

NO. VP/EFD/1587/SSSS/Campaign/2022

26 August 2022



VIGYAN PRASAR

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

Headquarter: First Floor, Block -II, 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

Nationwide Awareness Campaign - Swachh Sagar Surakshit Sagar
Campaign at 75 locations (Beaches/Coastal cities) across the Indian coastline and one conclave at Delhi on 17 September 2022

Dated: 26.08.2022

- I. This Request for Proposal (“RFP”) is issued by Vigyan Prasar.
- II. 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.
- III. 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.
- IV. 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 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.

- V. 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.
- VI. 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.
- VII. 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:

i. RFP Notice

- a) Ministry of Earth Sciences (MoES) alongwith other Government Departments, other social organizations and educational institutions etc is conducting a two-month long campaign called Swach Sagar Surakshit Sagar. The campaign will culminate with the largest beach cleaning event on 17 September 2022 (International Coastal Cleanup Day) covering 75 beaches across India's 7500+km coastline. Vigyan Prasar, an autonomous organization of the Department of Science and Technology, Government of India has been entrusted with the responsibility to execute the event.
- b) This RFP is for organizing Swach Sagar Surakshit Sagar (Campaign at 75 locations (Beaches/Coastal cities) across the Indian coastline and one conclave at Delhi on 17 September 2022. List of Beaches/probable venues attached as Annexure-A which can glanced after the prescribed forms.
- c) Bids are invited from eligible 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:

- Pre-Bid Meeting
 - Technical & Financial Bid Submission
 - Opening of Eligibility Documents
 - Evaluation of Eligibility Documents
 - Opening of Technical Bid
 - Evaluation of Technical bid
 - Presentation on following points by all bidders:
 - Conceptual plan for the event
 - Infrastructure plan and layout for the event
 - Infrastructure plan/layout for the event
 - Key understanding of scope of work
 - Approach and methodology
 - Detailed work plan/schedule of the events planned along with timelines
 - Exigency planning and strategy to ensure quality of all infrastructure other requirement except from the agency are met for the event, given the size and vision of the event
 - Showcase previous work videos and pictures of events organised and managed by bidder.
- d) Opening of Financial bids of all qualified bidders
- e) The bidder achieving the highest combined technical and financial score will be Invited for negotiations and award of contract.
- f) Interested bidders may download the RFP document from the website www.vigyanprasar.gov.in and <https://eprocure.gov.in>
- g) The RFP document is not transferable.
- h) Bid Validity is 90 days.
- i) The bidders must deposit Earnest Money Deposit (EMD) of Rs. 14,00,000/- (Rupees Fourteen Lakhs only) through account payee demand draft drawn in favor of "Vigyan Prasar" and payable at New Delhi. EMD can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal):-

Account Name/ VIGYAN PRASAR
 ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.
 NEFT/RTGS DETAIL BANK NAME- UNION BANK OF INDIA.
 BANK ACCOUNT NUMBER- 349902010040204.
 IFSC CODE- FOR RTGS/NEFT- UBIN0534994.
 BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA, C-4,
 COMMUNITY
 CENTRE, NEW DELHI- 110016.

EMD can also be submitted in the form of bank guarantee. The EMD must be deposited along with the technical bid. Tenders received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned within 30 days after finalization of the tender.

Exemption from payment of EMD can be availed by Bidders such as MSME etc as per their respective eligibility. The bidders claiming exemption should submitted requisite certificate and GoI guidelines in support of their claims.

ii. Schedule of Events & Dates

S. No.	Information	Details
1.	RFP Issuing Authority	Director Vigyan Prasar
2.	Estimated Cost	Rs. 8,25,00,000/-
3.	RFP Issue Date	26.08.2022
4.	Last date and time for bid submission	03.09.2022 11.00 AM
5.	Place of Submission	The Director, Vigyan Prasar, First Floor, Block -II, Department of Science & Technology, New Mehrauli Road, New Delhi
6.	Availability of RFP Documents	www.vigyanprasar.gov.in and https://eprocure.gov.in
7.	Date, time and venue of Pre-bid conference (online)	Date: 30.08.2022 Time: 11.00 AM Online link for meeting https://us02web.zoom.us/j/84493085529 Meeting ID: 844 9308 5529
8.	Publication for the response to	30.08.2022

	pre-bid queries on www.vigyanprasar.gov.in	
9.	Date, time and venue of opening of Pre-Qualification and Technical Proposals	Date: 03.09.2022 Place: Vigyan Prasar, First Floor, Block - II, Department of Science & Technology, New Mehrauli Road, New Delhi Time: 11.30 AM
10.	Date, time and venue for the Technical Presentation	Date: 03.09.2022 Place: First Floor, Block -II, Department of Science & Technology, New Mehrauli Road, New Delhi Time: 12.00 Noon Time allotted for presentation: 10 Minutes Maximum
11.	Place, time and date of opening of Financial Proposals	Date: 03.09.2022 Place: Vigyan Prasar, First Floor, Block -II, Department of Science & Technology, New Mehrauli Road, New Delhi Time: 15.30 Hours

2. Instruction to Bidders:

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 Nationwide awareness campaign - Swach Sagar Surakshit Sagar” addressed to The Director Vigyan Prasar, First Floor, Block -II, Department of Science & Technology, New Mehrauli Road, New Delhi

- i. 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.
- ii. 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.
- iii. **As a part of Technical bid, the bidders are required to submit a self-assessment score sheet. The score sheet should be duly referenced with supporting documents. Failure to submit the self-assessment sheet or any misinformation/misleading information therein may entail rejection of bid.**
- iv. The cover should also clearly indicate the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- v. Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.
- vi. Along with technical bid, the sample designs of the event venue should also be submitted.
- vii. 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.**
- viii. Decision of the Vigyan Prasar will be final in all aspects.

3. Introduction

- i. 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.
- ii. **The scope of work will be as under:**

A. Campaign at 75 locations (Beaches/Coastal cities) across the Indian coastline on 17 September and

B. One conclave at Vigyan Bhawan/Ambedkar Bhawan or any other similar location, Delhi on 17 September 2022

A- Campaign at 75 locations (Beaches/Coastal cities) across the Indian coastline on 17 September- EVENT IN 11 STATES AND 64 LOCATIONS

Sl. NO.	DETAIL	QTY	UNIT	LOCATION
	EVENT IN 11 STATES (DATE - 17TH SEPTEMBER 2022)			
A.	Facilities at the event venue			
1.	Help Desk Counters for delegates, visitors made of 5 MTR Pagoda Structure with Platform with two-tier registration system, 2 Fan, 2 Table, 4 Chairs plug points and general lighting etc with a minimum of 2 units divided into 2 blocks along with branding.	2	Nos	11
2.	Health Checkup Counters for delegates, visitors made of Pagoda Structure with Platform with two-tier registration system, 2 Fan, 1 Table, 3 Chairs plug points and general lighting with branding.	1	Lumpsum	11
3.	Masking as per the requirement of venue.	1	Lumpsum	11
B.	STAGE, LIGHT & Audio Visual			
1.	THEMATIC STAGE SETUP (60' x 32' x 4') 'With Double ply on top, carpet flooring/platform, for cultural activities and public function with Delegate seating on the stage (chairs & three-seater sofas along with coffee table). Skirting of the stage, podium, Thematic designer wooden backdrop with the theme, aircon for stage.	1920	sqft	11
2.	Side Wings on Stage (6'x10') x 2 Nos with proper black masking on wooden frame with Fabric Print	2	Nos	11
3.	Camera Riser (8' x 8' x 4') with carpet flooring/platform finish on top along with stairs with proper masking 1 nos.	64	sqft	11

