of the following conditions: -

- a. If tender fee is not provided by the bidder.
- b. If EMD is not provided by the bidder.
- c. If the bidder tries to put any influence.
- d. If the bidder furnished false information.
- e. If the Authorized Signatory has not signed with an official seal on all pages of the bid document.
- f. Any bid received by NBCFDC after the stipulated time and date in the Tender Document.
- g. Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- h. Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 180 days after the date of its Bid opening.
- i. If undertaking regarding liquidation/bankruptcy is not provided by the bidder as per **Annexure-‘H’**

IV. Criteria for Selection of Bidders

Eligibility Criteria (To form part of the Technical Bid):

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

1. The agency/ firm should have experience of successfully managing events in India or Abroad in the past 5 years. The scope of work of these events should include complying to all requirements and managing all clearances from authorities that may be required for such events.
2. The agency/firm should be registered under Companies Act or any other Act/Association. The copy of certificate of incorporation with registration number should be enclosed.
3. Agency must have Team of 50 members or more in the Organization.
4. The agency/bidder should have completed a minimum of **03 (Three)** Events/Conferences/Similar nature of events for Government of India/State Govts/PSUs/Autonomous Bodies/Federations of Industries etc. during the past **05 (Five)** financial years(supported by completion certificates). Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-E.**
5. The firm/agency should have a **minimum average annual turnover of Rs. 20.0 Cr. (Rupees Twenty Crore) during the last three financial years.** Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period and Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished along with documentary proof for the same as per **Annexure-F.**
6. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.

7. The firm should furnish undertaking regarding liquidation/bankruptcy as per **Annexure-'H'**
8. Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 70:30 weight age i.e. 70% weightage to the Technical proposal and 30% weight age to the Financial proposal. Bidders shall submit non-refundable Tender fee (Including GST @18%) of INR 11,800/- (Rupees Eleven Thousand Eight Hundred Only) via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Canara Bank, Branch Hauz Khas Market, New Delhi – 110016, Branch Code 0126 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid at the time of Pre- Qualification/Eligibility Evaluation. In case the Event/tender is canceled the tender fee will not be refunded.
9. The agency/firm should submit a demand draft of **Rs. 22,50,000.00 (Rupees Twenty Two Lakh Fifty Thousand only)** for the event in favour of NBCFDC payable at New Delhi as EMD along with technical bid (EMD Value 5% of the estimated cost of work). Attach the details.
10. As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of Cost of Tender/EMD should furnish documentary proof /certificate in support of the claim for Cost of Tender fee/EMD exemption issued by the appropriate authority of Government of India Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waiver.
11. The bidder should submit undertaking and affidavit alongwith technical bid mentioning that the firm has not black listed by any Govt. Organization/Govt. Deptt./Any other organization as on date of submission of bid.
12. Details of ownership and organization structure of agency alongwith all statutory documents be enclosed.
13. Authorization letter in favour of person signing the bid to be enclosed.
14. The job work is non-transferable by what so ever mean.
15. **Technical Evaluation (100 marks)**

The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at **Annexure-G**. The agencies scoring 70 marks and above will be declared as technically qualified.

The financial bid of only those agencies will be considered, who have qualified technically/eligible.

Technical and commercial scores obtained by all the bidders would be summed up and the vendor with highest score would be awarded the bid.

Total scores of the vendors would be calculated as per the following formulas:

Combined and final evaluation

- a. Proposals of the post qualified bidder(s) during the process of evaluation of the technical bid will finally be ranked according to the total score (Technical Score + Financial Score) on GeM portal.
- b. The successful bidder shall be the first ranked bidder (whose total score is the highest). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified hereinabove.
- c. Formula for determining the financial scores:

$$S_f = 100 \times F_m / F$$

Where:

S_f is the financial score.

F_m is the lowest price.

F is the price quoted by the respective bidders

The weight age given to the technical and financial proposals are

T = 0.70 and P = 0.30

S = (S_t x 0.7) + (S_f x 0.3)

Where:

S is the combined total score

S_t is the technical score of the Bidder.

