

NO. VP/EFD/1581/VSP/2022

2 February 2022



VIGYAN PRASAR

(An autonomous organization of Department of Science and Technology, Govt. of India)

Headquarter First Floor, AI Building, Department of Science & Technology, New Mehrauli Road, New Delhi

Branch office: Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector 62, Noida, Uttar Pradesh-201309

REQUEST FOR PROPOSAL

(Bidding Terms & Scope of Work)

FOR

Celebration of Science Week-Vigyan Sarvatra Pujayate (February 22-28, 2022)

(Mega Exposition at Jawahar Lal Nehru Stadium, New Delhi along with a Grand inaugural on 22 February, and a Grand Finale on 28 February 2022)

Dated: 02.02.2022

- I. This Request for Proposal (“RFP”) is issued by Vigyan Prasar.
- II. The information contained in this RFP or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Vigyan Prasar or any of its employees or advisors, is provided on the terms and conditions set out in this RFP.
- III. This RFP is not a contract and is not an offer by Vigyan Prasar to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties 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 Vigyan Prasar, in relation to the project. 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 Vigyan Prasar, 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.
- IV. Information provided in this RFP to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Vigyan Prasar accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. Vigyan Prasar, its employees and advisers make no representation or warranties 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, claims, 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 herein or deemed to form part of this RFP or arising in any way in this selection process. Vigyan Prasar 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.

- V. Vigyan Prasar is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that Vigyan Prasar is bound to select a bidder or to appoint the selected bidder, as the case may be, for this project and Vigyan Prasar reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.
- VI. Vigyan Prasar or its authorized officers/representatives/advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.
- VII. The RFP does not address concerns relating to diverse investment objectives, financial situations, and particular needs of any party. The RFP is not intended to provide the basis for any investment decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by Vigyan Prasar to give any information or to make any representation not contained in the RFP.
- VIII. Vigyan Prasar may terminate the bid process at any time and without assigning any reason and makes no commitments express or implied that this process will result in a business transaction with anyone.

1. Request for proposal:

1.1 RFP Notice

I) Vigyan Prasar, an autonomous organization of the Department of Science and Technology, Government of India has been entrusted by the Office of PSA to execute

the week-long festival of Science and Technology as one of the knowledge partners across the country to organise Amrit Mahotsav- Science Showcase- Roadmap 2047. The glorious week festival called Vigyan Sarvatra Pujyate (in Sanskrit, which means Science and Technology are revered all over) will be conducted at different in the country including Delhi.

II) The Project Committee invites bids from bidders for providing the services mentioned in the RFP. The bidders, who intend to participate in this bid are required to follow the below mentioned stages:

- a. Pre-Bid Meeting
- b. Technical & Financial Bid Submission
- c. Opening of Eligibility Documents
- d. Evaluation of Eligibility Documents
- e. Opening of Technical Bid
- f. Evaluation of Technical bid
- g. Presentation on following points by all bidders:
 - Conceptual Plan for the event
 - Infrastructure Plan/Layout for the event
 - Key Understanding of scope of work
 - Approach & Methodology
 - Detailed Work Plan/Schedule of events planned along with timelines
 - Exigency planning and strategy to ensure quantity of all infrastructure/other requirements expected from the Agency are met for the event, given the size and vision of the Event.
 - Showcase previous work videos and pictures of events organized and managed by the bidder.
- h. Opening of Financial bids of all qualified bidders
- i. The bidder achieving the highest combined technical and financial score will be Invited for negotiations and award of contract.

III) Interested bidders may download the RFP document from the website www.vigyanprasar.gov.in and <https://eprocure.gov.in>

IV) The RFP document is not transferable.

V) Bid Validity is 90 days.

VI) The bidder must submit the Bid Security Declaration in lieu of Bid security on company letter head

1.2 Schedule of Events & Dates

S. No.	Information	Details
1	RFP Issuing Authority	Director Vigyan Prasar
2	RFP Issue Date	02.02.2022
3	Last date and time for bid submission	12.02.2022 11.00 AM
4	Place of Submission	The Director, Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector 62, Noida, Uttar Pradesh-201 309
4	Availability of RFP Documents	www.vigyanprasar.gov.in and https://eprocure.gov.in
6	Date, time and venue of Pre-bid conference (online)	Date: 07.02.2022 Time: 12.30 PM On line link for meeting https://us02web.zoom.us/j/89485284503?pwd=d2l1RXkvaWw3OWIwdG1NUDN3NXVrQT09
7	Publication for the response to pre-bid queries on www.vigyanprasar.gov.in	07.02.2022
7	Date, time and venue of opening of Pre-Qualification and Technical Proposals	Date: 12.02.2022 Place: Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector 62, Noida,

		Uttar Pradesh-201 309 Time: 11.15 AM
8	Date, time and venue for the Technical Presentation	Date: 12.02.2022 Place: Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector 62, Noida, Uttar Pradesh-201 309 Time: 12.00 Noon Time allotted for presentation : 10 Minutes Maximum
9	Place, time and date of opening of Financial Proposals	Date: 12.02.2022 Place: Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector 62, Noida, Uttar Pradesh-201 309 Time: 15.30 Hours

2. Instruction to Bidders:

- 2.1 Interested agencies are requested to submit their Technical Bid and Financial Bid in separate sealed covers and enclose both the sealed covers in another sealed cover superscribing “RFP for Celebration of Science Week- Vigyan Sarvatra Pujayate” addressed to The Director Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector 62, Noida, Uttar Pradesh-201 309. The bids can be submitted by hand or by post. Vigyan Prasar will not be responsible for any delay by any reasons whatsoever in receipt of bids
- 2.2 The Technical Bid and Financial Bid should be placed in separate sealed covers with the wordings “Technical Bid” and “Financial Bid” respectively super-scribed on them. It may be noted that prices must not be indicated in the Technical Bid and must only be indicated in the Financial Bid.
- 2.3 As a part of Technical bid, the bidders are required to submit a self-assessment

- score sheet (Sl. NO. 1 to 7 of the Technical evaluation sheet – Ref : Para No. 3.64). The score sheet should be duly referenced with supporting documents. Failure to submit the self-assessment sheet or any misinformation/misleading information therein will entail rejection of bid.
- 2.4 The cover should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- 2.5 Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.
- 2.6 Along with technical bid, the sample designs of the Pavilion should also be submitted.
- 2.7 Vigyan Prasar will be at liberty to enhance or reduce the scope of work. Vigyan Prasar at its sole discretion can decide to not to carry-out any of the work. Accordingly that item of work will not be counted for final payment.
- 2.8 Decision of the Vigyan Prasar will be final in all aspects.

3 Introduction

- 3.1 Vigyan Prasar (VP) is an autonomous organization under the Department of Science and Technology (DST), Government of India. The principal objective of VP is to serve India's science popularization agenda. This is achieved through several strategically important two – way stakeholder specific approaches to communicate about principles and practice of science and technology and implications for development and quality of life.

3.2 The scope of work will be as under:

Venue details:

Event	Dates	Venue
Inaugural and Finale	22 February 2022 and 28 February 2022 respectively	Auditorium near Gate No. 1 Jawahar Lal Nehru Stadium, New Delhi
Exposition (Total bare space available 20000 Sq Mtrs (bidders are encouraged to visit the site before submitting bids	22 February 2022 to 28 February 2022 respectively	Ground near Gate NO. 1 Jawahar Lal Nehru Stadium, New Delhi

Sl. NO.	ELEMENTS	QTY.	UNIT
1	INFRASTRUCTURE		
i.	<p>Conceptualizing, planning, designing, erection, construction, fabrication and maintenance of the Aluminum exhibition air condition hangers for MEGA EXPO. Hangers should be, top covered with fireproof and side cover blackout miller SRF which also should be waterproof, adequate lighting, fabric treatment along with Entry, Exit, & Fire Exit Gate, 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required.</p> <p>The MEGA EXPO area shall be suitably divided into different sections with the following provisions.</p> <p>a. Provision for Reception and Cold/Hot water dispensing Units.</p> <p>b. Ear marked Space for 10 pavilions of 150 Sq Mt each & Octonom area for exhibitors.</p> <p>c. Provision of VIP Room for seating for 25-30 persons with the internet. Wi-Fi and mobile charging facilities.</p> <p>d. Adequate elegant furniture for VIP room, tablewares, cutlery etc. is to be provided including Sofa, centre tables, etc. for the lounge.</p> <p>e. Provision of One office cum conference hall for officials for 20-25 persons' capacity</p> <p>f. Provision of EMA Office with a laptop, internet, Wi-Fi, print, fax and scan facility with 02 lockable shelves.</p> <p>g. Provision of Common Breakout seating area for a general audience.</p>	6000	Sq Mtr

ii.	<p>Conceptualizing, planning, designing, erection, construction, fabrication and maintenance of the Aluminum exhibition air condition hangers for VIP FOOD COURT. Hangers should be top covered with fireproof and side cover blackout miller SRF which also should be waterproof, General Lighting, Fabric treatment along with Entry, Exit, & Fire Exit Gate, 4"/5" Wooden Riser (Platform) with double-ply along with synthetic carpet as per required.</p> <p>a. Dining hall for Official's 500 person capacity.</p>	800	Sq Mtr
iii.	<p>Construction of Covered Kitchen Tent for VIP food court hanger with the floor, adequate lights, Fans with tin shade barricading, ceiling covered with tin shade along with washing facility and storage area.</p>	100	Sq Mtr
iv.	<p>Conceptualizing, Planning, designing, erection, construction, fabrication and maintenance of the Aluminum exhibition air condition hangers for BOOK FAIR. Hangers should be top covered with fire proof and side cover blackout miller SRF which also should be waterproof, adequate lighting, fabric treatment along with Entry, Exit, & Fire Exit Gate, 4"/5" Wooden Riser (Platform) with double ply along with thick carpet as per required.</p> <p>The MEGA EXPO area shall be suitable divided into different sections with following provisions.</p> <p>a. Reception and Cold/Hot water dispensing Units.</p> <p>b. Ear marked Space for Octonom stall for exhibitors 150 Participants of 3x3 Sq Mts</p> <p>c. Provision of Comon Breakout seating area for general audience.</p>	2500	Sq Mtr
v.	<p>Designing, erection, construction & fabrication of 5 Food stalls for General Audience along with eating area with trussing structure ceiling should be top covered with 3 side wall masking which also should be waterproof, adequate lighting inside the food stall, fabric treatment, thick carpet with branding along with Adequate elegant furniture for general food stall, table wares, cutlery, takhat table & buffet table, cocktail table & etc as per required.</p>		Lump sum
vi.	<p>Eating Area for the general public with proper masking with branding all sides along with attractive entrance gate for food court area.</p>		Lump sum
vii.	<p>Construction of Covered Kitchen Tent for General food stall with the floor, adequate lights, Fans with tin shade barricading, ceiling covered with tin shade along with washing facility and storage area.</p>		Lump sum