4.	Provision of Light & Sound for 4000 Pax for entire area & Sound equipment's including interface cables, support person & Sound Systems as per requirement of performing artists like (with linear Array) with 16 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and Jacks. Video equipment's including interface cables, support person with Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4, Lights & Recording LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required. Any other item as per required <i>(Sound- Vertek/Bose/ sound system or Similar)</i>	1	Lump sum	11
5.	LED wall 2.9 Backdrop seamless for Indoor back Stage (min 50 feet by 14 feet).	700	sqft	11
6.	Complete Electrical Plug points in all areas as required (Earthing & Cabling per venue norms)	1	Lump sum	11
C.	DESIGNING & PRINTING			
1.	Conceptualizing and Designing of all Creatives Communication Graphic with Regional language for Backdrop, Standee, Drop Down, Pole Branding, banner, directional signages for the Event.	1	Lump sum	11
2.	Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages made of 50mm CRC pipe with proper stand support for erection of the frame with black masking work on the rear of the frame branding along with provision	1800	sqft	11

	of branding inside & Outside of the venue. <i>NO Flex to be used. Only CLOTH / SUNFABRIC must be used for branding CLOTH / SUNFABRIC, (Including printing, stretching and installation)</i>			
D.	CULTURAL / MUSICAL PROGRAMME			
1.	Local Music Band For Entertainment. Band Performance will be for 4 Hrs with Instruments and Singer to Entertain the Crowd. Theme of the programme should be related to ocean	1	Nos	11
E.	FURNITURE			
1.	Provision of Buffet Table with Cover along with Tabletop	10	Nos	11
2.	Provision of Sound Console table with Masking	3	Nos	11
3.	Provision of Banquet Chairs with Cover and Bow	100	Nos	11
4.	Provision of Good Quality Leatherette sofa 2-Seater as per required	10	Nos	11
5.	Provision of Coffee Table with flowerpot as per required	5	Nos	11
6.	Provision of Podium with 3 Side Branding on 5MM Sunboard with 3M vinyl pasting	1	Nos	11
F.	FOOD & BEVERAGES			
1.	Provision of Refreshment for Participants (1 Banana & 1 Apple)	4000	Nos	11
2.	Provision of uninterrupted water supply (Water Dispenser, 50 Bottle of 20 LTR Jar along with paper Glass 5000 Nos) for the artisans/Participants/culinary experts as per requirement. (Patanjali Divya Jal, Bisleri, Aquafina & Kinley)	1	Lump sum	11
G.	PHOTOGRAPHY, VIDEOGRAPHY & FILM PRODUCTION			
1.	Photography and Videography during the event should cover all aspects of the exhibition, and events, and should be compiled on various	1	Lump sum	11

	platforms. Soft copy of video/photos to be given in Hard Disc on daily basis.			
2.	Film Production - 1 short teaser of at least 2 minutes and 1 video of 5-8 minutes Glimpses of the event.	1	Lump Sum	11
H.	MAN POWER & SECURITY SERVICES			
1.	Emcee for Stage	1	Lump sum	11
2.	Ushers (Female) as required	2	Lump sum	11
3.	Volunteer & Coordinator for managing the event	4	Lump sum	11
4.	Housekeeping Staff from i.e., Male/Female (supervisors and housekeeping/sweepers with House- keeping Material & adequate Garbage pickup arrangement. (According to area and no. of pax 2)	2	Nos	11
5.	Waste Management (All garbage and maintain cleanliness of the venue).	1	Lump sum	11
6.	Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient No of Security Guards (Males & Females) during the event with proper uniform and required equipment. (2 Male & 2 Female)	4	Nos	11
7.	Security Supervisors during visiting hours	1	Nos	11
I.	MERCHANDISE & PRESS KIT			
1.	Provision Magnetic Badges with appropriate MOES - (Swachh Sagar, Surakshit Sagar) Branding made of Premium quality Stainless Steel. Each Badge has 3 strong rare earth neodymium magnets 1.76-inch Magnetic Badge Holder / Badge Magnets, Blue Plastic Back Plate w/Adhesive Tape.	4000	Nos	11
2.	Novelties / Memorabilia / Memento (value not exceeding Rs. 500) as approved by Vigyan Prasar.	20	Nos	11

3.	Media Press Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ (MOES) Badges + Lanyard + Chest Card) with MOES - (Swachh Sagar, Surakshit Sagar) Branding	30	Nos	11
J.	OTHER ELEMENTS FOR EVENT			
1.	Provision of Lamp Lighting ceremony with all accessories (necessities like wick, oil, camphor and matchbox/big candle).	1	Lump sum	11
2.	Provision of uninterrupted Hi - Speed Internet with 50 Mbps speed (wifi Zone) with Technical Assistant (1 Day prior to event) for Live Streaming.	1	Nos	11
3.	Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine.	1	Nos	11
4.	One Health Counter/ Isolation ward in Octonom structure with First Aid KIT (Band-aid -10 Nos, Dettol (200ml) - 2 nos, Cotton roll - 2 Nos, Dolo 650 strips- 2 Nos, Temperature Gun- 1 Nos, pain relief spray - 2 Nos, Crepe bandage- 2 Nos, Paper Soap strip - 1000 Nos), with oxygen cylinders, Oxi Meter & Pulse checking Machine as required.	1	Nos	11
5.	Face Mask with MOES logo branding.	5000	Nos	11
6.	Sanitizer with Stand alongwith the refill system.	4	Nos	11
7.	Pair of Gloves for Participants	5000	Nos	11
8.	Provision of Dustbin for waste	10	Nos	11
9.	Provision of ECO-FRIENDLY NATURAL BIODEGRADABLE & ORGANIC Gunny Bags Large size for Waste.	50	Nos	11
10.	Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the EMA	2	Nos	11

11.	Transport & Labour as required	1	Lump sum	11
12.	MISCELLANEOUS	1	Lump sum	11
	EVENTS IN 64 LOCATIONS- SMALL SCALE EVENT			
K.	Facilities at the event venue			
1.	Help Desk Counters for delegates, visitors made of 5 MTR Pagoda Structure with Platform with two-tier registration system, 2 Fan, 2 Table, 4 Chairs plug points and general lighting etc with a minimum of 2 units divided into 2 blocks along with branding.	2	Nos	64
2.	Health Check-up Counters for delegates, visitors made of 5 MTR Pagoda Structure with Platform with two-tier registration system, 2 Fan, 1 Table, 3 Chairs plug points and general lighting with branding.	1	Nos	64
L.	STAGE, LIGHT & Audio Visual			
1.	Thematic Stage (48' x 32' x 4') with new carpet along with black masking on skirting	1536	Sq Ft	64
2.	Side Wings on Stage (4'x10') x 2 Nos with proper black masking on wooden frame with Fabric Print	2	Nos	64
3.	Outdoor LED wall (40'x16') on Stage with Riser	640	Sq Ft	64
4.	Suitable Light & Sound System for 3000 pax gathering for entire area & Sound equipment's including interface cables, support person & Sound Systems as per requirement of performing artists like (with linear Array) with 8 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and Jacks.	1	Lump sum	64