Party should not be in dispute with NBCFDC, either directly or indirectly through any other agency.

16. Financial Score: 30 Marks

The financial bid is to be quoted in the prescribed format attached.

NBCFDC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NBCFDC can accept or reject the technical/financial bids without assigning any reason and the decision of the NBCFDC will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NBCFDC reserves all the right to decide on the issue of identifying the selected bidder.

17. **Special Conditions for Evaluation:** The preferred Bidder would be selected as per the criteria mentioned above. However, in the event of two or more Bidders secure the same Composite Score, then NBCFDC reserves the right to declare as Preferred Bidder whose Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

V. Other Conditions:

a. Liquidated Damages:

The above time schedule is required to be strictly adhered to and followed. Liquidated Damage will be applicable to the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 0.5% of the contract value for delay of each

day, subject to maximum of 10% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the PIA.

Further, in case of delay in delivering the work within the stipulated schedule, NBCFDC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NBCFDC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NBCFDC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery. NBCFDC on its discretion can cancel/postpone the event at any time

b. Tender Fee

Bidders shall submit non-refundable Tender fee of **INR 11800/-** [(10000+1800 (GST@18%)] **(Rupees Eleven Thousand Eight Hundred Only)** via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Canara Bank Branch Hauz Khas Market, New Delhi – 110016, Branch Code 0126 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid.

As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of Cost of Tender should furnish documentary proof / certificate in support of the claim for Cost of Tender exemption issued by the appropriate authority of Government of India.

c. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish, EMD of **Rs. 22,50,000/- (Rupees Twenty Two Lakh Fifty Thousand only)** in form of Demand Drafts/Online mode of transfer(attach proof) drawn in favour of "NBCFDC" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid. (EMD 5% of Estimated cost of work)
- ii. No interest shall be paid on EMD.
- iii. The bidder should submit his Complete Bank Account detail for refund of EMD.
- iv. ***As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of EMD should furnish documentary proof / certificate in support of the claim for EMD exemption issued by the appropriate authority of Government of India.***
- v. EMD of unsuccessful bidders will be refunded within 60 days from the date of finalization of Bidder to undertake the **Event Management and other allied infrastructure and services for Maha Kumbh 2025** work.
- vi. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement and furnishing Performance Bank Guarantee.
- vii. The EMD may be forfeited either in full or in a part, at the discretion of NBCFDC, on account of one or more of the following:
 1. The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
 2. Bidder does not respond to request for clarification of their Bid.
 3. Bidder fails to co-operate in the Bid evaluation process, and

4. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

d. Performance Bank Guarantee(PBG)

- a. The successful bidder will be required to submit a PBG; Online through NEFT/ RTGS/ Bank Guarantee/DD/ FDR/ issued by any scheduled commercial bank for 5% of the contract value valid for a period of 6 months after the completion of the contract.
- b. The Bank Guarantee may be invoked by NBCFDC in case of failure of vendor to adhere to the terms & conditions of the contract.
- c. In case of delays in execution of project, NBCFDC may seek extension of the Performance Bank Guarantee for commons rate period which will require to be acceded to by the vendor.
- d. Performance security should be valid for 60 days after completion of services and completion of all contractual obligations.

e. Payment Terms:

The Fund would be released to the PIA in Four following installments:

Milestone payment	Deliverables	Percentage
1.	Issue of Work Order on material mobilization, submission of work plan & team allocation and on submission of Performance Bank Guarantee/FD of Equal Amount	20%
2.	After Successful Inauguration of Maha Kumbh Mela.	30%
3.	After completion of the event	25%
4.	After Successful dismantling of the material, submission of invoice & scrutiny by dept.	25%

- a) NBCFDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of the contract. No deviations shall be entertained.
- c) In case of any dispute, the decision of competent authority of NBCFDC will be final and binding on each Bidder.
- d) The Financial Bid should give the detailed cost break-up or per piece cost of article or service provided.
- e) NBCFDC reserves the right to increase or decrease scope of work as per requirement. NBCFDC can withdraw any activity/article/service cost/payment will be accordingly proportionately increased or reduced.
- f) In case of deficiency of services, NBCFDC reserves the right to make deductions from RA bill/security deposit.
- g) Payment would be released on submission of original bills/invoice along with tax challan(if any) and all statutory deductions be made as per applicable law.

e. Service Level Agreement/Contract.