2	EXHIBITION AREA ALLIED COMPONENTS		
i.	PA System for general announcement inside the (Mega Expo) hanger : Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum
ii.	PA System for general announcement inside the (Book Fair) hanger : Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum
iii.	PA System for general announcement inside the (Vip food court) hanger : Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum
iv.	PA System for the general announcement (Outdoor Expo Arena): Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum
v.	High-Resolution Outdoor Sun Readable LED Wall (16 x 10) , Riser with masking And Sound along with the technical operator.	3	Nos
vi.	Indoor LED Wall with riser of different sizes to be placed inside the hangers P - 2.9 (Rate should be quote for 7 days)	600	Sqft
vii.	Provision of outdoor aluminium trussing structure for the stage for outdoor lighting RGB LED par can U truss for 2 Nos Front-lighting Goal Post 1 Nos T-Truss 8 Nos LIGHTS: Par 64s As required LED par cans, As required Sharpy 32 Wash, 20 Blinder, 16 Spot Moving head 15 Smoke / Haze 4 Follow Spot 2.5 2 Profile Spot 12 Dimmer As required Lighting Control Board 1+1 VISUALS: 4 Preview Plasma 3 Speaker timer 1 teleprompter Plazma 1 Watch out server Laptops & Playback		Lump sum
viii.	Plasma TV with all associated equipment and stands (Size 55 inches) to be placed in the theme pavilion as per requirement. (Rate for 7 Days)	20	Nos
ix.	Supply and installation of Octonorm stalls made of Aluminium bass & PVC sheets on hire basis of height 8'ft. Panel size: 1mtr X 8'. Thickness: 3mm/2.5mm, Top cover with a suitable material like PVC sheet etc, covering within the night to avoid dew on models (if required), fascia with title in letter cut vinyl (matter will be provided well in advance). All the Octonorm stalls should be coded by numbers & names. Flooring 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet	2500	Sq Mtr

	Adequate Lighting in the stall with the spotlight. Powerpoint 15 amp and 5 amp combined. Octomom Table covered with facia & Chair with creative design dustbin. Provision of shelves as required.		
x.	Waterproof ceiling in the outdoor area for octonorm stalls.	6000	Sq ft
xi.	Supply and installation of Pagoda (Size 5mtr x 5mtr) covered with 3 sides with platform and carpet and proper lighting along with required furniture, internal lightings, Plug Point of 5 AMP - 2 no"s, CCTV surveillance room, police control room, traffic police control room, medical and emergency services room.	10	Nos
xii.	Design, Conceptualisation & Execution of Large size BOX ENTRANCE GATE (As per requirement) - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	4	Nos
xiii.	Designing, erection, construction & fabrication of 2 Registration counters should be covered along with all required furniture for a seating capacity of 4-6 pax per counter., 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required.	2	Nos
xiv.	Fabrication of Two Help Desk with all required furniture with 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as required.	2	Nos
xv.	Designing, erection & fabrication of air condition Meeting cum Conference Room for officials for 20-25 persons' capacity with the provision of LED TV 55" inches or larger (with DTH connection)and lockable shelf. The room should have internet, Wi-Fi facilities with Adequate elegant furniture, 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet as per required.	1	Nos
xvi.	Fabrication of Pantry Rooms provided with coffee machine, Refrigerator and other required furniture, along with refreshment snacks like cookies, sandwich & juice with one attendant, 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required..	1	Nos
xvii.	Fabrication of CCTV control room along with other required furniture with staff to monitor the CCTV.	1	Nos

kviii.	Furniture and other utilities for Green Room in Auditorium area along with adequate lighting & etc as per required.	2	Nos
xix.	Construction of Outdoor STAGE SETUP (Size 40 x 32) with Double-ply on top, carpet flooring/platform, for cultural activities and public function with Skirting on front with both side 8 ft' wooden steps with a railing along with side wings for stage.	1	Nos
xx.	Providing Chemical Toilets including maintenance for the entire venue with all required material with attendant. (Rate for 8 days per toilet)	40	Nos
xxi.	Providing of VVIP air condition mobile toilet van with all necessary equipment with attendant (Rate for 7 Days per toilet)	2	Nos
xxii.	Queue manager	100	Nos
xxiii.	Tin Barricading / Cloth Wall Masking	5000	R. ft
xxiv.	Mojo barricading Near the stage 4'ft as per requirement		Lump sum
xxv.	Designing, erection & fabrication of Theme Area on DST & Azadi ka Amrit Mahotsav to showcase the achievement of DST & highlighting the 75th Azadi ka Amrit Mahotsav	1	Nos
xxvi.	Special fabrication, 3D #hashtag installation & Some Artistic installation on outdoor Arena with adequate lighting .	4	Nos
xvii.	Provision, Fixing & installation of Media Platform & conosle.	1	Nos
kviii.	Design, Conceptualisation & Execution of Hanger Facade for mega expo - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	1	Nos
kviii.	Design, Conceptualisation & Execution of Hanger Facade for Book Fair - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	1	Nos
xxx.	Design, Conceptualisation & Execution of Hanger Facade for Vip food court - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along	1	Nos

	with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)		
xxxi.	Desktop computer / Laptop along with 4G Data Card as per requirement	15	Nos
xxii.	Laser Printer & Scanner	3	Nos
xxiii.	Photocopy machine	2	Nos
3	CATERING + FOOD COURT AREA		
i.	Lunch Arrangements at the VIP food court for 500 Pax– (Each Day) Well-groomed and uniformed staff to cater in Menu to be changed on daily basis. (Rate for 7 days with a complete Menu)	500	Nos
ii.	Hi-Tea Arrangements at the VIP food court for 500 Pax– (Each Day) Well-groomed and uniformed staff to cater in Menu to be changed on daily basis. (Rate for 7 days with a complete Menu)	500	Nos
iii.	Tea Arrangements at the VIP food court for 500 Pax– (Each Day) Tea with cookies and biscuits. Well-groomed and uniformed staff to cater the service. (Rate for 7 days with a complete Menu)	500	Nos
iv.	Provision of Hi-Tea and all the necessary furniture in the Auditorium Area for VIP. (Rate for 7 days with a complete Menu)	30	Nos
v.	Creatively designed dustbins for all spaces as above in the Mega Expo area, Bookfair & Food Court Area	150	Nos
vi.	Pestoflash (fly killers) to be provided in all F&B Zones.	5	Nos
vii.	Water Dispenser for entire event along with table with Masking	30	Nos
viii.	Water refill jars (20 ltrs) plus eco friendly cups	4000	Nos
ix.	Water tanker (10000 Ltr) on Daily basis (10 tanker per day)	70	Nos
4	MAIN GATE & FRONT ARENA		
i.	Design, Conceptualisation & Execution of Large size ENTRANCE GATE (As per requirement) - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. pasting with Eco-solvent vinyl with 3M pasting.	2	Nos
ii.	Design, Conceptualisation & Execution of Large size VVIP & VIP ENTRANCE GATE - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction	1	Nos

	materials etc. pasting with Eco-solvent vinyl with 3M pasting.		
5	MEDIA LOUNGE		
i.	Fabrication of air condition Media lounge for 20-25 seating capacity with Adequate lighting in the room along, along with required furniture with media briefing with wooden flooring along with internet connection with adequate power points.	1	Nos
6	VVIP LOUNGE / VIP LOUNGE - 35-50 pax each		
i.	Designing, erection & fabrication of air condition VIP lounge for 35-50 seating capacity with warm white edge-lit light effect inside vertical wall panel with Adequate lighting in the room along with lockable wooden door with both side laminate finish, Ceiling Top cover with suitable material, provision of LED TV 55" inches .The room should have Wi-Fi facilities with Adequate elegant furniture Like Leatherite Sofa, coffee table and side table with a flower pot with 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required.	1	Nos
ii	Fabrication of Pantry Rooms provided with coffee machine, Refrigerator Decent crockery set, and other required furniture, along with refreshment snacks like cookies, sandwich & juice with two attendant, 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required.	1	Nos
7	CULTURAL INAUGURATION OPENING & CLOSING		
i.	Cultural Entertainment for 3 evenings (minimum of 90 minutes) - Should include a mix of Cultural/Scientific & Generic Entertainment Show, all of which should be presented professionally. This has to be inclusive of all T/L/B of the artists, master of ceremonies, Lights/sound/video etc needed for the purpose at the venues.These events have to be of National standards and some international participation should also be considered.		Lump sum
ii.	Indoor Curve LED Wall (16 x 80) p 2.9 for Auditorium.	1280	Sqft
iii.	(PA) System for Inaugural & Entire Event venues Sound and lighting arrangements for Event Venue, Parking including the stage with proper power supply and backup arrangements (the exhibition to be open from 9am-9pm)		Lump sum