	Video equipment's including interface cables, support person with Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4, Lights & Recording LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required. Any other item as per required (Sound- Vertek/Bose/ sound system or Similar)			
M.	FURNITURE			
1.	Provision of Banquet Chairs with Cover and Bow	100	Nos	64
2.	Provision of Buffet Table with Cover along with Tabletop	5	Nos	64
3.	Provision of Podium with 3 Side Branding on 5MM Sunboard with 3M vinyl pasting	1	Nos	64
4.	Provision of Good Quality Leatherette sofa 2-Seater as required	6	Nos	64
5.	Provision of Coffee Table with flowerpot as per required	6	Nos	64
N.	MANPOWER & SECURITY SERVICES			
1.	Emcee for Stage	1	Lump sum	64
2.	Housekeeping Staff from reputed Agency i.e., Male/Female (supervisors and housekeeping/sweepers with House-keeping Material & adequate Garbage pickup arrangement as per requirement.	4	Lump sum	64
3.	Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient No of Security Guards (Males & Females) during daytime with proper uniform and required equipment.	4	Lump sum	64

4.	Ushers (Female) as required	2	Lump sum	64
5.	Volunteer & Coordinator for managing the event	6	Lump sum	64
O.	CULTURAL / MUSICAL PROGRAMME			
1.	Local Music Band For entertainment with Lead Vocal and 5 Pcs Band Performance will be for 4 Hrs with Instruments and Singer to Entertain the Crowd. Theme of the programme should be related to ocean	1	Nos	64
P.	PHOTOGRAPHY, \VIDEOGRAPHY & FILM PRODUCTION			
1.	Photography and Videography during the event should cover all aspects of the event, and events, and should be compiled on various platforms. Soft copy of video/photos to be given in Hard Disc on daily basis. (1 short teaser of minimum 2 Min.)	1	Lump sum	64
2.	Film Production - 1 short teaser of at least 2 minutes Glimpses of the event.	1	Lump Sum	64
Q.	DESIGNING & PRINTING			
1.	Conceptualizing and Designing of all Creatives Communication Graphic with Regional language for Backdrop, Standee, Drop Down, Pole Branding, banner, directional signages for the Event.	1	Lump sum	64
2.	Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages made of 50mm CRC pipe with proper stand support for erection of the frame with black masking work on the rear of the frame branding along with provision of branding inside & Outside of the venue. <i>NO Flex to be used for branding must be CLOTH / SUNFABRIC, (Including printing, stretching and installation)</i>	1400	Sq ft	64
R.	MERCHANDISE			

1.	Provision Magnetic Badges with appropriate MOES - (Swachh Sagar, Surakshit Sagar) Branding made of Premium quality Stainless Steel. Each Badge has 3 strong rare earth neodymium magnets 1.76-inch Magnetic Badge Holder / Badge Magnets, Blue Plastic Back Plate w/Adhesive Tape.	3000	Nos	64
2.	Novelties / Memorabilia / Memento (value not exceeding Rs. 500) as approved by Vigyan Prasar	20	Nos	64
S.	FOOD & BEVERAGES			
1.	Provision of Refreshment for Participants (1 Banana & 1 Apple)	3000	Nos	64
2.	Provision of uninterrupted water supply (Water Dispenser, 50 Bottle of 20 LTR Jar along with paper Glass 5000 Nos) for the artisans/Participants/ culinary experts as per requirement.(Patanjali Divya Jal, Bisleri, Aquafina & Kinley)	50	Nos	64
T.	OTHER ELEMENTS FOR EVENT			
1.	Provision of uninterrupted Hi - Speed Internet with 50 Mbps speed (wifi Zone) with Technical Assistant (1 Day prior to event) for Live Streaming.	1	Nos	64
2.	Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine.	1	Nos	64
3.	One Health Counter/ Isolation ward with Frist Aid KIT (Band-aid -10 Nos, Dettol (200ml) - 2 nos, Cotton roll - 2 Nos, Dolo 650 strips- 2 Nos, Temperature Gun- 1 Nos, Pain relief spray - 2 Nos, Crepe bandage- 2 Nos, Paper Soap strip - 1000 Nos), with oxygen cylinders, Oxi Meter & Pulse checking Machine as required.	1	Nos	64
4.	Face Mask with MOES logo branding.	3000	Nos	64
5.	Sanitizer with Stand along with the refill system.	4	Nos	64
6.	Pair of Gloves for Participants	3000	Nos	64
7.	Provision of Dustbin for waste	10	Nos	64

8.	Provision of ECO-FRIENDLY NATURAL BIODEGRADABLE & ORGANIC Gunny Bags Large size for Waste.	25	Nos	64
9.	Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the EMA	2	Nos	64
10.	Arrangement of Stationaries for On-Site Competition for Kids.	1	Lump sum	64
11.	Waste Management (All garbage and maintain cleanliness of the venue)	1	Lump sum	64
12.	Transport & Labour as required	1	Lump sum	64
U.	SOCIAL MEDIA, DIGITAL MARKETING & CONTENT CREATION			
1.	Creative Design + Translation in all Regional Languages.. <ul style="list-style-type: none"> • Making arrangements for the visits of the Bloggers & Influencer Marketing, Youtubers to visit the event and create publicity on social media platform. • Agency will be ensure to coordinate with all stakeholders on a daily basis to aggregate and produce content for daily broadcast on social media. • The Agency have to produce content & broadcast on social media daily at all prominent social media sites in 11 different languages with focus on Twitter (prominent social media sites include: Facebook, Twitter, Instagram) <p>Along with they have to start the social media activities/ Promotional Campaign one Month prior to start of the event. The Social Media should be</p>	1	Lump Sum	75

	<p>done very aggressively on all digital mediums like Facebook, twitter, Instagram, Google, YouTube, WhatsApp activities, etc. (100 million reach)</p> <ul style="list-style-type: none"> • The vendor to ensure that social media is fully covered on all days of the campaign and number of tweets, likes etc. parameters are duly recorded and produced to the media monitoring team on an alternate day basis with a Media Plan that would reach 100 Million People. • The social media promotion should be monitored on regular basis • Pre-launch activities 8-10 daily post on each social media platform one week before start of the events, key highlights of the Event. • A dedicated team will be deployed at the venue for the entire duration of the Event for the Live Coverage on social media like Facebook, Instagram, twitter, YouTube etc. The dedicated manpower will cover all the important events like inauguration of the event, cultural programme activities, daily visitor feedback, etc. • A paid promotion campaign will be carried out by the PIA for the promotion for 200 million Reach. • All the social media post would be promoted at national level. <p>Content aggregation, design and development of content for social media has to be done by the vendor, which is duly vetted by the Media Monitoring Team of the organizers (Ministry of Earth Sciences). Agency will give a Social Media Plan along with Calendar and Media Plan</p>			
2.	Film Production - (Promotional Video - Promo & Short films. 100 Nos of 45 to 60 Secs).	100	Nos	1