The successful bidder shall enter into a contract/Service Level Agreement with NBCFDC and should be executed in Non-judicial stamp paper.

VI. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, of any such eventually is given by party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NBCFDC will be final and conclusive.

VII. Arbitration

- a) If a dispute of any kind whatsoever arises between the NBCFDC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NBCFDC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NBCFDC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.
- g) Service provider shall submit an Undertaking alongwith application that it shall abide by all the laws of Gol including copy right, trademark etc. during the event and shall also take applicable permission e.g. pollution, fire, police etc. and shall always keep NBCFDC indemnified in all circumstances.

VIII. Cancellation/Postponement of Programme:

In case the organizing of the Maha Kumbh Mela-2025 is cancelled or postponed due to any reason, payment to be made as per actual work done by the bidder.

Annexure – A

Covering Letter on Letter Head of PIA

To

The Managing Director,
National Backward Classes Finance and Development Corporation (NBCFDC)
5th Floor, NCUI Building,
3, Siri Institutional Area,
August Kranti Marg, New Delhi-110 016.

Sub: Selection of “Event Management and other allied infrastructure and services for Maha Kumbh 2025” from January 13th to February 26th, 2025, at Prayagraj, Uttar Pradesh.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Pavilion & artisan/stalls for “Maha Kumbh Mela” at Prayagraj (UP) from January 13th to February 26th, 2025, under Ministry of Social Justice & Empowerment, Government of India as per the Guidelines, Terms & Conditions mentioned in this RFP document.

The Technical & Financial Bid is enclosed herewith as per the Terms and Conditions of the Bid and RFP documents.

All information provided in the Bid and in the appendices is true and correct and all documents accompanying such Bid are true copies of their respective originals.

I acknowledge the rights of the NBCFDC to reject our bid without assigning any reason or otherwise any hereby waive our right to challenge the same on any account whatsoever.

I agree to keep our bid valid for acceptance for 180 days or for a subsequently extended period, if any, agreed to by us.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure – B
Technical Bid Format

To

The Managing Director,
National Backward Classes Finance and Development Corporation (NBCFDC)
5th Floor, NCUI Building,
3, Siri Institutional Area,
August Kranti Marg, New Delhi-110 016.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry of Social Justice & Empowerment, Government of India Pavilion & stalls for organizing “Maha Kumbh Mela-2025” at Prayagraj (UP) from January 13th to February 26th, 2025, as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detailed technical bid is enclosed herewith on the indicative points.

Yours sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure – C

Obligation/Compliance to be ensured by Bidder

S. No.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labour act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF Registration number with detail of deployed staff		

Yours sincerely,

Signature Name of Authorized Person
Designation Date & Seal

**Annexure – D
Indemnity
Undertaking**

I on behalf of M/s.....hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & No-Technical working on **Maha Kumbh Mela-2025** on behalf.....of M/s..... will abide by all safety rules and procedures.

I declare that hereby that I M/s.....will be responsible for any safety violations/accident etc.at **Maha Kumbh Mela-2025**, NBCFDC will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the NBCFDC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at **Maha Kumbh Mela-2025**.

We hereby agree to defend, indemnify, keep indemnified and hold harmless, NBCFDC, against all and any claims, loss, damage, demands or cost including but not limited to taxes/duties damages, expenses, penalties, liabilities, legal cost and any claims of whatever nature, arising from but not limited to any action, omission, willful conduct, negligence and/or breach of any term or condition under this tender. We shall always abide by the laws of the State and Central Government as applicable/in force from time to time. NBCFDC shall not be responsible for any repercussion on this tender on account of any change in Government Acts, Rules and Regulation, or for any failure on the part of the PIA.

I hereby declare that I am solely responsible on behalf of M/s.
.....for giving such declaration.