iv.	PA System Main Stage Flying - K2 Lacoustic or Similar	9	
v.	PA System Delay Ground Stack - K2 Lacoustic	3	
vi.	PA System Subs - K2 Lacoustic	16	
vii.	Line Array System (Each speaker contains 2 Low Mid)	8	
viii.	Delay Subs - (Each sub contains 2 Woofers)	4	
ix.	Front Fills - K2 Lacoustic	8	
x.	Podium with Podium Microphone	4	
xi.	Hand Cordless	6	
xii.	Lapel Mic	2	
xiii.	Headset Mic	2	
xiv.	Audio Mixer	2	
xv.	Artist Techrider / Requirements 1 Pioneer Twin CDJ Set 2 Set TRUSS: Box Truss Main Stage 1 Unit U truss for Sound 2 Nos Front-lighting Goal Post 1 Nos T-Truss 8 Nos LIGHTS: Par 64s As required LED par cans As required Sharpy 32 Wash 20 Blinder 16 Spot Moving head 15 Smoke / Haze 4 Follow Spot 2.5 2 Profile Spot 12 Dimmer As required Lighting Control Board 1+1 VISUALS: "Side LED screen (to run all content)" 2 "Delay LED Screen (with platform inside & outside hanger for the general public)" 4 Preview Plasma 3 Speaker timer 1 teleprompter Plazma 1 Watch out server Laptops & Playback 4 *** Multiple Sound System as per the requirement for different venues.	1	Lump sum
8	LIGHT, ELECTRICALS & GENSETS (ALL THE ELECTRICAL FIXTURES, CABLES, FITTINGS, BULBS, LIGHTS ETC. MUST BE OF STANDARD ISI MAKE)		
i.	Providing and fitting of metal halide (400 watts)/ LED Light(up to 200 watt) with all necessary accessories light fitting on the tower of (20 -25 ft height wherever Required Including Wiring Testing and Operation complete As Required).	400	Nos
ii.	Providing and fitting of the following Electrical Accessories on Poles and Spaces wherever Required (Including Wiring Testing and Operation complete As Required.)		Lump sum
iii.	Providing and fixing 70 Sq. mm armoured cable protective covering 500 Mtr	500	Mtr
iv.	Providing, Fixing & Installation of panel Board Having 400 Amp/200 Amp TPN Main Switch including earthing of panels.	20	Nos
v.	Temporary wiring with 1.5 Sq. mm ISI marked the Approved Make Copper wire in PVC conduit wherever	30	500

	it will be required for light fans and plug points.		
vi.	Providing and fixing Pedestal fans including wiring, testing, maintenance and operation complete.	40	Nos
vii.	Providing and fixing Air Freshener Fans (with Water) inside pandal and VIP areas if required including wiring, testing, maintenance and operation complete.	40	Nos
viii.	Providing and fixing LED RGB Par Can lights including wiring, testing, maintenance and operation complete.	250	Nos
ix.	Providing and fixing Jhalar other decorative lights for beautification of the venue with accessories including wiring, testing and operation complete.		Lump sum
x.	Provision of proper earthing for electrical equipment.	10	Nos
xi.	Providing , fixing & installation of soundproof silent diesel GENSET Power supply along with back-up-62kv as per the requirement with accessories including wiring, testing and operation with necessary maintenance complete. (Rate for 10 Days)	5	Nos
xii.	Providing , fixing & installation of soundproof silent diesel GENSET Power supply along with back-up-125kv as per the requirement with accessories including wiring, testing and operation with necessary maintenance complete. (Rate for 7 Days)	7	Nos
xiii.	Providing , fixing & installation of soundproof silent diesel GENSET Power supply along with back-up-250kv as per the requirement with accessories including wiring, testing and operation with necessary maintenance complete. (Rate for 7 Days)	2	Nos
xiv.	Providing and fixing of switch socket plug points in wooden board complete. 3 Pin 15 AMP	150	Nos
xv.	Emergency Lighting inside all hanger	10	Nos
9	DECOR (ENTIRE THEME)		
i.	Decor & Fabrication- Venue Decor, Road Decor, Tree Decor, Artist Sculpture, Hanging Elements, Artist Work as per requirement.	1	
ii.	Landscaping and beautification in and around the appropriate premises		Lump sum
iii.	Provision of Good quality Planters with Pot for Indoor & Outdoor, Entrance Gate, Walkway Corridor, All Lounges & Rooms, other nicknack areas as required	1500	Nos
iv.	Flower Arrangement at all venues High quality Rangoli, Flower Decoration, In Mega Expo, Book Fair, Vip food court Entry & Exit		Lump sum

	Decoration Indoor and Outdoor, Flower Bouquets for VIP and VVIP Guests as required, (Rate for the entire event, flower need to be changed on daily basis with all areas)		
10	BRANDING		
i.	Flex (Star flex) Branding for signages/Banner/ Hoardings/ standee/ pole bunting/ backdrops etc, which made out of iron & wooden frame as required	75000	sq ft
ii.	Vinyl Branding with sunboard (with 3M pasting) for Podiums, Table facia, and another area as required.	5000	sq ft
11	FURNITURE		
i.	Wooden Tables for police guards, security check posts, maintenance staff booth, women frisking booth, Lights Operator, Parking and other (With Cloth Frill and Cover)	100	Nos
ii.	Buffet Table with Frill along with table top (Frill and table top need to be change on daily basis).	250	Nos
iii.	Good Quality VIP Banquet chairs with Cover and bow. (Chair cover need to be change on daily basis).	1000	Nos
iv.	Good Quality Leatherette sofa. (3 Seater)	50	Nos
v.	Good Quality Leatherette sofa. (2 Seater)	30	Nos
vi.	Coffee Table with flower pot.	20	Nos
vii.	Cocktail Tables	35	Nos
viii.	Takhat	150	Nos
ix.	Wooden / Glass shelf with L angles for support	1000	Nos
x.	Good quality thick carpet	50000	sqft
xi.	Good quality jute carpet	10000	sqft
12	EVENT MANAGEMENT + REGISTRATION		
i.	Printing of lanyards & Badges for delegates with the multicolour logo as provided by Vigyan Prasar the badges to be printed at the site and well laminated with 300 GSM of paper, property laminated.	5000	Nos
ii.	Deploy MTS / volunteer skilled persons for Registration/ Help desk/ VIP rooms / Conference room / other area to manage Entire Event (Male / Female) (Rate should be for 7 days per person)	40	Nos
iii.	Overall Coordination with officials, delegates & students with other transport management. (Rate per person for 7 days)	30	Nos
iv.	Event Management Team Plan to be deployed for management of the whole Event and various zones to be run parallely.		Lump sum
v.	Development & Creative Fee for the Entire DST		Lump sum
vi.	Conceptualization and Planning		Lump sum

vii.	Coordination and Staffing		Lump sum
viii.	Post-event responsibilities		Lump sum
13	LOGISTICS		
i.	Deploy skilled persons for logistic works and technical person for the entire event (Rate should be for 7 days per person)	10	Nos
ii.	Provision of Cab for Team & Crew Members (Rate should be for 7 days per person)	10	Nos
iii.	Provision of Taxi service: Innova (12 hours 100 km per day) (Rate should be for 7 days per Taxi)	10	Nos
iv.	Provision of Bus service: 50 Seater (12 hours 100 km per day) (Rate should be for 7 days per Taxi)	20	Nos
14	DIGITAL ENGAGEMENT/ SOCIAL MEDIA MANAGEMENT		
i.	Management of Social Media, Industry Media, Mainstream media.		Lump sum
ii.	Digital engagements vide using various activity zones to work as attractions as well as units to help amplify social media impressions. Management of Social media and Digital Assets like Facebook, Twitter, Instagram to ensure maximum reach on the digital space		Lump sum
15	DIGITAL BRANDING		
i.	Media Planning- (Print Media with Designing Part, Social Media, Electronic media, press meet, press conference etc,	1	Nos
ii.	Beautification of all hangar structures, Entry Gate & entire venues as per requirement	1	Lump sum
16	SECURITY, CCTV & FIRE SERVICES		
i.	DFMD machines with Security Personnel	6	Nos
ii.	HHMD machines with Security Personnel	15	Nos
iii.	Baggage Scanner with Security Personnel along with Table	4	Nos
iv.	Revolving / Rotating CCTV Cameras with wiring – (in entire event area including periphery, surrounding areas and parking) Installation and operation during entire event with Night vision capacity monitoring and At the end of the event complete recording of all. The days to be submitted in hard disk recording and including deployment of technically trained manpower to monitor CCTV Operation.	150	Nos
v.	Monitor for CCTV	8	Nos
vi.	Fire Safety Personal round the clock–Fire Marshals & Fire man.	10	Nos