3.	<p>Website Making for Swatch Sagar (Include AWS Cloud & Backhand management, If required, re-designed / re-developed website. along with Content Creation: Creation of Core Website Copy.</p> <ul style="list-style-type: none"> • New Template creation for websites • Content & page addition, updation and deletion, based on new or existing template and thus keeping the websites current and updated at all times. • Microsite creation as when required. <p>The Website is integrated with online registration</p> <ul style="list-style-type: none"> • Software development with relevant fields as per MOES registration data needs, linking the software to the WEBSITE for online registration. <p>Development of one App for the same event as per theme in both Platform (Android / IOS) with complete UI & UX design approved by the department.</p>	1	Lump Sum	1
V.	CELEBRITY ENDORSEMENT and production of Radio Jingles			
1.	<p>Production of Radio Jingles - Agency will produce the radio jingles in multiple Indian Languages at least in the languages being spoken at the event venues. Agency will also coordinate with DAVP/radio stations for smooth and periodic broadcast of jingles.</p>	1	Lumpsum	11 States
2.	<p>Celebrity Endorsement.</p> <p>The EMA will propose the list of Celebrity/Artists (100 Nos) region wise for digital Content and on ground Presence as per Locations in each state if possible. Each Celebrity will give digital content for 60 Secs which can be promoted on social Media to promote the Cause. Agency will give a list of Celebrities local and National</p>	1	Lump Sum	1

	Some local artists, folk dancers/singers may also be encouraged during the events as required.			
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B- EVENT IN DELHI (DATE - 17TH SEPTEMBER 2022)

Sl. NO.	Item	Width	Height	Quantity	SqFt
A.	EVENT IN DELHI (DATE - 17TH SEPTEMBER 2022)				
	CONCEPT & DESIGN				
1.	Podium Board (3 Dimension) Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands.	3	5	1	15
2.	Direction Panels inside the Premises area Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	3	6	8	15
3.	Welcome Alighting Panels Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	5	10	2	100
4.	Welcome Hoardings outside Main Gate EAST : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	20	10	2	400
5.	Welcome Hoardings outside Main Gate WEST : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	20	10	2	400
6.	Welcome Hoardings outside Annexe Gate : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	20	10	1	200
7.	4 Sided Tower : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	5	1	60

8.	Car Parking Boards : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	6	6	7	252
9.	Round about Signages at National Museum Circle : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420
10.	Round about Signages at Vice President Circle : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420
11.	Round about Signages at Sonia Gandhi House : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420
12.	Round about Signages at Sunehri Majid : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420
13.	Pole Bunting Big : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	8	4	16	512
14.	Pole Bunting small : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	14	3	20	840
15.	Invitation Card			1500	
B.	PRESS KIT				
1.	Media Press Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ (MOES) Badges + Lanyard + Chest Card) with proper MOES - (Swachh Sagar, Surakshit Sagar) Branding			50	

C.	AV, LIVE STREAMING, PHOTOGRAPHY & VIDEOGRAPHY				
1.	Full HD seamless switcher for Displaying Digital Backdrop, Presentation and live streaming on the LED wall placed in Plenary Hall with following:- <ul style="list-style-type: none"> • Seamless Switcher = 01 No. • Laptop = 01 No. • Clicker Mouse = 01 no. • Splitter • Other Related Items Technicians 			1	
2.	Live streaming with two way Interaction of the entire event connecting 75 location to one platform with Live Feed from Plenary Hall to Youtube & Facebook & other social media Handle: HDMI /VGA output via cabling from Plenary Hall			1	
3.	Multi Video Camera Setup HD with Mixer and editing table			3	
4.	Multi Still Camera Setup			3	
5.	Complete Data delivered in Hard disc				
6.	Video Conferencing for ensuring remote participation and communication				
7.	Film Production - 1 short teaser of at least 2 minutes and 1 video of 5-8 minutes Glimpses of the event.			1	
8.	Installation & Un-Installation charges (including transportation)				
9.	Wallet parking with ten drivers				
D.	OTHER ELEMENTS FOR EVENT				
1.	Provision of Lamp Lighting ceremony with all accessories (necessities like				

	wick, oil, camphor and matchbox/big candle).				
2.	Registration Counter outside Main Gate with 4 Chair			1	
3.	Clock Room / Baggage Counter outside Main Gate with 2 Chair			1	
4.	Registration Backdrop: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands <i>NO Flex to be used. Only CLOTH / SUNFABRIC must be used for branding CLOTH / SUNFABRIC, (Including printing, stretching and installation)</i>	16	8	1	128
5.	Name Plates for Dais & Seating				
6.	Indicator Boards			10	
7.	Car Parking Stickers			500	
8.	Ushers / Hostesses / Volunteer			12	
9.	Supporting Staff for Registration & Baggage Counter			6	
10.	Badges for ORGANISER, VIP, MEDIA, GUEST & AWARDEES with Lanyard			1000	
11.	View Cutter (AS per VIP Movement requirement)	20	300	1	
12.	Riser for Group Photography			1	
13.	Setup of one Printer along with Laptop and Internet ready setup			1	
E.	COVID RELATED ARRANGEMENTS				
1.	Thermal Scanning Setup (Digital Thermometer)			2	
2.	Oxymeter at Both Entry Gate			2	

3.	Sanitizing at entrance, along with sanitizer bottle sprayers			2	
4.	Defogging in premises every day before & after the meeting (Conference room, Passage, Lift, Control Room, Waiting Room, Cafeteria & Washrooms)			1	
5.	Sanitizer 100ml with Alcohol based wet wipes & 1 Branded Mask (1 per person for Dias) for 16 person			16	
6.	500ml Sanitizer Bottle with Stand near seating area			2	
7.	Mask at Registration counter with branding			400	

iii. General terms of bidding

- a) A Bidder shall submit Technical Proposal and Financial proposal. A Bidder shall not be entitled to submit another bid for the same project.
- b) 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.

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

- Cover Letter
 - Bidder's Details
 - Undertaking for not being blacklisted
 - Pre-Qualification Bid Submission Letter
 - Financial Turnover
 - Technical Bid Submission Letter
 - Project Experience
 - Financial Bid Submission Letter
 - Self-Assessment score sheet
- d) 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.
- e) Any award of contract pursuant to this RFP shall be subject to the terms of Bidding Documents.
- f) The Bid shall be valid for a period of not less than 90 (Ninety days) days from the Bid Due Date.
- g) Joint Venture/Consortium is not allowed.

iv. 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 entity in India.
2. Startup covered under Gazette notification No DL 33004/99 dated 19.02.2019 with subsequent amendments, if any, are encouraged to apply.
3. Startup firms applying for the bid should submit Startup recognition certificate issued by competent authority. The certificate so submitted may be checked for

authenticity.

4. The bidder must have 10 years work experience of similar Event/Exhibition work. Experience requirement in case of the startups referred at 2 and 3 above is relaxed by 50%.
5. The eligibility criteria in case of startups will accordingly be reduced in the technical eligibility criteria table
6. The Bidder must have In-house team of professionals for execution of tasks enumerated in the RFP.
7. 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. 3.00 Crore.
8. The bidder must have executed Event/Exhibition work at least 3 Project of value not less than Rs. 2 Crore in last 5 Years (from FY 2016-17 to 2020-21)
9. Multilocation project (Minimum 10 locations)
10. The bidder must have annual total turnover of Rs. 25 crores during each of last three financial years (2018-19, 2019-20 & 2020-21). Turnover requirement in case of the startups referred at 2 and 3 above is relaxed by 50%.
11. The bidder must have positive Net-worth of not less than Rs. 5 crores in last financial year. The net-worth in case startups shall be Rs. 3.00 crore
12. 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.
13. No Consortium/JV is allowed.

v. Pre-Bid Meeting / RFP Clarification

1. Department/Committee shall host a Pre-Bid meeting (Online), scheduled on 30.08.2022 at 11 AM. The link for online meeting is <https://us02web.zoom.us/j/84493085529>
Meeting ID: 844 9308 5529
2. 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.
3. The response to the queries will be published on Vigyan Prasar website 30.08.2022 or shall be emailed to the participants present at the pre-bid

conference.