Name of Indemnifier
Signature of Indemnifier

Stamp/Seal of the Indemnifier/Contractor

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During last three financial years ending March 31st 2024)

S.N.	Name of the Event	Name of the Client	Brief Description of the Event including area/number of participants	Date/Durationn of Event	Value (Rs.)

Note: Please attach supporting documents with work-order/Completion Certificate/photographs for the above furnished information.

Seal and Signature of bidder

(Name and Designation of the authorized signatory)

ANNUAL TURN OVER

The firm/agency should have a minimum average annual turnover of Rs. 20 Crore during the last three financial years

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2021-2022	
2022-2023	
2023-2024	
Total	

Note: The above data is to be supported by copies of the audited balance sheets, income & expenditure accounts and receipts and payments accounts of the last three financial years and Certificate from a Chartered Accountant.

Seal and Signature of bidder (Name and Designation of the authorized signatory)

ANNEXURE - G**Criteria for Evaluation of Technical bids**

The evaluation of technical bids will be on the following parameters:

Sl. No.	Technical Evaluation Criteria (Documentary Evidence is to be attached as the scoring will be done based on the submitted documents)	Maximum Score (Total 100)	Supporting Documents
1	Experience in Similar nature of work such as Event/ Exhibition/ Conference/ Seminar/ ACT etc. of similar nature of Rs. 3 Crore or more	15 (4 Event: 10 5 Event: 15)	Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client/appreciation certificate, any award/payment proof
2	Event/Work Experience at Uttar Pradesh with Minimum value of 1 Cr. (Atleast 2 Events/ Exhibition/ Conference/ Seminar/ ACT etc.) during last 5 years	10	Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client/ appreciation certificate, any award/payment proof
3	Previous Work Experience of ACT Event/ Similar Event with Long Duration of Rs. 3 Crore in India in last 5 years	10	Copies of the work order(s) arranged in chronological order i.e. latest first and letter of successful completion from the client/ appreciation certificate, any award/payment proof
4	Turnover/Income for the last three years (Annual average turnover upto 20 Cr. 5 Marks Above 20 Cr. 10 Marks)	10	Supporting document be attached.
5	Awards/ Appreciation Certificate received for any ACT Event/ exhibition/ events/ Conference/ Seminar etc. for any State/Central govt./Ministry/ PSU/Govt. Department	5	Copy the Certificates/ Awards
6	Mega International events and prestigious in last 5 years (2 marks for each and maximum 10 marks)	10	Copy of the work order/certificate be enclosed
7	Evaluation of Technical presentation before the technical evaluation Committee Design/concept/content development as per scope of work.	40	Technical Presentation <ul style="list-style-type: none"> • Approach and Methodology for ACT Work • Event Execution Plan • Team Deployment and Experience • Innovative ideas for smooth organization/functioning of the event

ANNEXURE - H

**NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION
(NBCFDC)**

Format of undertaking to be submitted along with Technical-Bid Undertaking

(To be stamped and signed by the authorized signatory on letterhead of bidder and be attached with Technical Bid.)

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by NBCFDC, without any deviation/ exception/comments/ assumptions.

We hereby confirm that we are not under any liquidation', any 'court receivership' or similar proceedings and bankruptcy'. We hereby confirm that any partner/Director of the entity have not been convicted in any disciplinary proceedings/criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking/Government Organization/NBCFDC. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected/terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Signature with seal of the firm

Place:

Name & Full address:

FINANCIAL BID

Exhibition by Samajik Nyay Adhikarita Vibhag in Maha Kumbh-2025 at Prayagraj,Uttar Pradesh