	(Rate should be for 7 days per person)		
vii.	Fire Brigade	2	Nos
viii.	Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets as per requirement.	100	Nos
ix.	Ambulance with basic life support along with Nursing Staff -2 (1 Male and 1 Female) (Time:11 AM to 10 PM) (To check BP, Oxygen Level) Medical support Rooms along with Health Desk with all basic amenities like bed, wheel chair, Chair, Table, Oximeter, Thermal Scanner, BP Check etc. pagoda with platform, carpet, general light, AC and basic furniture	1	Nos
17	SUPERVISOR'S & SECURITY SERVICES		
i.	Security Supervisor (male & Female) in smart uniform including travel, food and etc. (Supervisor) in 3 different shifts per day. Note : (Rate should be for 10 days per person)		
ii.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	4	Nos
iii.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	4	Nos
iv.	Third Shift - Night 10:00 PM to Morning 6:00 AM	2	Nos
v.	Sanitiser Supervisor in smart uniform including travel, food and etc. (Supervisor) in 3 different shifts per day. Note : (Rate should be for 10 days per person)		
vi.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	5	Nos
vii.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	5	Nos
viii.	Security Personnel in smart inform including travel, food and etc. (Guard) in 3 different shifts per day Note : (Rate should be for 10 days per person)		
ix.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	40	Nos
x.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	40	Nos
xi.	Third Shift - Night 10:00 PM to Morning 6:00 AM	20	Nos
18	HOUSEKEEPING SERVICES		
i.	Housekeeping Personnel in smart uniform including travel, food and accommodation (Cleaners & Sweepers) in 2 different shifts per day Note : (Rate should be for 10 days per person)		

ii.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	40	Nos
iii.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	20	Nos
19	PHOTOGRAPHY & VIDEOGRAPHY - 7 DAYS - ENTIRE EVENT		
i	<p>Photography & Videography: Format- Full HD Resolution</p> <p>Video recording and photography to be done of all important events including inauguration & VIP visits to Indoor & Outdoor.</p> <p>The DST must be documented during all the exhibition days with a minimum of 2 Full HD Video Camera. The edited version and all raw footage must be delivered in an External USB Hard Disk.</p> <p>Camera arrangements should be there for comprehensive documentation of the activities of DST 2022 like the inauguration, VIP visits to stalls, mega expo, Book fair, press conferences, etc. A professional and experienced crew must be there with every camera and all cameras must be in Full HD Resolution.</p> <p>Full frame DSLRs must be used, adequate lenses & required lighting arrangements with professional Photographers must be available to cover all the events</p> <p>Photographs in digital format will be delivered on DVDs and Day-by-Day albums should be submitted at the end. These Cameras must be configured to capture frames with the necessary pixel size and depth to use in brochures, Hoardings and other high-quality printing requirements of the DST.</p> <p>Technical Requirements of video & Photography: VIDEOGRAPHY: - Minimum 4 nos. video cameras capability in Full HD formats & resolution with adequate numbers of cameramen and crew: 4-day duration PHOTOGRAPHY: - Minimum 4 nos. DSLR Full frame cameras with adequate numbers of cameramen and required crew: 4-day duration</p> <p>The output of Full HD Video Edited version with consolidated video of 60 minutes should be made by merging all the main events and functions of the whole program with adding necessary music, subtitles and spl effects etc., in BD and MP4 formats.: 02 Nos</p> <p>The output of photography as digital albums (full-frame images in JPEG format): 02 Nos</p> <p>All raw footage s must be delivered in an External USB</p>		Lump sum

	Hard Disk (2 TB or Higher and Optical Media like DVD I BD.)		
ii	Director of photography	1	Nos
20	OTHER SERVICES		
i.	Media Kits for the Media Personnel (Laptop Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ DSTs Badges + Lanyard + Chest Card) with proper DST (Azadi ka Amrit Mahotsav)Branding	250	Nos
ii.	Delegate Kit (Backpack + Writing Pad + Pen + lanyard with Name Badge + Magazine) COPPER WATER BOTTLE with logo of DST (Azadi ka Amrit Mahotsav)	1000	Nos
iii.	Memorabilia / Memento as per the standard norms	200	Nos
iv.	Certificate as per the standard norms	2500	Nos
v.	Wifi connectivity For the Entire Event Area with a leased line up to (1 GBPS) in Mega Expo, Boom Fair, Food Court & Auditorium area.	1	Nos
	Covid 19 Utilities – Necessary arrangement for the ongoing COVID 19 pandemic with Sanitizer Liquid – Sanitizer liquid for hand disinfection at the event venue. Total quantity required shall be 100 Ltr which shall be supplied in 5 Ltr packing bottle/containers, Sanitizer Vending Machine – Touch free operated hand sanitizer vending machine at all three venues. Total 8 Nos shall be placed at different places covering entire area.. The vending machine will be top-up by sanitizer liquid available in bottle/container along with Staffs deputed for duty with refilling facility during entire exhibition.		Lump sum
vi.	Sanitizing of all hanger area and other exhibition area need to be senitise on daily basis.		Lump sum
vii.	N 95 mask with Staff deputed for duty with printed name & logo of DST (Azadi ka Amrit Mahotsav) with single peace packing	20000	Nos
viii.	Waste management for the entire Event		Lump sum
ix.	Necessary Permissions (Fire, Security, Municipal Corporation, Health, etc.)		Lump sum
x.	Parking Space & Permissions for Buses, Four Wheelers & Two Wheelers		Lump sum

21	Other requirements for National Science day event and award ceremony function for DST		
i.	Designing & Printing of citations (16 Nos.) Folders, Invitation Cards (1200 Nos.) Dinner Cards (300 Nos.)		
ii.	Printing of Communicating Science Highlights 2018-19 (50 pages, four colored, cover page art paper, cover 300 gsm, inner page 130 gsm)		
iii.	Printing of Booklet on Award winners and NSD Lecture and their contribution (28 pages four colour, matt finish, cover 300 gsm, inner page 170 gsm)		
iv.	Preparation of Silver Medals (20 Nos.) land plaque to Guest speaker – 1 No.		
v.	Docket Folder, Paper 300gsm Hand Made Paper, Printing Four Colour		
vi.	Leaflet: Size A4, Paper 300gsm Art Paper, Printing Four Colour Page 2		
vii.	Leaflet: Size A4 Paper 300gsm Art Paper, Printing Four Colour Page 8		
viii.	Programme Booklet		
ix.	Invitation Card		
xi.	Transport and labour		Lump sum

3.3 General terms of bidding

- i. A Bidder shall submit Technical Proposal and Financial proposal. A Bidder shall not be entitled to submit another bid for the same project.
- ii. The Committee has adopted a Two-stage bid process (the “Bidding Process”) for the selection of a Bidder for award of the Project. All bidders for the Project shall submit their relevant qualification details for the purpose of meeting Eligibility Criteria (“Qualification Bid”) and financial proposal (“Financial Bid”) against the services provided in accordance with terms of the RFP documents.

In the first step, Qualification Bids of all Bidders shall be evaluated as to whether they are responsive in terms Eligibility Criteria of this RFP for undertaking the Project. Subsequently it will be followed by presentation from successfully qualified bidders as per the dates given in this RFP.

The Financial Bids of only those Bidders who are considered responsive and meet the Minimum Eligibility Requirements (the “Qualified Bidders”) would be opened and evaluated for the purpose of identifying the Selected Bidder for the Project.

iii. The Qualification Bid shall be furnished as per formats provided in Annexures of this RFP. **The Qualification Bid shall include the following:**

- a. Cover Letter
- b. Bidder’s Details
- c. Undertaking for not being blacklisted
- d. Pre-Qualification Bid Submission Letter
- e. Financial Turnover
- f. Technical Bid Submission Letter
- g. Project Experience
- h. Financial Bid Submission Letter
- i. Self-Assessment score sheet (ref: Para:

iv. The Bidding Documents including this RFP and all attached documents are and shall remain the property of the Department/Committee and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The provisions of this Clause shall also apply mutatis mutandis to Bids and all other documents submitted by the Bidders, and the Department/Committee will not return any Bid or any information provided along therewith.

v. Any award of contract pursuant to this RFP shall be subject to the terms of Bidding Documents.

vi. The Bid shall be valid for a period of not less than 90 (Ninety days) days from the Bid Due Date.

vii. **Joint Venture/Consortium is not allowed.**

3.4 Pre-Qualification Criteria

The prospective Bidder shall have to enclose along with the Technical Bid, Documentary evidence in support of Pre-Qualification Criteria. The technical evaluation of the bid will be considered only for the Bidders qualifying the pre-qualification criteria.

The agencies should meet the following minimum qualifying requirements and are requested to furnish the documentary evidence:

- 1) Registered company in India.
- 2) The bidder must have 5 years work experience of similar Event/Exhibition work.
- 3) The Bidder must have In-house team of professionals as required for the job.
- 4) The bidder must have executed at least 1 Multimedia Event (including Conceptualization, Designing, curation and execution of event with promotion through print media, electronic media, banners, site branding etc.) of amount not less than Rs. 2.00 Crore.
- 5) The bidder must have executed Event/Exhibition work at least one Project of value not less than Rs. 2 Crore in last 5 Years (from FY 2016-17 to 2020-21)
- 6) The bidder must have annual total turnover of Rs. 10 crore during each of last three financial years (2018-19, 2019-20 & 2020-21)
- 7) The bidder must have Net-worth of not less than Rs. 4 crore in last financial year.
- 8) The bidder should not be blacklisted by any Government Department or PSU, Affidavit/undertaking on letter head of the agency stating that it is not blacklisted by any Government Department/PSUs to be submitted.
- 9) **No Consortium/JV is allowed.**

3.5 Pre-Bid Meeting / RFP Clarification

I. Department/Committee shall host a Pre-Bid meeting (Online), scheduled on 07.02.2022 at 12.30 PM. The link for online meeting is

<https://us02web.zoom.us/j/89485284503?pwd=d2llRXkvaWw3OWIwdG1NU DN3NXVrQT09>

II. The purpose of the conference is to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project.

III. The response to the queries will be published on Vigyan Prasar website 07.02.2022 or shall be emailed to the participants present at the pre-bid conference.