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

vi. Technical & Commercial Evaluation

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.

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. 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.

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		
	Minimum 3	2 Marks	10 Max Marks
	More than 3 to 5	4 Marks	
	More than 5 to 8	6 Marks	
	More than 8	10 Marks	
2.	Previous experience in Science and Technology Department	5 Marks	5 Max Marks
3.	Experience of Single Event/Exhibition of similar nature with Maximum value		
	Minimum 3 Crore	2 Marks	10 Max Marks
	More than 3 to 6 Crore	4 Marks	
	More than 6 to 10 Crore	6 Marks	
	More than 10 Crore	10 Marks	
4.	Average Annual turnover last three financial years		
	Minimum 25 Crore	2 Marks	5 Max Marks
	More than 25 Crore to 40 Crore	4 Marks	
	More than 40	5 Marks	
5.	Net-worth of Rs. 5 Crore	2.5 Marks	5 Max Marks
	Net-worth more than 5 Crore	5 Marks	
6.	Offices across India:		
	1 – 3 offices	2 Marks	5 Max Marks
	More than 3 – 5 offices	3 Marks	
	More than 5 offices	5 Marks	
7.	Evaluation of Technical presentation before the technical evaluation Committee		
	Social Media Plan	15 Marks	60 Marks
	Publicity Plan	15 Marks	
	Overall Event Plan with Concept and Execution	20 Marks	
	Creative & Content Strategy	10 Marks	
TOTAL MARKS			

The financial bid for all the work as a whole, will be taken into account for selection of bidder.

4. Disqualification

Vigyan Prasar 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.

5. Fraud & Corruption

Vigyan Prasar 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.

6. Suspension

The Vigyan Prasar 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:

- i. Shall specify the nature of failure
- ii. 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

7. 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.

8. 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.

9. Resolution of Disputes

All disputes arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

10. 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.

11. 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.

12. The selected bidder will be responsible for clear possession and encumbrance free of all sites.
13. Legal Jurisdiction: All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in New Delhi.
14. Binding Clause: All decisions taken by the Vigyan Prasar regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.
15. **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.
16. **Payment Terms**

The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	On submission of detailed final plan of execution and creatives	40% - the payment will be made on submission of detailed final plan of execution and creatives against PBG
Stage 2	Completion of the Event	35% - the payment will be made on completion of Event
Stage 3	Balance payment will be released on submission of bill along with program report, news clippings, album, footages, social media analytics, endorsement	

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.

17. ANNEXURES

Form 1: Covering Letter

{Place}

{Date}

**The Director,
Vigyan Prasar,
First Floor, Block- II,
Technology Bhawan,
New Delhi-110016**

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 Swachh Sagar Surakshit Sagar.”
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:	

6. 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

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 yours,

(Signature of the Authorised signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

Form 3: Project Experience Format

S. No.	Date	Name of Project	Client	Contract Value

Note:

- 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.
- 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:

Form 4: Financial Bid Format

(To be submitted on Letter Head)

To

**The Director,
Vigyan Prasar,
First Floor
Block II, Autonomous Institution Cell
Technology Bhawan,
New Delhi-110016**

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.

A- Campaign at 75 locations (Beaches/Coastal cities) across the Indian coastline on 17 September- EVENT IN 11 STATES AND 64 LOCATIONS

Sl. NO.	DETAIL	QTY	UNIT	LOCATION	Rate
	EVENT IN 11 STATES (DATE - 17TH SEPTEMBER 2022)				
A.	Facilities at the event venue				
1.	Help Desk Counters for delegates, visitors made of 5 MTR Pagoda Structure with Platform with two-tier registration system, 2 Fan, 2 Table, 4 Chairs plug points and general lighting etc with a minimum of 2 units divided into 2 blocks along with branding.	2	Nos	11	
2.	Health Checkup Counters for delegates, visitors made of Pagoda Structure with Platform with two-tier registration system, 2 Fan, 1 Table, 3 Chairs plug points and general lighting with branding.	1	Lumps um	11	
3.	Masking as per the requirement of venue.	1	Lumps um	11	
B.	STAGE, LIGHT & Audio Visual				

1.	THEMATIC STAGE SETUP (60' x 32' x 4') 'With Double ply on top, carpet flooring/platform, for cultural activities and public function with Delegate seating on the stage (chairs & three-seater sofas along with coffee table). Skirting of the stage, podium, Thematic designer wooden backdrop with the theme, aircon for stage.	1920	sqft	11	
2.	Side Wings on Stage (6'x10') x 2 Nos with proper black masking on wooden frame with Fabric Print	2	Nos	11	
3.	Camera Riser (8' x 8' x 4') with carpet flooring/platform finish on top along with stairs with proper masking 1 nos.	64	sqft	11	
4.	Provision of Light & Sound for 4000 Pax for entire area & Sound equipment's including interface cables, support person & Sound Systems as per requirement of performing artists like (with linear Array) with 16 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and Jacks. Video equipment's including interface cables, support person with Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4, Lights & Recording LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required. Any other item as per required <i>(Sound- Vertek/Bose/ sound system or Similar)</i>	1	Lump sum	11	
5.	LED wall 2.9 Backdrop seamless for Indoor back Stage (min 50 feet by 14 feet).	700	sqft	11	
6.	Complete Electrical Plug points in all areas as required (Earthing & Cabling per venue norms)	1	Lump sum	11	
C.	DESIGNING & PRINTING				
1.	Conceptualizing and Designing of all Creatives Communication Graphic with Regional language for Backdrop, Standee, Drop Down, Pole Branding, banner, directional signages for the Event.	1	Lump sum	11	
2.	Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages made of 50mm CRC pipe with proper stand	1800	sqft	11	

	support for erection of the frame with black masking work on the rear of the frame branding along with provision of branding inside & Outside of the venue. NO Flex to be used. Only CLOTH / SUNFABRIC must be used for branding CLOTH / SUNFABRIC, (Including printing, stretching and installation)				
D.	CULTURAL / MUSICAL PROGRAMME				
1.	Local Music Band For Entertainment. Band Performance will be for 4 Hrs with Instruments and Singer to Entertain the Crowd. Theme of the programme should be related to ocean	1	Nos	11	
E.	FURNITURE				
1.	Provision of Buffet Table with Cover along with Tabletop	10	Nos	11	
2.	Provision of Sound Console table with Masking	3	Nos	11	
3.	Provision of Banquet Chairs with Cover and Bow	100	Nos	11	
4.	Provision of Good Quality Leatherette sofa 2-Seater as per required	10	Nos	11	
5.	Provision of Coffee Table with flowerpot as per required	5	Nos	11	
6.	Provision of Podium with 3 Side Branding on 5MM Sunboard with 3M vinyl pasting	1	Nos	11	
F.	FOOD & BEVERAGES				
1.	Provision of Refreshment for Participants (1 Banana & 1 Apple)	4000	Nos	11	
2.	Provision of uninterrupted water supply (Water Dispenser, 50 Bottle of 20 LTR Jar along with paper Glass 5000 Nos) for the artisans/Participants/ culinary experts as per requirement. (Patanjali Divya Jal, Bisleri, Aquafina & Kinley)	1	Lump sum	11	
G.	PHOTOGRAPHY, \VIDEOGRAPHY & FILM PRODUCTION				
1.	Photography and Videography during the event should cover all aspects of the exhibition, and events, and should be compiled on various platforms. Soft copy of video/photos to be given in Hard Disc on daily basis.	1	Lump sum	11	
2.	Film Production - 1 short teaser of at least 2 minutes and 1 video of 5-8 minutes Glimpses of the event.	1	Lump Sum	11	
H.	MANPOWER & SECURITY SERVICES				
1.	Emcee for Stage	1	Lump sum	11	
2.	Ushers (Female) as required	2	Lump sum	11	