S.N.	Description	Unit	Quantity	No of Days	Cost	GST	Total Amount
					(Rs.)		(Rs.)
A	INFRASTRUCTURE						
1	Arrangement & Installation of Weatherproof Aluminium Structure German Hanger with platform, Carpet and Cloth draping as per theme colors. (50 mtr x 25 mtr)	sq mtr	1250	45			
2	Arrangement & Fabrication of Glass wall façade with 2 Glass gates in the front side of the structure.	job	1	45			
3	General LED lights inside hanger, Fan, outside general LED light, Electric Distribution with Armor cabling, Distribution panels, sub panels etc.	Job	1	45			
4	Designing, Fabrication & Installation of Branding inside the hanger structure & Façade branding	Job	1	45			
5	Arrangement & Installation of Tin boundry of 10 ft. height with themaric decorative cloth covering.	Rft	750	1			
6	Arrangement of electrical earthings for stage, lights, panels, gensets etc as per the industry standards	Nos	1	45			
7	Arrangement of Temporary Electric connection from Electricity department (150 Kw), department will arrange the request letter on letterhead for the same, but agency has to followup and arrange the connection.	Job	1	45			
8	Arrangement of Silient Gensets (125 KV capacity/higher) with Fuel, Backup and Chemical Earthing for backup as per the actual requirement	Job	1	45			
9	Arrangement & Installation of industrial Air Conditioning (with heater option) with ducting for the hanger.	Job	1	45			
B	PERFORMANCE AREA						
1	One theme based Stage of size 40x30x4 ft as per the approved design of the exhibition, including Side Skirting, Carpet on top, Stairs on side and podium	Job	1	45			
2	Seating arrangements on DIAS on stage with VIP chairs, glass tables, Glass water bottles, tent cards for digatries etc. (Atleast 8-10 people)	Job	1	45			
3	Arrangement of two seater sofas in front of stage - 20 sofas	Job	1	45			
4	Arrangement of good quality chairs in front of stage - 100 nos (50 extra may be arranged/available at venue)	Job	1	45			

5	PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/sound of the Local Authority Appropriate Music. Arrangement of Stage lights with truss as per the requirement including Metal lights, LED par cans, Halogen lights, Moving head, Profile and boom etc	Job	1	45			
6	Arrangement of LED screen on stage Backdrop size of 30ft. X 12ft. at the back stage with masking of both side of Stage wherever required.	Sft	360	45			
7	2 Photographers & 2 Videographers for the inaugural function. One Photographer & One Videographer for other days. Soft copy of video/photos to be given in Hard Disc on daily basis to the concerned authority (equipped with good quality camers, drone, laptops etc.)	Job	1	45			
8	Arrangement of well experienced Team to manage the stage programs on daily basis.	Job	1	45			
9	Arrangement and installation of a "Central installation" with LED (P2) as per the approved theme with minimum height of 12 ft	Nos	1	45			
10	Arrangement of Internet Connection for Live streaming etc for entire mela duration - 100 mbps	job	1	45			
C	THEME BASED LOUNGES						
1	Theme based VIP Lounge/Pavilion for is to be created inside the hanger with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas with proper Light Arrangements, adequate heaters, side tables, center tables and arrangement of Tea/ Coffee with snacks and Cookies, Drinking Water arrangement with at least 2 suitable persons for hospitality in VIP lounge.	Job	1	45			

	Theme Pavilion with interactive, artistic and audio-visual display: Day to day activities to create awareness about various schemes of DoSJE/Apex Corporations. Pavilion may include celebrations of 75th Year of India Constitution through displays including role of Dr. Ambedkar life with participative quiz etc. Schemes/projects of the Deptt such as Nasha Mukta Bharat Abhiyan(NMBA) outreach, Atal Vayo Abhyuday Yojana (AVYAY), Prevention of Alcoholism and Substance (Drug) Abuse, Educational schemes Apex Corporations' schemes, Traditional Upliftment and Livelihood Programme(TULIP) marketing promotion etc.be require to be displayed to attract large crowd.	Job	1	45			
2	One Media lounge is to be created for 20-30 persons with wooden flooring, Electrical Points, two seater sofas, glass tables with proper Light Arrangements etc.	Job	1	45			
3	One working office/control room is to be created in 200 Sq.Ft. Area with wooden flooring, Electrical Points, 3 Computer Table, High Back Chairs, with proper Light Arrangements, adequate heaters.	Job	1	45			
D	STAGE & GREEN ROOMS SETUP						
1	Arrangement of an Anchor during Inaugural and closing ceremonies	Job	1	4			
2	Arrangement and installation of 02 nos of Green Rooms for Ladies & Gents Separately. Green rooms to be provided with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/equipments as required. Proper Carpeting on the Floor is also required at both locations.	Nos	2	45			
E	LIVE INTERACTION AREA						
1	Designing, Fabrication and installation of 02 Selfie Points with different themes as approved by concerend authority.	Job	1	45			
2	Arrangement of a Central Installation with Screen on Top and with minimum height of 12 ft	Job	1	45			
3	Arrangement of Digital screens for promotion of the schemes of Apex Corporations of Dept. of Social Justice and Empowerment, Ministry of Social Justice & Empowerment.	Job	1	45			
4	Arrangement of AR/VR experience for visitors for engagement. Agency will show the ideas of engagement during technical presentation.	Job	1	45			