IV. Any queries received later than the prescribed time will not be considered.

3.6 Technical & Commercial Evaluation

3.6.1 Technical Evaluation Process:

- (i) Bidders will be requested to send in their presentations and CV of candidates based on which a presentation/interview shall be conducted for the proposed project.
- (ii) The Evaluation shall be done out of 100 marks.

3.6.2 Financial Evaluation Process:

- (i) After the technical evaluation is completed, the qualified bidders shall be informed about the time and location for opening the Financial Proposals. Bidder's attendance at the opening of Financial Proposals is mandatory but it shall be recorded and signed by all present.
- (ii) Financial proposals of only those bidders will be evaluated, who secure a minimum of 70% marks in the technical evaluation. The proposal with the lowest total bid value as given in the financial bid shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

3.6.3 Combined Evaluation Process:

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder

securing the highest combined marks will be considered for award of the contract.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weightage of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 70. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the evaluation committee examines the financial proposals and the quoted total bid values are as under:

Proposal Total Bid Value

A: Rs.120

B: Rs.100

C: Rs.110

Using the formula $LTBV / TBV$, where LTBV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A: $100 / 120 = 83$ points

B: $100 / 100 = 100$ points

C: $100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A : $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B : $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C : $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points: H2

Proposal C: 90.3 points: H1

Proposal C at the total bid value of Rs.110 will, therefore, declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

3.6.4 Technical Evaluation Parameters: Only those proposals meeting the Pre-Qualification criteria will be evaluated as per the Technical Evaluation parameters mentioned below:

EVALUATION OF PROPOSAL

Sl. No.	Criteria	Marks	Max Marks
1.	Experience in Event/Exhibition of similar nature costing Rs. 2 Crore Each		
	One event	2 Marks	10 Max Marks
	2 to 3 events	4 Marks	
	3 to 4 events	6 Marks	
	More than 4	10 Marks	
2.	Similar Completed Work Experience (Single Work)		
	Value of Work of 2 Crore	2 Marks	10 Max Marks
	Value of Work of 4 Crore	4 Marks	
	Value of Work of 6 Crore	6 Marks	
	Value of Work of 8 Crore	8 Marks	
	Value of Work of 10 Crore	10 Marks	
3.	Any previous experience of Science and Technology of similar works	5 Marks	5 Max Marks
4.	Average Annual turnover last three financial years		
	Up-to 25 Crore	4 Marks	10 Max Marks
	More than 25 Crore to 35 Crore	7 Marks	
	More than 35	10 Marks	
5.	Net-worth of Rs. 5 Crore	5 Marks	10 Max Marks
	Net-worth more than 5 Crore	7 Marks	Marks
6.	Experience of core team members along with their	5 Marks	5 Max

	qualification and experience.		Marks
7.	Awards received for any exhibition/event/pavilion for any State/Central govt./ Ministry/ PSU/Govt. Department up-to 1 Award	5 Marks	10 Max Marks
	More than 2 Award	10 Marks	
8.	Evaluation of Technical presentation before the technical evaluation Committee Design/concept/content development as per scope of work.		
	<p>Based on the technical presentation (To be evaluated by Project Committee)</p> <ul style="list-style-type: none"> • Conceptual Plan for the event • Infrastructure Plan/Layout for the event • Key Understanding of scope of work • Approach & Methodology • Detailed Work Plan/Schedule of events planned • Exigency planning and strategy to ensure quantity of all infrastructure/other requirements expected from the Agency are met for the event, given the size and vision of the Event. • Showcase previous work videos and pictures of events organized and managed by the bidder. 	40 Marks	40 Max Marks
TOTAL MARKS			100 Marks

3.7 Disqualification

Project Evaluation Committee at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- I. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

- II. Exhibited a record of poor performance such as abandoning works, not completing the contractual obligations, in ordinally delaying completion or financial failures, etc. in any project in the preceding three years.
- III. Submitted a proposal that is not accompanied by required documentation or is nonresponsive.
- IV. Failed to provide clarifications related thereto, when sought.
- V. Declared ineligible by the Government of India, or any of the departments in the State Government, for corrupt and fraudulent practices or has been blacklisted.
- VI. Submitted a proposal with price adjustment / variation provision.
- VII The ground of disqualifications as mentioned elsewhere in this tender document or as deemed appropriate by the committee.

3.8 Fraud & Corruption

Project Evaluation Committee requires that Agency selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy:

I. Defines, for the purposes of this provision, the terms set forth as follows:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of Department or any personnel of Department/Committee in contract executions.
- b. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive Department of the benefits of free and open competition.
- c. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work given by the Department.
- d. "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

II. Will reject a proposal for award, if it determines that the bidder recommended for award, has been determined by Department to having been engaged in corrupt, fraudulent or unfair trade practices.

III. Will declare an Implementation Partner ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Implementation Partner has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract.

3.9 Suspension

The Project Evaluation Committee may, by a written notice to Agency, suspend all payments to the Agency hereunder if the Agency fails to perform any of its obligations under the contract including the carrying out of the services, provided that such notice of suspension. The department:

a) Shall specify the nature of failure

b) Shall request the Agency for remedy of such failure within a period not exceeding thirty (30) days after receipt by the Agency of such notice of failure

3.10 Termination

Under the Contract, the Department/Committee may, by written notice terminate the Implementation Partner in the following ways:

I. Termination by Default for failing to perform obligations under the Contract or if the quality is not up to the specification or in the event of non-adherence to time schedule.

II. Termination for Convenience: Either party by written notice may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the convenience, the extent to which performance of the agency under the Contract is terminated, and the date upon which such termination becomes effective.

III. Termination for Insolvency: The Department/Committee may at any time terminate the Contract by giving written notice to the agency, if the agency becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the agency, provided that such termination will not prejudice or affect

any right of action or remedy which has accrued or will accrue thereafter to the department.

IV. In all the three cases termination shall be executed by giving 30 days written notice to the Agency. Upon termination of the contract, payment shall be made to the Agency for:

- a. Services satisfactorily performed and reimbursable expenditures prior to the effective date of termination
- b. Any expenditure actually and reasonably incurred prior to the effective date of termination

V. No consequential damages shall be payable to the Agency in the event of such termination.

3.11 Force Majeure

Notwithstanding anything contained in the RFP, the Agency shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the Department/Committee regarding Force Majeure shall be final and binding on the Agency.

If a Force Majeure situation arises, the Agency shall promptly notify to the Department/Committee in writing, of such conditions and the cause thereof. Unless otherwise directed by the Department/Committee in writing, the Agency shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable

alternative means for performance not prevented by the Force Majeure event.

3.12 Resolution of Disputes

I. Project Evaluation Committee and the selected Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

II. If, after thirty (30) days from the commencement of such informal negotiations, Project Evaluation Committee and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a Project Evaluation Committee or in accordance with the Arbitration and Conciliation Act, 1996.

3.13 Taxes and Duties

The Agency shall fully familiarize themselves about the applicable Domestic taxes on amount payable by the Department/Committee under the contract. The Agency shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

3.14 The selected bidder will be responsible for ensuring all legal and statutory compliances including and not limited to labour regulations, safety regulations and environmental laws etc.

3.15 The selected bidder will be responsible for clear possession and encumbrance free of the site to JLN Stadium.

3.16 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in New Delhi.

3.17 Binding Clause

All decisions taken by the Project Evaluation Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

3.18 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

3.19 Payment Terms

The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	Advance on issuance of LOA	25% - the payment will be

		Made on issuance of LOA
Stage 2	Inauguration of the Event	25% - the payment will be made on Inauguration of the Event
Stage 3	Completion of the Event	25% - the payment will be made on completion of Event
Stage 4	Balance payment will be released on submission of bill	

The advances will be subject to furnishing of bank guarantee, of the amount equivalent to the amount of advance, by the service provide/successful bidder valid for 30 days after the conclusion of the event.

3.18 Sponsorship:

The successful bidder should also undertake to generate sponsorship from the food and beverages stalls.

4. ANNEXURES

4.1 Form 1: Covering Letter

{Place}

{Date}

**The Director,
Vigyan Prasar,
A-50, NCMRWF Campus,
Institutional Area,
Sector 62, Noida,
Uttar Pradesh-201 309**

Subject: Participation for Request for Proposal for Engagement of an Event
Management Agency for

Dear Sir,

1. Having examined the Tender, we, the undersigned, offer to propose for providing our bid for “Request for Proposal for Engagement of an Event Management Agency for _____.”
2. We have read the provisions and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Bid shall not be given effect to.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification
4. We understand you are not bound to accept any proposal you receive.
5. Our correspondence details with regards to this Tender are:

Sr. No.	Information	Details
1	Name of Bidder	

2	Address of Bidder	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this Tender	
4	Telephone no. of contact person:	
5	Mobile no. of contact person:	
6	E-mail address of contact person:	

7. We hereby declare that our Bid response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[BIDDER'S NAME]

Name Title

Signature

Date

4.2 Form 2: Undertaking for not being blacklisted

(To be submitted on the letter head of the bidder)

We confirm that our Company <> as on date of submission of the proposal Request for Proposal for Engagement of an Event Management Agency for _____ has not been blacklisted by the Central Government / any State Government / PSU entity in India for corrupt, fraudulent or any other unethical business practices.

Sincerely y,

(Signature of the Authorised signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

4.3 Form 3: Project Experience Format

S. No.	Date	Name of Project	Client	Contract Value

Note:

1. Using the above format, please provide information on each project separately for which the bidder was legally contracted for carrying out services similar to the ones requested under this RFP.
2. Same project can be shown in various qualification criteria (Pre-Qualification & Technical) wherein project related details are sought.