3.	Volunteer & Coordinator for managing the event	4	Lump sum	11	
4.	Housekeeping Staff from i.e., Male/Female (supervisors and housekeeping/sweepers with House- keeping Material & adequate Garbage pickup arrangement. (According to area and no. of pax 2)	2	Nos	11	
5.	Waste Management (All garbage and maintain cleanliness of the venue).	1	Lump sum	11	
6.	Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient No of Security Guards (Males & Females) during the event with proper uniform and required equipment. (2 Male & 2 Female)	4	Nos	11	
7.	Security Supervisors during visiting hours	1	Nos	11	
I.	MERCHANDISE & PRESS KIT				
1.	Provision Magnetic Badges with appropriate MOES - (Swachh Sagar, Surakshit Sagar) Branding made of Premium quality Stainless Steel. Each Badge has 3 strong rare earth neodymium magnets 1.76-inch Magnetic Badge Holder / Badge Magnets, Blue Plastic Back Plate w/Adhesive Tape.	4000	Nos	11	
2.	Novelties / Memorabilia / Memento (value not exceeding Rs. 500) as approved by Vigyan Prasar.	20	Nos	11	
3.	Media Press Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ (MOES) Badges + Lanyard + Chest Card) with MOES - (Swachh Sagar, Surakshit Sagar) Branding	30	Nos	11	
J.	OTHER ELEMENTS FOR EVENT				
1.	Provision of Lamp Lighting ceremony with all accessories (necessities like wick, oil, camphor and matchbox/big candle).	1	Lump sum	11	
2.	Provision of uninterrupted Hi - Speed Internet with 50 Mbps speed (wifi Zone) with Technical Assistant (1 Day prior to event) for Live Streaming.	1	Nos	11	
3.	Provision of One Ambulance with One Doctor , One Nurse and necessary first aid/medicine.	1	Nos	11	
4.	One Health Counter/ Isolation ward in Octonom structure with First Aid KIT (Band-aid -10 Nos, Dettol (200ml) - 2 nos, Cotton roll - 2 Nos, Dolo 650 strips- 2 Nos, Temperature Gun- 1 Nos, pain relief spray - 2 Nos, Crepe bandage- 2 Nos, Paper Soap strip - 1000 Nos), with	1	Nos	11	

	oxygen cylinders, Oxi Meter & Pulse checking Machine as required.				
5.	Face Mask with MOES logo branding.	5000	Nos	11	
6.	Sanitizer with Stand alongwith the refill system.	4	Nos	11	
7.	Pair of Gloves for Participants	5000	Nos	11	
8.	Provision of Dustbin for waste	10	Nos	11	
9.	Provision of ECO-FRIENDLY NATURAL BIODEGRADABLE & ORGANIC Gunny Bags Large size for Waste.	50	Nos	11	
10.	Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the EMA	2	Nos	11	
11.	Transport & Labour as required	1	Lump sum	11	
12.	MISCELLANEOUS	1	Lump sum	11	
	EVENTS IN 64 LOCATIONS- SMALL SCALE EVENT				
K.	Facilities at the event venue				
1.	Help Desk Counters for delegates, visitors made of 5 MTR Pagoda Structure with Platform with two-tier registration system, 2 Fan, 2 Table, 4 Chairs plug points and general lighting etc with a minimum of 2 units divided into 2 blocks along with branding.	2	Nos	64	
2.	Health Check-up Counters for delegates, visitors made of 5 MTR Pagoda Structure with Platform with two-tier registration system, 2 Fan, 1 Table, 3 Chairs plug points and general lighting with branding.	1	Nos	64	
L.	STAGE, LIGHT & Audio Visual				
1.	Thematic Stage (48' x 32' x 4') with new carpet along with black masking on skirting	1536	Sq Ft	64	
2.	Side Wings on Stage (4'x10') x 2 Nos with proper black masking on wooden frame with Fabric Print	2	Nos	64	
3.	Outdoor LED wall (40'x16') on Stage with Riser	640	Sq Ft	64	

4.	<p>Suitable Light & Sound System for 3000 pax gathering for entire area & Sound equipment's including interface cables, support person & Sound Systems as per requirement of performing artists like (with linear Array) with 8 Speaker, Side monitors, Amplifier System, Unit of 32 Channel Audio mixer, Unit of Audio CD Player, Microphones : Lapel, Cordless, Podium, Mic with stand, Table mics, Audio/Video Distribution Box with 20 outputs, DI Box, Laptop Sound cable and Jacks.</p> <p>Video equipment's including interface cables, support person with Seamless HD switcher 1, Console Display Monitor 1, Laptop 4, Video Engineer 1, Video Mixer 4, Pointer clicker 1, Splitter 2, Scan convertor 4,</p> <p>Lights & Recording LED Par as per requirement, Light Control Programming Board 1, Dimmers 2, Profile Spot 4, Box truss or T truss as per required.</p> <p>Any other item as per required (Sound- Vertek/Bose/ sound system or Similar)</p>	1	Lump sum	64	
M.	FURNITURE				
1.	Provision of Banquet Chairs with Cover and Bow	100	Nos	64	
2.	Provision of Buffet Table with Cover along with Tabletop	5	Nos	64	
3.	Provision of Podium with 3 Side Branding on 5MM Sunboard with 3M vinyl pasting	1	Nos	64	
4.	Provision of Good Quality Leatherette sofa 2-Seater as required	6	Nos	64	
5.	Provision of Coffee Table with flowerpot as per required	6	Nos	64	
N.	MANPOWER & SECURITY SERVICES				
1.	Emcee for Stage	1	Lump sum	64	
2.	Housekeeping Staff from reputed Agency i.e., Male/Female (supervisors and housekeeping/sweepers with House- keeping Material & adequate Garbage pickup arrangement as per requirement.	4	Lump sum	64	
3.	Security arrangements TO BE DEPLOYED FROM A REPUTED AGENCY ONLY. Sufficient No of Security Guards (Males & Females) during daytime with proper uniform and required equipment.	4	Lump sum	64	