5	Designing & Installation of Touch screen for Quiz Competition as per the question bank given by the department. A digital certificate should be generated which can be scan via QR code and downloaded in the mobile phone.	Job	1	45			
6	Designing, Fabrication & Installation of 3D Holographic Projection of Dr. BR Ambedkar with 4-5 min video content to play in a holographic room. Which can be reused in future for other events.	Job	1	45			
F	EXHIBITION AND BUSINESS ZONE - TULIP BRAND POSITIONING						
1	Arrangement and fabrication of Theme Based Display Area for Tulip products with Separate Storage Area.	Job	10	45			
2	Arrangement and fabrication of Theme Based Kits distribution area for ALIMCO with consultation space, storage space and waiting area for visitors (As per actual requirement-payment will be on actual basis/bill)	Job	1	45			
3	Arrangement and Installation of 02 nos of LED Wall (P3) in visitors area with platform of 4 ft height and both side skirting with black cloth	Job	2	45			
G	ACCOMODATION, CATERING AND TRANSPORT						
1	Arrangemtn of accomodation for officials & other Dignitaries with Breakfast and Dinner at Prayagraj/Varanasi(As per actual requirement-payment will be on actual basis/bill)	Job	3	47			
2	Arrangemtn of accomodation for Artisans with Breakfast and Dinner	Job	10	47			
3	Running Tea/ Coffee, Snacks for Dignitaries, Officials, Media inside the lounge	Job	30	48			
4	Arrangement of Lunch for Oficials and Artisans - Lunch /Dinner Menu (One dry Vegetable, One Dal, One Paneer dish, Rice, Nan/Parantha/Roti Salad, Papad and Pickle)	Job	30	47			
5	Stay arrangenent for Delegates / Officials with attached amenities in Swiss Cottages with all the necessary furniture like double bed, chairs, table and attached Washroom.	nos	2	45			
6	Stay arrangenent for officials & artisan with attached amenities in Dormatry style room (swiss cottage style) with all the necessary furniture like Single beds, chairs, table and attached Washrooms. With capacity of 10-15 people.	job	1	45			
7	Arrangement of vehicles for VIP & Other Dignateries Innova or equilant (As per actual requirements-payment will be on actual basis)	Nos	2	48			