(Signature of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

4.4 Form 4: Financial Bid Format

(To be submitted on Letter Head)

To

The Director,

Vigyan Prasar,

A-50, NCMRWF Campus,

Institutional Area,

Sector 62, Noida,

Uttar Pradesh-201 309

Sir,

Sub: Request for Proposal for Engagement of an Event Management Agency for _____ - Financial Bid

We, the undersigned, having read and examined in detail all the bidding documents in respect to

Request for Proposal for Engagement of an Event Management Agency for _____, do hereby propose to provide our services as specified in the RFP.

Sl. NO.	ELEMENTS	QTY.	UNIT	Rate
1	INFRASTRUCTURE			
viii.	Conceptualizing, planning, designing, erection, construction, fabrication and maintenance of the Aluminum exhibition air condition hangers for MEGA EXPO . Hangers should be, top covered with fireproof and side cover blackout miller SRF which also should be waterproof, adequate lighting, fabric treatment along with Entry, Exit, & Fire Exit Gate, 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required. The MEGA EXPO area shall be suitably divided into different sections with the following provisions. a. Provision for Reception and Cold/Hot water dispensing Units. b. Ear marked Space for 10 pavilions of 150 Sq Mt each & Octonom area for exhibitors. c. Provision of VIP Room for seating for 25-30 persons with the internet. Wi-Fi and mobile charging facilities. d. Adequate elegant furniture for VIP room,	6000	Sq Mtr	

	<p>tablewares, cutlery etc. is to be provided including Sofa, centre tables, etc. for the lounge.</p> <p>e. Provision of One office cum conference hall for officials for 20-25 persons' capacity</p> <p>f. Provision of EMA Office with a laptop, internet, Wi-Fi, print, fax and scan facility with 02 lockable shelves.</p> <p>g. Provision of Common Breakout seating area for a general audience.</p>			
ix.	<p>Conceptualizing, planning, designing, erection, construction, fabrication and maintenance of the Aluminum exhibition air condition hangers for VIP FOOD COURT. Hangers should be top covered with fireproof and side cover blackout miller SRF which also should be waterproof, General Lighting, Fabric treatment along with Entry, Exit, & Fire Exit Gate, 4"/5" Wooden Riser (Platform) with double-ply along with synthetic carpet as per required.</p> <p>a. Dining hall for Official's 500 person capacity.</p>	800	Sq Mtr	
x.	<p>Construction of Covered Kitchen Tent for VIP food court hanger with the floor, adequate lights, Fans with tin shade barricading, ceiling covered with tin shade along with washing facility and storage area.</p>	100	Sq Mtr	
xi.	<p>Conceptualizing, Planning, designing, erection, construction, fabrication and maintenance of the Aluminum exhibition air condition hangers for BOOK FAIR. Hangers should be top covered with fire proof and side cover blackout miller SRF which also should be waterproof, adequate lighting, fabric treatment along with Entry, Exit, & Fire Exit Gate, 4"/5" Wooden Riser (Platform) with double ply along with thick carpet as per required.</p> <p>The MEGA EXPO area shall be suitable divided into different sections with following provisions.</p> <p>a. Reception and Cold/Hot water dispensing Units.</p> <p>b. Ear marked Space for Octonom stall for exhibitors 150 Participants of 3x3 Sq Mts</p> <p>c. Provision of Comon Breakout seating area for general audience.</p>	2500	Sq Mtr	
xii.	<p>Designing, erection, construction & fabrication of 5 Food stalls for General Audience along with eating area with trussing structure ceiling should be top covered with 3 side wall masking which also should be waterproof, adequate lighting inside the food stall, fabric treatment, thick carpet with branding along with Adequate elegant furniture for general food stall, table</p>		Lump sum	

	wares, cutlery, takhat table & buffet table, cocktail table & etc as per required.			
xiii.	Eating Area for the general public with proper masking with branding all sides along with attractive entrance gate for food court area.		Lump sum	
xiv.	Construction of Covered Kitchen Tent for General food stall with the floor, adequate lights, Fans with tin shade barricading, ceiling covered with tin shade along with washing facility and storage area.		Lump sum	
2	EXHIBITION AREA ALLIED COMPONENTS			
i.	PA System for general announcement inside the (Mega Expo) hanger : Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum	
ii.	PA System for general announcement inside the (Book Fair) hanger : Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum	
iii.	PA System for general announcement inside the (Vip food court) hanger : Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum	
iv.	PA System for the general announcement (Outdoor Expo Arena): Amp, Mixer, adequate amount of Speakers to cover the event area with cordless mic.		Lump sum	
v.	High-Resolution Outdoor Sun Readable LED Wall (16 x 10) , Riser with masking And Sound along with the technical operator.	3	Nos	
vi.	Indoor LED Wall with riser of different sizes to be placed inside the hangers P - 2.9 (Rate should be quote for 7 days)	600	Sqft	
vii.	Provision of outdoor aluminium trussing structure for the stage for outdoor lighting RGB LED par can U truss for 2 Nos Front-lighting Goal Post 1 Nos T-Truss 8 Nos LIGHTS: Par 64s As required LED par cans, As required Sharpy 32 Wash, 20 Blinder, 16 Spot Moving head 15 Smoke / Haze 4 Follow Spot 2.5 2 Profile Spot 12 Dimmer As required Lighting Control Board 1+1 VISUALS: 4 Preview Plasma 3 Speaker timer 1 teleprompter Plazma 1 Watch out server Laptops & Playback		Lump sum	
viii.	Plasma TV with all associated equipment and stands (Size 55 inches) to be placed in the theme pavilion as per requirement.	20	Nos	

	(Rate for 7 Days)			
ix.	<p>Supply and installation of Octonorm stalls made of Aluminium bass & PVC sheets on hire basis of height 8'ft. Panel size: 1mtr X 8'. Thickness: 3mm/2.5mm, Top cover with a suitable material like PVC sheet etc, covering within the night to avoid dew on models (if required), fascia with title in letter cut vinyl (matter will be provided well in advance). All the Octonorm stalls should be coded by numbers & names. Flooring 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet Adequate Lighting in the stall with the spotlight. PowerPoint 15 amp and 5 amp combined. Octomom Table covered with facia & Chair with creative design dustbin. Provision of shelves as required.</p>	2500	Sq Mtr	
x.	Waterproof ceiling in the outdoor area for octonorm stalls.	6000	Sq ft	
xi.	Supply and installation of Pagoda (Size 5mtr x 5mtr) covered with 3 sides with platform and carpet and proper lighting along with required furniture, internal lightings, Plug Point of 5 AMP - 2 no"s, CCTV surveillance room, police control room, traffic police control room, medical and emergency services room.	10	Nos	
xii.	Design, Conceptualisation & Execution of Large size BOX ENTRANCE GATE (As per requirement) - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex, 2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	4	Nos	
xiii.	Designing, erection, construction & fabrication of 2 Registration counters should be covered along with all required furniture for a seating capacity of 4-6 pax per counter., 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet as per required.	2	Nos	
xiv.	Fabrication of Two Help Desk with all required furniture with 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet as required.	2	Nos	

xv.	Designing, erection & fabrication of air condition Meeting cum Conference Room for officials for 20-25 persons' capacity with the provision of LED TV 55" inches or larger (with DTH connection) and lockable shelf. The room should have internet, Wi-Fi facilities with Adequate elegant furniture, 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet as per required.	1	Nos	
xvi.	Fabrication of Pantry Rooms provided with coffee machine, Refrigerator and other required furniture, along with refreshment snacks like cookies, sandwich & juice with one attendant, 4"/5" Wooden Riser (Platform) with double-ply along with thick carpet as per required..	1	Nos	
xvii.	Fabrication of CCTV control room along with other required furniture with staff to monitor the CCTV.	1	Nos	
xviii.	Furniture and other utilities for Green Room in Auditorium area along with adequate lighting & etc as per required.	2	Nos	
xix.	Construction of Outdoor STAGE SETUP (Size 40 x 32) with Double-ply on top, carpet flooring/platform, for cultural activities and public function with Skirting on front with both side 8 ft' wooden steps with a railing along with side wings for stage.	1	Nos	
xx.	Providing Chemical Toilets including maintenance for the entire venue with all required material with attendant. (Rate for 8 days per toilet)	40	Nos	
xxi.	Providing of VVIP air condition mobile toilet van with all necessary equipment with attendant (Rate for 7 Days per toilet)	2	Nos	
xxii.	Queue manager	100	Nos	
xxiii.	Tin Barricading / Cloth Wall Masking	5000	R. ft	
xxiv.	Mojo barricading Near the stage 4'ft as per requirement		Lump sum	
xxv.	Designing, erection & fabrication of Theme Area on DST & Azadi ka Amrit Mahotsav to showcase the achievement of DST & highlighting the 75th Azadi ka Amrit Mahotsav	1	Nos	
xxvi.	Special fabrication, 3D #hashtag installation & Some Artistic installation on outdoor Arena with adequate lighting .	4	Nos	
xvii.	Provision, Fixing & installation of Media Platform & conosle.	1	Nos	