4.	Ushers (Female) as required	2	Lump sum	64	
5.	Volunteer & Coordinator for managing the event	6	Lump sum	64	
O.	CULTURAL / MUSICAL PROGRAMME				
1.	Local Music Band For entertainment with Lead Vocal and 5 Pcs Band Performance will be for 4 Hrs with Instruments and Singer to Entertain the Crowd. Theme of the programme should be related to ocean	1	Nos	64	
P.	PHOTOGRAPHY, \VIDEOGRAPHY & FILM PRODUCTION				
1.	Photography and Videography during the event should cover all aspects of the event, and events, and should be compiled on various platforms. Soft copy of video/photos to be given in Hard Disc on daily basis. (1 short teaser of minimum 2 Min.)	1	Lump sum	64	
2.	Film Production - 1 short teaser of at least 2 minutes Glimpses of the event.	1	Lump Sum	64	
Q.	DESIGNING & PRINTING				
1.	Conceptualizing and Designing of all Creatives Communication Graphic with Regional language for Backdrop, Standee, Drop Down, Pole Branding, banner, directional signages for the Event.	1	Lump sum	64	
2.	Printing & Fabrication of Backdrop, Standee, Pole Branding, banner, directional signages made of 50mm CRC pipe with proper stand support for erection of the frame with black masking work on the rear of the frame branding along with provision of branding inside & Outside of the venue. NO Flex to be used for branding must be CLOTH / SUNFABRIC, (Including printing, stretching and installation)	1400	Sq ft	64	
R.	MERCHANDISE				
1.	Provision Magnetic Badges with appropriate MOES - (Swachh Sagar, Surakshit Sagar) Branding made of Premium quality Stainless Steel. Each Badge has 3 strong rare earth neodymium magnets 1.76-inch Magnetic Badge Holder / Badge Magnets, Blue Plastic Back Plate w/Adhesive Tape.	3000	Nos	64	
2.	Novelties / Memorabilia / Memento (value not exceeding Rs. 500) as approved by Vigyan Prasar	20	Nos	64	
S.	FOOD & BEVERAGES				

1.	Provision of Refreshment for Participants (1 Banana & 1 Apple)	3000	Nos	64	
2.	Provision of uninterrupted water supply (Water Dispenser, 50 Bottle of 20 LTR Jar along with paper Glass 5000 Nos) for the artisans/Participants/ culinary experts as per requirement.(Patanjali Divya Jal, Bisleri, Aquafina & Kinley)	50	Nos	64	
T.	OTHER ELEMENTS FOR EVENT				
1.	Provision of uninterrupted Hi - Speed Internet with 50 Mbps speed (wifi Zone) with Technical Assistant (1 Day prior to event) for Live Streaming.	1	Nos	64	
2.	Provision of One Ambulance with One Doctor , One Nurse and necessary first aid/medicine.	1	Nos	64	
3.	One Health Counter/ Isolation ward with Frist Aid KIT (Band-aid -10 Nos, Dettol (200ml) - 2 nos, Cotton roll - 2 Nos, Dolo 650 strips- 2 Nos, Temperature Gun- 1 Nos, Pain relief spray - 2 Nos, Crepe bandage- 2 Nos, Paper Soap strip - 1000 Nos), with oxygen cylinders, Oxi Meter & Pulse checking Machine as required.	1	Nos	64	
4.	Face Mask with MOES logo branding.	3000	Nos	64	
5.	Sanitizer with Stand along with the refill system.	4	Nos	64	
6.	Pair of Gloves for Participants	3000	Nos	64	
7.	Provision of Dustbin for waste	10	Nos	64	
8.	Provision of ECO-FRIENDLY NATURAL BIODEGRADABLE & ORGANIC Gunny Bags Large size for Waste.	25	Nos	64	
9.	Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the EMA	2	Nos	64	
10.	Arrangement of Stationaries for On-Site Competition for Kids.	1	Lump sum	64	
11.	Waste Management (All garbage and maintain cleanliness of the venue)	1	Lump sum	64	
12.	Transport & Labour as required	1	Lump sum	64	
U.	SOCIAL MEDIA, DIGITAL MARKETING & CONTENT CREATION				
1.	Creative Design + Translation in all Regional Languages.. • Making arrangements for the visits of the	1	Lump Sum	75	

	<p>Bloggers & Influencer Marketing, Youtubers to visit the event and create publicity on social media platform.</p> <ul style="list-style-type: none"> • Agency will be ensure to coordinate with all stakeholders on a daily basis to aggregate and produce content for daily broadcast on social media. • The Agency have to produce content & broadcast on social media daily at all prominent social media sites in 11 different languages with focus on Twitter (prominent social media sites include: Facebook, Twitter, Instagram) <p>Along with they have to start the social media activities/ Promotional Campaign one Month prior to start of the event. The Social Media should be done very aggressively on all digital mediums like Facebook, twitter, Instagram, Google, YouTube, WhatsApp activities, etc. (100 million reach)</p> <ul style="list-style-type: none"> • The vendor to ensure that social media is fully covered on all days of the campaign and number of tweets, likes etc. parameters are duly recorded and produced to the media monitoring team on an alternate day basis with a Media Plan that would reach 100 Million People. • The social media promotion should be monitored on regular basis • Pre-launch activities 8-10 daily post on each social media platform one week before start of the events, key highlights of the Event. • A dedicated team will be deployed at the venue for the entire duration of the Event for the Live Coverage on social media like Facebook, Instagram, twitter, YouTube etc. The dedicated manpower will cover all the important events like inauguration of the event, cultural programme activities, daily visitor feedback, etc. • A paid promotion campaign will be carried out by the PIA for the promotion for 200 Million Reach. • All the social media post would be promoted at national level. <p>Content aggregation, design and development of content for social media has to be done by the vendor, which is duly vetted by the Media Monitoring Team of the organizers (Ministry of Earth Sciences). Agency will give a Social Media Plan along with Calendar and Media Plan</p>				
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2.	Film Production - (Promotional Video - Promo & Short films. 100 Nos of 45 to 60 Secs).	100	Nos	1	
3.	Website Making for Swatch Sagar (Include AWS Cloud & Backhand management, If required, re-designed / re-developed website. along with Content Creation: Creation of Core Website Copy. <ul style="list-style-type: none"> • New Template creation for websites • Content & page addition, updation and deletion, based on new or existing template and thus keeping the websites current and updated at all times. • Microsite creation as when required. The Website is integrated with online registration • Software development with relevant fields as per MOES registration data needs, linking the software to the WEBSITE for online registration. Development of one App for the same event as per theme in both Platform (Android / IOS) with complete UI & UX design approved by the department.	1	Lump Sum	1	
V.	CELEBRITY ENDORSEMENT and production of Radio Jingles				
1.	Production of Radio Jingles - Agency will produce the radio jingles in multiple Indian Languages at least in the languages being spoken at the event venues. Agency will also coordinate with DAVP/radio stations for smooth and periodic broadcast of jingles.	1	Lumps um	11 States	
2.	Celebrity Endorsement. The EMA will propose the list of Celebrity/Artists (100 Nos) region wise for digital Content and on ground Presence as per Locations in each state if possible. Each Celebrity will give digital content for 60 Secs which can be promoted on social media to promote the Cause. Agency will give a list of Celebrities local and National Some local artists, folk dancers/singers may also be encouraged during the events as required.	1	Lump Sum	1	

B- EVENT IN DELHI (DATE - 17TH SEPTEMBER 2022)

Sl. NO.	Item	Width	Height	Quantity	SqFt	Rate
A.	EVENT IN DELHI (DATE - 17TH SEPTEMBER 2022)					
	CONCEPT & DESIGN					
1.	Podium Board (3 Dimension) Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands.	3	5	1	15	
2.	Direction Panels inside the Premises area Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	3	6	8	15	
3.	Welcome Alighting Panels Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	5	10	2	100	
4.	Welcome Hoardings outside Main Gate EAST: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	20	10	2	400	
5.	Welcome Hoardings outside Main Gate WEST: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	20	10	2	400	
6.	Welcome Hoardings outside Annexe Gate: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	20	10	1	200	
7.	4 Sided Tower: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	5	1	60	
8.	Car Parking Boards: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	6	6	7	252	
9.	Round about Signages at National Museum Circle: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420	
10.	Round about Signages at Vice President Circle: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420	
11.	Round about Signages at Sonia Gandhi House : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420	

12.	Round about Signages at Sunehri Majid: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	12	6	4	420	
13.	Pole Bunting Big: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	8	4	16	512	
14.	Pole Bunting small: Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands	14	3	20	840	
15.	Invitation Card			1500		
B.	PRESS KIT					
1.	Media Press Kits for the Media Personnel (Backpacks + Branded Notepad +Branded Pen + Press Release Copy +Event Brochure+ (MOES) Badges + Lanyard + Chest Card) with proper MOES - (Swachh Sagar, Surakshit Sagar) Branding			50		
C.	AV, LIVE STREAMING, PHOTOGRAPHY & VIDEOGRAPHY					
1.	Full HD seamless switcher for Displaying Digital Backdrop, Presentation and live streaming on the LED wall placed in Plenary Hall with following:- <ul style="list-style-type: none"> • Seamless Switcher = 01 No. • Laptop = 01 No. • Clicker Mouse = 01 no. • Splitter • Other Related Items Technicians 			1		
2.	Live streaming with two way Interaction of the entire event connecting 75 location to one platform with Live Feed from Plenary Hall to Youtube & Facebook & other social media Handle: HDMI /VGA output via cabling from Plenary Hall			1		
3.	Multi Video Camera Setup HD with Mixer and editing table			3		
4.	Multi Still Camera Setup			3		
5.	Complete Data delivered in Hard disc					
6.	Video Conferencing for ensuring remote participation and communication					
7.	Film Production - 1 short teaser of at least 2 minutes and 1 video of 5-8 minutes Glimpses of the event.			1		

8.	Installation & Un-Installation charges (including transportation)					
9.	Wallet parking with ten drivers					
D.	OTHER ELEMENTS FOR EVENT					
1.	Provision of Lamp Lighting ceremony with all accessories (necessities like wick, oil, camphor and matchbox/big candle).					
2.	Registration Counter outside Main Gate with 4 Chair			1		
3.	Clock Room / Baggage Counter outside Main Gate with 2 Chair			1		
4.	Registration Backdrop : Iron frame mounted with text & logo in Digital Branding, fixed on self-supporting stands NO Branding to be used for branding must be CLOTH / SUNFABRIC, (Including printing, stretching and installation)	16	8	1	128	
5.	Name Plates for Dais & Seating					
6.	Indicator Boards			10		
7.	Car Parking Stickers			500		
8.	Ushers / Hostesses / Volunteer			12		
9.	Supporting Staff for Registration & Baggage Counter			6		
10.	Badges for ORGANISER, VIP, MEDIA, GUEST & AWARDEES with Lanyard			1000		
11.	View Cutter (AS per VIP Movement requirement)	20	300	1		
12.	Riser for Group Photography			1		
13.	Setup of one Printer along with Laptop and Internet ready setup			1		
E.	COVID RELATED ARRANGEMENTS					
1.	Thermal Scanning Setup (Digital Thermometer)			2		
2.	Oxymeter at Both Entry Gate			2		
3.	Sanitizing at entrance, along with sanitizer bottle sprayers			2		
4.	Defogging in premises every day before & after the meeting (Conference room, Passage, Lift, Control Room, Waiting Room, Cafeteria & Washrooms)			1		

5.	Sanitizer 100ml with Alcohol based wet wipes & 1 Branded Mask (1 per person for Dias) for 16 person			16		
6.	500ml Sanitizer Bottle with Stand near seating area			2		
7.	Mask at Registration counter with branding			400		

(Signature of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Annexure A

Sl. NO	State /UTs	Name of Beaches	Remarks
1.	Daman	1. Devka Beach 2. Jampore Beach	Daman
2.	Maharashtra	3. Juhu Beach 4. Girgaon Chowpatty 5. Mandavi Beach 6. Malgunda Beach 7. Murud 8. Chikhale	Mumbai Ratnagiri Raigad Palghar
3.	Goa	9. Miramar 10. Baina 11. Bogmalo 12. Velsao 13. Colva Beach	Panji Vasco South Goa
4.	Karnataka	14. Panambur Beach 15. Malpe Beach 16. Gortee Beach 17. Aghanashini Beach	Manglore Malpe Bhatkal Kumta
5.	Kerala	18. Beypore Beach 19. Cherai Beach 20. Kuzhipally Beach 21. Azheekal Beach 22. Kovalam Beach	Kozhikode Ernakulam Kollam Thiruvananthapuram
6.	Lakshadweep	23. Katchery Jetty Beach 24. Moola Beach 25. Kodi Beach	Kavarathi Androth Minicoy
7.	Porbandar	26. Chowpati Beach 27. Madhavpur Beach	Porbandar Porbandar
8.	Veraval	28. Somnath Beach 29. Ghoghla Beach	Gir Somnath Diu
9.	Pipavav	30. Jhanjmer Beach	Bhavnagar
10.	Jakhau	31. Pingleswar Beach	Bhuj West
11.	Vadinar	32. Narara Beach	Vadinar
12.	Mundra	33. Mandavi Beach	Mandavi
13.	Okha	34. Okha Light House to Pawan Chakki	Okha
14.	Surat	35. Dandi Beach	Navasari
15.	Vishakhapatnam	36. RK Beach 37. Yarada Beach 38. Rushikonda Beach	Visakhapatnam
16.	Kakinada	39. Kakiknada Beach 40. NTR Beach	Kakinada
17.	Nizampatnam	41. Dhindi Beach 42. Suryalanka Beach	Nizampatnam
18.	Krishnapatnam	43. Krishnapatnam Beach	Krishnapatnam
19.	Chennai	44. Marina Beach	Chennai

		45. Besant Nagar Beach 46. Thiruvanmiyur Beach	
20.	Puducherry	47. Gandhi Beach 48. Auroville Beach	Puducherry
21.	Karaikal	49. Kilinjamedu Beach 50. Karaikal Beach	Karaikal
22.	Mandapam	51. Aryaman Beach 52. Pirappanvalasai Beach	Mandapam
23.	Tuticorin	53. VOC Beach 54. Muthunagar Beach 55. Mullakadu Beach	Tuticorin
24.	West Bengal	56. Haldai River Front Beach 57. Bakkhali Sea Beach 58. Henry Island Beach 59. Digha Beach	
25.	Odisha	60. Pardip Beach 61. Nehru Bangla Beach 62. Chandravaga Beach 63. Puri Beach 64. Gopalpur Beach 65. Bateswar Beach	
26.	Diglipur	66. Kapilr Beach	
27.	Mayabunder	67. Karmathatang Beach	
28.	Rangat	68. Raman Bagicha Beach	
29.	Port Blair	69. Carbine Coves Beach	
30.	Swaraj Dweep	70. Radhanagar Beach	
31.	Hutbay	71. Chattan Beach	
32.	Kamorta	72. Kanaka Beach	
33.	Campbell Bay	73. Gandhi Nagar Beach	
34.	Carnic	74. Malacca Beach	
35.	Teressa	75. Kalasai Beach	