8	Additional (backup vehicles-Innova) for VIPs & other dignitaries (As per actual requirement-payment will be on actual basis/bill)	Nos	5	20			
9	Travel Arrangement for artisans from Hotel to Venue and back via Bus 32 seater / traveller	Nos	1	48			
H	DÉCOR and INSTALLATIONS						
1	Designing, Fabrication & Installation of Thematic Façade Branding on Hanger	Sft	3200	45			
2	Entry gates, Stage to be decorated with props and flowers for the Inaugural and Closing Functions.	Job	1	45			
3	Theme Based wooden/MDF Gates with branding and wrapped with flex. Acrylic Cut-out (Hindi & English) of Shilp Samagam Mela Logo and Logos of Apex Corporations under Dept. of Social Justice and Empowerment and Ministry of SJ&E, Government of India, to be also placed properly on each gate.	Job	1	45			
4	Designing, Fabrication and installation of Selfie Points as per approved theme - atleast 3 nos	Job	1	1			
5	Designing, Fabrication and installation of Dr. BR Ambedkar ji's statue on a platform.	Job	1	1			
6	Arrangement of Decorative satin cloth with printed logo of ministry, Kumbh etc	Nos	50	1			
I	MANPOWER						
1	Arrangement of Team for managing the event operations and maintenance of the pavilion	Job	2	45			
2	Arrangement of Male (6 nos) & Female (4 nos) Security Guards round the Clock to secure the event venue	Job	10	45			
3	Arrangement of CCTV Cameras with 24 hrs recording facility and dedicated manpower	nos	16	45			
4	Arrangement of Housekeeping staff (12 nos) round the Clock with cleaning material and dustbins	Job	12	45			
5	Arrangement of Qualified Fire Marshalls and Fire Extinguishers at the venue.	Job	1	45			
J	EVENT PROMOTION						

1	PIA will do the FM radio publicity through Jingle mode with approval of NBCFDC before and during the event. The content and dates would be finalized by the organiser. PIA will arrange the media person to cover the event. PIA will do social media promotion like Facebook, YouTube, Google, Instagram, Twitter etc. 2 Social media person to be deployed on site for the event. Creatives/ Original pictures of the event to be posted daily during the event. The PIA would also make the provision for paid promotion of the ongoing event like good influencers.	Job	1	50			
2	Media kits & food be arranged for media persons as per requirement (atleast 50 nos. on opening/closing days; other days as per requirement)	nos	500	45			
3	Arrangement of Live Streaming of the event activities on YouTube channel of the department	Job	1	45			
4	PIA will release the newspaper advertisement for events atleast 10 times and also arrange the event coverage on electronic media channel.	Job	1	1			
5	Designing & fabrication of Hoardings, Pole Bunting, Standees within Venue	Sft	15000	1			
6	Arrangement video Bytes of Visitors at the venue and post edited videos on Social media handles.	Job	1	45			
K	MISCELLANEOUS						
1	PIA will provide the drinking water facility with Water Dispenser made available for the visitors at 6 places in the Mela. PIA has to arrange the adequate Bisleri Water Bottles and separate Drinking Water Dispenser at the VIP Lounge/ Pavilion/ office.	Job	1	45			
2	PIA will make the arrangement of 02-02 Wheel Chairs with escorts/Volunteers at all the Entry Gates for the Senior Citizens/Divyangjans.	Job	1	45			
3	Arrangement of Golden Bollards to create a passage for Special Invitees / Visitors inside the hanger	Job	1	45			
4	Arrangement of Queue Managers to secure the selfie points and other installations for Special Invitees / Visitors inside the hanger	Job	1	45			
5	25 Nos. of Rose properly wrapped and 10 No. of additional bouquet of fresh flowers separately for Inauguration and Closing day. 10 Nos. of Bouquet of Fresh Flowers be arranged daily	Job	1	45			

6	Arrangement of good quality plants for landscaping of the venue. Atleast including maintenance - 100 nos	Job	1	45			
7	Arrangement and fabrication of of Canteen area for artisans with 04 nos of round tables, chairs with covers	Job	1	45			
8	Arrangement of one Helium balloon (minimum 12 ft radius) with department branding and led lights for illumination during night.	Job	1	45			
9	The PIA would be required to obtain Insurance Coverage for Accident, Fire and Burglary upto Rs 2 crore. <u>(as per actuals and on submission of Insurance Policy/Document and receipt of payment)</u>	Job	1	45			
10	One Separate First Aid Canopy at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc. Tie up with the nearby Government Hospital for any emergency.	Job	1	45			
11	06 Mobile Toilet Blocks(Bio-degradable) for Male & Female (03 for male and 03 for female) to be placed at the venue with cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue]. Separate Toilet arrangement for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. All the required Items like Hand Soap, cleaners, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Shilp Samagam Mela.	Job	1	45			
TOTAL							

Note : Rate be quoted inclusive of GST