kviii.	Design, Conceptualisation & Execution of Hanger Facade for mega expo - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	1	Nos	
xxix.	Design, Conceptualisation & Execution of Hanger Facade for Book Fair - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	1	Nos	
xxx.	Design, Conceptualisation & Execution of Hanger Facade for VIP food court - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. (Only Star flex with eco-solvent print will be allowed)	1	Nos	
xxxi.	Desktop computer / Laptop along with 4G Data Card as per requirement	15	Nos	
xxii.	Laser Printer & Scanner	3	Nos	
xxiii.	Photocopy machine	2	Nos	
3	CATERING + FOOD COURT AREA			
x.	Lunch Arrangements at the VIP food court for 500 Pax– (Each Day) Well-groomed and uniformed staff to cater in Menu to be changed on daily basis. (Rate for 7 days with a complete Menu)	500	Nos	
xi.	Hi-Tea Arrangements at the VIP food court for 500 Pax– (Each Day) Well-groomed and uniformed staff to cater in Menu to be changed on daily basis. (Rate for 7 days with a complete Menu)	500	Nos	
xii.	Tea Arrangements at the VIP food court for 500 Pax– (Each Day) Tea with cookies and biscuits. Well-groomed and uniformed staff to cater the service. (Rate for 7 days with a complete Menu)	500	Nos	
xiii.	Provision of Hi-Tea and all the necessary furniture in the Auditorium Area for VIP. (Rate for 7 days with a complete Menu)	30	Nos	
xiv.	Creatively designed dustbins for all spaces as above in the Mega Expo area, Bookfair & Food Court Area	150	Nos	
xv.	Pestoflash (fly killers) to be provided in all F&B Zones.	5	Nos	
xvi.	Water Dispenser for entire event along with table with Masking	30	Nos	

xvii.	Water refill jars (20 ltrs) plus eco-friendly cups	4000	Nos	
xviii.	Water tanker (10000 Ltr) on Daily basis (10 tanker per day)	70	Nos	
4	MAIN GATE & FRONT ARENA			
iii.	Design, Conceptualisation & Execution of Large size ENTRANCE GATE (As per requirement) - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. pasting with Eco-solvent vinyl with 3M pasting.	2	Nos	
iv.	Design, Conceptualisation & Execution of Large size VVIP & VIP ENTRANCE GATE - Construction with MS Hollow Pipe, iron base and wooden structure including Ply Wooden cladding, digital print flex,2D/3D artwork, Letters for branding and with adequate Lighting along with other construction materials etc. pasting with Eco-solvent vinyl with 3M pasting.	1	Nos	
5	MEDIA LOUNGE			
ii.	Fabrication of air condition Media lounge for 20-25 seating capacity with Adequate lighting in the room along, along with required furniture with media briefing with wooden flooring along with internet connection with adequate power points.	1	Nos	
6	VVIP LOUNGE / VIP LOUNGE - 35-50 pax each			
ii.	Designing, erection & fabrication of air condition VIP lounge for 35-50 seating capacity with warm white edge-lit light effect inside vertical wall panel with Adequate lighting in the room along with lockable wooden door with both side laminate finish, Ceiling Top cover with suitable material, provision of LED TV 55" inches .The room should have Wi-Fi facilities with Adequate elegant furniture Like Leatherette Sofa, coffee table and side table with a flower pot with 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required.	1	Nos	
ii	Fabrication of Pantry Rooms provided with coffee machine, Refrigerator Decent crockery set, and other required furniture, along with refreshment snacks like cookies, sandwich & juice with two attendant, 4"/5"Wooden Riser (Platform) with double-ply along with thick carpet as per required.	1	Nos	
7	CULTURAL INAUGURATION OPENING & CLOSING			

xvi.	Cultural Entertainment for 3 evenings (minimum of 90 minutes) - Should include a mix of Cultural/Scientific & Generic Entertainment Show, all of which should be presented professionally. This has to be inclusive of all T/L/B of the artists, master of ceremonies, Lights/sound/video etc needed for the purpose at the venues. These events have to be of National standards and some international participation should also be considered.		Lump sum	
xvii.	Indoor Curve LED Wall (16 x 80) p 2.9 for Auditorium.	1280	Sqft	
xviii.	(PA) System for Inaugural & Entire Event venues Sound and lighting arrangements for Event Venue, Parking including the stage with proper power supply and backup arrangements (the exhibition to be open from 9am-9pm)		Lump sum	
xix.	PA System Main Stage Flying - K2 L acoustic or Similar	9		
xx.	PA System Delay Ground Stack - K2 L acoustic	3		
xxi.	PA System Subs - K2 L acoustic	16		
xxii.	Line Array System (Each speaker contains 2 Low Mid)	8		
xxiii.	Delay Subs - (Each sub contains 2 Woofers)	4		
xxiv.	Front Fills - K2 L acoustic	8		
xxv.	Podium with Podium Microphone	4		
xxvi.	Hand Cordless	6		
xxvii.	Lapel Mic	2		
xxviii.	Headset Mic	2		
xxix.	Audio Mixer	2		
xxx.	Artist Tech rider / Requirements 1 Pioneer Twin CDJ Set 2 Set TRUSS: Box Truss Main Stage 1 Unit U truss for Sound 2 Nos Front-lighting Goal Post 1 Nos T-Truss 8 Nos LIGHTS: Par 64s As required LED par cans As required Sharpy 32 Wash 20 Blinder 16 Spot Moving head 15 Smoke / Haze 4 Follow Spot 2.5 2 Profile Spot 12 Dimmer As required Lighting Control Board 1+1 VISUALS: "Side LED screen (to run all content)" 2 "Delay LED Screen (with platform inside & outside hanger for the general public)" 4 Preview Plasma 3 Speaker timer 1 teleprompter Plazma 1 Watch out server Laptops & Playback 4 *** Multiple Sound System as per the requirement for different venues.	1	Lump sum	
8	LIGHT, ELECTRICALS & GENSETS (ALL THE ELECTRICAL FIXTURES, CABLES, FITTINGS, BULBS, LIGHTS ETC. MUST BE OF STANDARD ISI MAKE)			

xvi.	Providing and fitting of metal halide (400 watts)/ LED Light(up to 200 watt) with all necessary accessories light fitting on the tower of (20 -25 ft height wherever Required Including Wiring Testing and Operation complete As Required).	400	Nos	
xvii.	Providing and fitting of the following Electrical Accessories on Poles and Spaces wherever Required (Including Wiring Testing and Operation complete As Required.)		Lump sum	
xviii.	Providing and fixing 70 Sq. mm armoured cable protective covering 500 Mtr	500	Mtr	
xix.	Providing, Fixing & Installation of panel Board Having 400 Amp/200 Amp TPN Main Switch including earthing of panels.	20	Nos	
xx.	Temporary wiring with 1.5 Sq. mm ISI marked the Approved Make Copper wire in PVC conduit wherever it will be required for light fans and plug points.	30	500	
xxi.	Providing and fixing Pedestal fans including wiring, testing, maintenance and operation complete.	40	Nos	
xxii.	Providing and fixing Air Freshener Fans (with Water) inside pandal and VIP areas if required including wiring, testing, maintenance and operation complete.	40	Nos	
xxiii.	Providing and fixing LED RGB Par Can lights including wiring, testing, maintenance and operation complete.	250	Nos	
xxiv.	Providing and fixing Jhalar other decorative lights for beautification of the venue with accessories including wiring, testing and operation complete.		Lump sum	
xxv.	Provision of proper earthing for electrical equipment.	10	Nos	
xxvi.	Providing , fixing & installation of soundproof silent diesel GENSET Power supply along with back-up-62kv as per the requirement with accessories including wiring, testing and operation with necessary maintenance complete. (Rate for 10 Days)	5	Nos	
xvii.	Providing , fixing & installation of soundproof silent diesel GENSET Power supply along with back-up-125kv as per the requirement with accessories including wiring, testing and operation with necessary maintenance complete. (Rate for 7 Days)	7	Nos	
xviii.	Providing , fixing & installation of soundproof silent diesel GENSET Power supply along with back-up-250kv as per the requirement with accessories including wiring, testing and operation with necessary maintenance complete. (Rate for 7 Days)	2	Nos	

xxix.	Providing and fixing of switch socket plug points in wooden board complete. 3 Pin 15 AMP	150	Nos	
xxx.	Emergency Lighting inside all hanger	10	Nos	
9	DECOR (ENTIRE THEME)			
v.	Decor & Fabrication- Venue Decor, Road Decor, Tree Decor, Artist Sculpture, Hanging Elements, Artist Work as per requirement.	1		
vi.	Landscaping and beautification in and around the appropriate premises		Lump sum	
vii.	Provision of Good quality Planters with Pot for Indoor & Outdoor, Entrance Gate, Walkway Corridor, All Lounges & Rooms, other nicknack areas as required	1500	Nos	
viii.	Flower Arrangement at all venues High quality Rangoli, Flower Decoration, In Mega Expo, Book Fair, Vip food court Entry & Exit Decoration Indoor and Outdoor, Flower Bouquets for VIP and VVIP Guests as required, (Rate for the entire event, flower need to be changed on daily basis with all areas)		Lump sum	
10	BRANDING			
iii.	Flex (Star flex) Branding for signages/Banner/ Hoardings/ standee/ pole bunting/ backdrops etc, which made out of iron & wooden frame as required	75000	sq ft	
iv.	Vinyl Branding with sunboard (with 3M pasting) for Podiums, Table facia, and another area as required.	5000	sq ft	
11	FURNITURE			
xii.	Wooden Tables for police guards, security check posts, maintenance staff booth, women frisking booth, Lights Operator, Parking and other (With Cloth Frill and Cover)	100	Nos	
xiii.	Buffet Table with Frill along with table top (Frill and table top need to be change on daily basis).	250	Nos	
xiv.	Good Quality VIP Banquet chairs with Cover and bow. (Chair cover need to be change on daily basis).	1000	Nos	
xv.	Good Quality Leatherette sofa. (3 Seater)	50	Nos	
xvi.	Good Quality Leatherette sofa. (2 Seater)	30	Nos	
xvii.	Coffee Table with flower pot.	20	Nos	
xviii.	Cocktail Tables	35	Nos	
xix.	Takhat	150	Nos	
xx.	Wooden / Glass shelf with L angles for support	1000	Nos	
xxi.	Good quality thick carpet	50000	sqft	
xxii.	Good quality jute carpet	10000	sqft	
12	EVENT MANAGEMENT + REGISTRATION			
ix.	Printing of lanyards & Badges for delegates with the multi colour logo of DST (Azadi ka Amrit Mahotsav) the badges to be printed at the site and well laminated	5000	Nos	

	with 300 GSM of paper, property laminated.			
x.	Deploy MTS / volunteer skilled persons for Registration/ Help desk/ VIP rooms / Conference room / other area to manage Entire Event (Male / Female) (Rate should be for 7 days per person)	40	Nos	
xi.	Overall Coordination with officials, delegates & students with other transport management. (Rate per person for 7 days)	30	Nos	
xii.	Event Management Team Plan to be deployed for management of the whole Event and various zones to be run parallelly.		Lump sum	
xiii.	Development & Creative Fee for the Entire DST		Lump sum	
xiv.	Conceptualization and Planning		Lump sum	
xv.	Coordination and Staffing		Lump sum	
xvi.	Post-event responsibilities		Lump sum	
13	LOGISTICS			
v.	Deploy skilled persons for logistic works and technical person for the entire event (Rate should be for 7 days per person)	10	Nos	
vi.	Provision of Cab for Team & Crew Members (Rate should be for 7 days per person)	10	Nos	
vii.	Provision of Taxi service: Innova (12 hours 100 km per day) (Rate should be for 7 days per Taxi)	10	Nos	
viii.	Provision of Bus service: 50 Seater (12 hours 100 km per day) (Rate should be for 7 days per Taxi)	20	Nos	
14	DIGITAL ENGAGEMENT/ SOCIAL MEDIA MANAGEMENT			
iii.	Management of Social Media, Industry Media, Mainstream media.		Lump sum	
iv.	Digital engagements vide using various activity zones to work as attractions as well as units to help amplify social media impressions. Management of Social media and Digital Assets like Facebook, Twitter, Instagram to ensure maximum reach on the digital space		Lump sum	
15	DIGITAL BRANDING			
ii.	Media Planning- (Print Media with Designing Part, Social Media, Electronic media, press meet, press conference etc,	1	Nos	
v.	Beautification of all hangar structures, Entry Gate &	1	Lump	

	entire venues as per requirement		sum	
16	SECURITY, CCTV & FIRE SERVICES			
x.	DFMD machines with Security Personnel	6	Nos	
xi.	HHMD machines with Security Personnel	15	Nos	
xii.	Baggage Scanner with Security Personnel along with Table	4	Nos	
xiii.	Revolving / Rotating CCTV Cameras with wiring – (in entire event area including periphery, surrounding areas and parking) Installation and operation during entire event with Night vision capacity monitoring and At the end of the event complete recording of all. The days to be submitted in hard disk recording and including deployment of technically trained manpower to monitor CCTV Operation.	150	Nos	
xiv.	Monitor for CCTV	8	Nos	
xv.	Fire Safety Personal round the clock–Fire Marshals & Fire man. (Rate should be for 7 days per person)	10	Nos	
xvi.	Fire Brigade	2	Nos	
xvii.	Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets as per requirement.	100	Nos	
xviii.	Ambulance with basic life support along with Nursing Staff -2 (1 Male and 1 Female) (Time:11 AM to 10 PM) (To check BP, Oxygen Level) Medical support Rooms along with Health Desk with all basic amenities like bed, wheel chair, Chair, Table, Oximeter, Thermal Scanner, BP Check etc. pagoda with platform, carpet, general light, AC and basic furniture	1	Nos	
17	SUPERVISOR'S & SECURITY SERVICES			
xii.	Security Supervisor (male & Female) in smart uniform including travel, food and etc. (Supervisor) in 3 different shifts per day. Note : (Rate should be for 10 days per person)			
xiii.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	4	Nos	
xiv.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	4	Nos	
xv.	Third Shift - Night 10:00 PM to Morning 6:00 AM	2	Nos	
xvi.	Sanitiser Supervisor in smart uniform including travel, food and etc. (Supervisor) in 3 different shifts per day. Note : (Rate should be for 10 days per person)			
xvii.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	5	Nos	

xviii.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	5	Nos	
xix.	Security Personnel in smart inform including travel, food and etc. (Guard) in 3 different shifts per day Note : (Rate should be for 10 days per person)			
xx.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	40	Nos	
xxi.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	40	Nos	
xxii.	Third Shift - Night 10:00 PM to Morning 6:00 AM	20	Nos	
18	HOUSEKEEPING SERVICES			
iv.	Housekeeping Personnel in smart uniform including travel, food and accommodation (Cleaners & Sweepers) in 2 different shifts per day Note : (Rate should be for 10 days per person)			
v.	First Shift - Morning 6:00 AM to Afternoon 2:00 PM	40	Nos	
vi.	Second Shift - Afternoon 2:00 PM to Night - 10:00 PM	20	Nos	
19	PHOTOGRAPHY & VIDEOGRAPHY - 7 DAYS - ENTIRE EVENT			
i	Photography & Videography: Format- Full HD Resolution Video recording and photography to be done of all important events including inauguration & VIP visits to Indoor & Outdoor. The DST must be documented during all the exhibition days with a minimum of 2 Full HD Video Camera. The edited version and all raw footage must be delivered in an External USB Hard Disk. Camera arrangements should be there for comprehensive documentation of the activities of DST 2022 like the inauguration, VIP visits to stalls, mega expo, Book fair, press conferences, etc. A professional and experienced crew must be there with every camera and all cameras must be in Full HD Resolution. Full frame DSLRs must be used, adequate lenses & required lighting arrangements with professional Photographers must be available to cover all the events Photographs in digital format will be delivered on DVDs and Day-by-Day albums should be submitted at the end. These Cameras must be configured to capture frames with the necessary pixel size and depth to use in brochures, Hoardings and other high-quality printing requirements of the DST.		Lump sum	

	<p>Technical Requirements of video & Photography: VIDEOGRAPHY: - Minimum 4 nos. video cameras capability in Full HD formats & resolution with adequate numbers of cameramen and crew: 4-day duration PHOTOGRAPHY: - Minimum 4 nos. DSLR Full frame cameras with adequate numbers of cameramen and required crew: 4-day duration The output of Full HD Video Edited version with consolidated video of 60 minutes should be made by merging all the main events and functions of the whole program with adding necessary music, subtitles and spl effects etc., in BD and MP4 formats.: 02 Nos The output of photography as digital albums (full-frame images in JPEG format): 02 Nos All raw footage s must be delivered in an External USB Hard Disk (2 TB or Higher and Optical Media like DVD I BD.)</p>			
ii	Director of photography	1	Nos	
20	OTHER SERVICES			
xii.	Media Kits for the Media Personnel (Laptop Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ DSTs Badges + Lanyard + Chest Card) with proper DST (Azadi ka Amrit Mahotsav)Branding	250	Nos	
xiii.	Delegate Kit (Backpack + Writing Pad + Pen + lanyard with Name Badge + Magazine) COPPER WATER BOTTLE with logo of DST (Azadi ka Amrit Mahotsav)	1000	Nos	
xiv.	Memorabilia / Momento as per the standard norms	200	Nos	
xv.	Certificate as per the standard norms	2500	Nos	
xvi.	Wifi connectivity For the Entire Event Area with a leased line up to (1 GBPS) in Mega Expo, Boom Fair, Food Court & Auditorium area.	1	Nos	
	Covid 19 Utilities – Necessary arrangement for the ongoing COVID 19 pandemic with Sanitizer Liquid – Sanitizer liquid for hand disinfection at the event venue. Total quantity required shall be 100 Ltr which shall be supplied in 5 Ltr packing bottle/containers, Sanitizer Vending Machine – Touch free operated hand sanitizer vending machine at all three venues. Total 8 Nos shall be placed at different places covering entire area.. The vending machine will be top-up by sanitizer liquid available in bottle/container along with Staffs deputed for duty with refilling facility during entire exhibition.		Lump sum	

xvii.	Sanitizing of all hanger area and other exhibition area need to be sentise on daily basis.		Lump sum	
xviii.	N 95 mask with Staff deputed for duty with printed name & logo of DST (Azadi ka Amrit Mahotsav) with single peace packing	20000	Nos	
xix.	Waste management for the entire Event		Lump sum	
xx.	Necessary Permissions (Fire, Security, Municipal Corporation, Health, etc.)		Lump sum	
xxi.	Parking Space & Permissions for Buses, Four Wheelers & Two Wheelers		Lump sum	
21	Other requirements for National Science day event and award ceremony function for DST			
x.	Designing & Printing of citations (16 Nos.) Folders, Invitation Cards (1200 Nos.) Dinner Cards (300 Nos.)			
xi.	Printing of Communicating Science Highlights 2018-19 (50 pages, four colored, cover page art paper, cover 300 gsm, inner page 130 gsm)			
xii.	Printing of Booklet on Award winners and NSD Lecture and their contribution (28 pages four colour, matt finish, cover 300 gsm, inner page 170 gsm)			
xiii.	Preparation of Silver Medals (20 Nos.) land plaque to Guest speaker – 1 No.			
xiv.	Docket Folder, Paper 300gsm Hand Made Paper, Printing Four Colour			
xv.	Leaflet: Size A4, Paper 300gsm Art Paper, Printing Four Colour Page 2			
xvi.	Leaflet: Size A4 Paper 300gsm Art Paper, Printing Four Colour Page 8			
xvii.	Programme Booklet			
xviii.	Invitation Card			
xxii.	Transport and labour		Lump sum	
xxiii.	Total without GST			
	Add: GST			
	GRAND TOTAL (in numbers)			
	Grand Total (in words)			

(Signature of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place: