



**Basic Details**

<b>Organisation Chain</b>	National Handicapped Finance and Development Corpn		
<b>Tender Reference Number</b>	NHF/5/2/Exhb.Fair/DKM/Guw/2023		
<b>Tender ID</b>	2023_NHFDC_709022_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Works
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft
	2	RTGS / ECS / NEFT
	3	As Per Tender Document

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for Selection of Prog. Implementing Agency(PIA) to Organize 7 days Divya Kala Mela Guwahati
2	Finance	.xls	Financial Bid Format (Amount in Rs.) of Organize 7 days Divya Kala Mela Guwahati 2023

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	1,00,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NHFDC	<b>EMD Payable At</b>	New Delhi

**Work /Item(s)**

<b>Title</b>	Tender for Selection of Prog. Implementing Agency(PIA) to Organize 7 days Divya Kala Mela Guwahati				
<b>Work Description</b>	Tender for Selection of Prog. Implementing Agency(PIA) to Organize 7 days Divya Kala Mela Guwahati				
<b>Pre Qualification Details</b>	As per tender Document				
<b>Tender Value in ₹</b>	40,00,000	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	Event/ Exhibition Management
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	3
<b>Location</b>	Guwahati	<b>Pincode</b>	781035	<b>Pre Bid Meeting Place</b>	New Delhi
<b>Pre Bid Meeting Address</b>	National Handicapped Finance and Development Corporation (NHFDC) DPT-11 12, DLF Prime Tower, F-79 80, Okhla Phase-1, New Delhi	<b>Pre Bid Meeting Date</b>	01-May-2023 11:00 AM	<b>Bid Opening Place</b>	New Delhi

**Critical Dates**

<b>Publish Date</b>	27-Apr-2023 06:00 PM	<b>Bid Opening Date</b>	03-May-2023 03:30 PM
<b>Document Download / Sale Start Date</b>	27-Apr-2023 06:00 PM	<b>Document Download / Sale End Date</b>	03-May-2023 03:00 PM
<b>Clarification Start Date</b>	27-Apr-2023 06:00 PM	<b>Clarification End Date</b>	03-May-2023 03:00 PM
<b>Bid Submission Start Date</b>	27-Apr-2023 06:00 PM	<b>Bid Submission End Date</b>	03-May-2023 03:00 PM

### **Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	<a href="#">Tendernotice_1.pdf</a>	Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the 7 days Divya Kala Mela of Dept. of Empowerment of Persons with Disabilities (DEPWD), Ministry of Social Justice and Empowerment, GoI	855.84

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	<a href="#">Bid document-DKM Guwahati eprocure.pdf</a>	Tender for Selection of Prog. Implementing Agency(PIA) to Organize 7 days Divya Kala Mela Guwahati	855.84

### **Tender Inviting Authority**

<b>Name</b>	GM (P and A)
<b>Address</b>	National Handicapped Finance and Development Corporation (NHFDC), DPT-11 12, DLF Prime Tower, F-79 - 80, Okhla Phase-1, New Delhi

### **Tender Creator Details**

<b>Created By</b>	MANOJ SAHOO
<b>Designation</b>	Assistant Manager SYSTEM AND PROJECT
<b>Created Date</b>	27-Apr-2023 05:09 PM

**NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**  
(DEPwD, Ministry of Social Justice and Empowerment, Government of India)  
Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

## **NOTICE INVITING TENDER**

National Handicapped Finance and Development Corporation (NHFDC) is a CPSE under Administrative control of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, GoI invites tenders for Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the “**Divya Kala Mela**” of Dept. of Empowerment of Persons with Disabilities (DEPwDs) (Divyangjan), Ministry of Social Justice & Empowerment, Government of India **at Guwahati, Assam in the month of May 2023 for 7 days.** [Venue and dates will be decided as per availability of space on the date or before pre-Bid meeting ]

The Tender document and details of the tender is available on our website at, <http://nhfdc.nic.in> Interested Bidders need to see Government Eprocure Portal and all pages of the offer must be signed, sealed and submitted to GM(P&A), National Handicapped Finance and Development Corporation (NHFDC), DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi **by post or by hand.** The last date of submission of tender is 3<sup>rd</sup> May, 2023, 15:00 Hrs.

**General Manager (P&A)**

**NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**  
 (DEPwD, Ministry of Social Justice and Empowerment, Government of India)  
 Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

Tender for Selection of Programme Implementing Agency (PIA) to Organize 7 days “**Divya Kala Mela**” at Guwahati, Assam in May, 2023.

**Published on 27<sup>th</sup> April, 2023**

**Last Date of Submission of Bid: 3<sup>rd</sup> May, 2023 upto 1500 Hrs.**

Name of Bid Publishing Organization	National Handicapped Finance and Development Corporation (NHFDC)
Address & Contact Number	GM(P&A), National Handicapped Finance and Development Corporation (NHFDC) DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi Tel: 011-45803730, 45088636
Name of Work	Engagement of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the 7 days “ <b>Divya Kala Mela</b> ” of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, Government of India <b>at Guwahati, Assam</b>
Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees One lakh only) by way of DD/ Pay Order in favour of “National Handicapped Finance and Development Corporation” or through NEFT in following account:  National Handicapped Finance and Development Corporation <b>SB A/c No- 51840100015085</b> <b>IFSC Code- BARB00KHDEL</b> <b>Bank of Baroda, Okhla Phase-II Branch</b> <b>New Delhi-110020</b>
Estimated Cost of the Work	Rs.40.00 lakhs (including applicable taxes)
Bid Dates	27.04.2023
Bid Document Download Start Date	27.04.2023
Pre-Bid meeting Date	01.05.2023
Bid Document Download End Date	03.05.2023 at 15.00 H rs.

Last Date & Time for Submission of Technical Bid & Financial Bid.	03.05.2023 at 15.00 H rs.
Date of opening of Technical Bid	03.05.2023 at 15.30 Hours
Presentation on proposed concept and design development	03.05.2023 at 15.30 Hrs.
Date of opening of Financial Bid	04.05.2023 at 15.00 Hrs
Bid validity period	180 days from opening of Financial Bid
Bid Addressed to:	GM(P&A), National Handicapped Finance and Development Corporation (NHFDC) DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi
Bid Component	1. Technical Bid 2. Financial Bid 3. Earnest Money Deposit

### **Bid Summary**

#### **Introduction:**

National Handicapped Finance and Development Corporation (NHFDC) is a CPSE under Administrative control of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, GoI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013). It provides concessional loans to persons with disabilities for setting up/augmenting the self-employment ventures and for higher studies. In addition, Corporation provides skill training to PwDs under SIPDA scheme of DEPwD.

NHFDC is organising 7 days **“Divya Kala Mela”** – a Exhibition-cum-Fair to exhibit/sale of products made by Persons with Disabilities (PwD’s) in the month of March, 2023. The exhibition has to be put up in a suitable open space/indoor hall to be arranged by NHFDC in consultation with the local authorities, by putting up **75 number of Octonom Stalls in Pagoda style for open space and octonom stalls in Indoor Hall** for Persons with Disabilities (PwDs)/ organisations working for PwDs for showcasing/ sale of products under the **Awareness Generation and Publicity Scheme** of Dept. of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India.

NHFDC wishes to appoint a Programme Implementing Agency (PIA) by floating this tender for organizing Divya Kala Mela. The 7 days Divya Kala Mela exhibition would showcase the products made by persons with disabilities for display and sale. Besides, daily cultural programs would also be organised in the evening.

The entry to the event would be free and would be open to the general public from **11:00AM to 09:00PM** everyday for the duration of the exhibition. The PIA shall be required to develop concept, design, fabricate, branding and manage the entire exhibition area including Artisan, Food/Sweet Stalls, Stage, Ministry Pavilion etc

## **I. Submission of Bid:**

Bidder has to submit bid online on Government eprocure portal. The Tender should be submitted in the following manner:-

Technical Bid should be complete with Concept and Design of the Proposed Exhibition site with Stalls, Branding and Design of all material to be put up as per Scope of Work including Ministry Pavilion, Gates, Artisan Stalls, Food/Sweet Stalls, Layout of the Exhibition area etc. The PIA will ensure that there is no Cost component mentioned in the Technical Bid. The Proposed venue would be handed over to the PIA 3 days before start of the exhibition for preparation & installation of Stalls, Decoration, etc. The PIA will furnish the **Undertaking for completion** of the work latest by **12:00 Hrs of the previous day from the start of the exhibition** and hand over the venue to NHFDC.

**Financial Bid** should be given strictly as per format mentioned in this Tender Document.

All pages of the offer and bids complete in all respect must be signed, sealed and submitted to GM(P&A), National Handicapped Finance and Development Corporation (NHFDC), DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi by post or by hand.

Technical Bid will be opened on **03.05.2023 at 15:30PM and** each bidder shall have to make a Presentation on proposed concept and design development by them for the exhibition as per scope of work before the Tender Evaluation Committee (TEC) on **03.05.2023 at 15:30PM** in the office of NHFDC, DPT-11&12, Ground Floor, DLF Prime Tower, F-79 & 80, Okhla Phase - I, New Delhi -110020. However, in case of any change, final date and time for presentation will be intimated by NHFDC separately on its website : [www.nhfdc.nic.in/tender](http://www.nhfdc.nic.in/tender).

The Financial Bids will be opened on **04.05.2023 at 15.00 Hrs.** in the office of NHFDC, DPT-11&12, Ground Floor, DLF Prime Tower, F-79 & 80, Okhla Phase - I, New Delhi -110020.

## II. Scope of Work:

The Scope of work for organizing the “Divya kala Mela” exhibition would showcase the products for display and sale **at a suitable place in Guwahati, Assam** in the month of **May, 2023** is mentioned below:

S. No.	Particulars	Details
1.1	Welcome Gate Theme Based.	<ul style="list-style-type: none"> <li>➤ Theme Based wooden/MDF Gates with Size of 40 Ft width X35Ft.Height. 1Box Gate with 25Ft width X 20Ft Height. Acrylic Cut-out of Divya Kala Mela Logo and Logo of Nodal organization and Dept. of Empowerment of PwDs, Ministry of SJ&amp;E, Government of India, G-20, Vocal for Local etc. to be also placed properly on each gate.</li> <li>➤ LED parkas with T-Stand to light up the gates.</li> </ul>
1.2	Flower Decoration	<ul style="list-style-type: none"> <li>➤ All Entrance and Exit Gates to be decorated with props and flowers from the Inaugural Function itself during the event.</li> <li>➤ 10 No. of Bouquet of Fresh Flowers on Inauguration day and 05 No. of Bouquet of fresh flowers daily to be arranged.</li> </ul>
1.3	Venue Decoration	<ul style="list-style-type: none"> <li>➤ A theme based Decoration for entire Pavilion/ area of exhibition like Carnival, Retro, Mela Theme, Nature, and Culture etc. by using the following indicative items in sufficient quantity : Balloons, Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Divya Kala Mela in and around Pavilion, Decorative Hanging Kettles, etc.</li> </ul>
1.4	Attraction Points and Visitors	<ul style="list-style-type: none"> <li>➤ 5 Selfie Points with different themes.</li> </ul>

	engagement Area	<ul style="list-style-type: none"> <li>➤ Acrylic Divya kala Mela Cut Out in English with lighting (minimum size of 12 ft. X 6Ft.)</li> <li>➤ One India Map in Acrylic cut-out with light at the entrance, size would be 8 Ft. height with clear demarcation of Upcoming Divya Kala Mela Venues and already organized venues of Divya Kala Mela event by using different colours.</li> <li>➤ Kids playing zone with proper safety measures.</li> </ul>
1.5	Floor Decoration	<ul style="list-style-type: none"> <li>➤ Entire Pavilion/ area of Divya kala Mela event shall be covered by the New Neat &amp; Clean Dark Grey Colour Carpet. New Red Carpet Shall be used from Entry Gate to VIP Pavilion. If required, leveling of the Ground will be done by the PIA.</li> <li>➤ New Carpets to be used for covering entire Divya Kala Mela pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority.</li> <li>➤ Total Carpet area is estimated to be around 12,000 to 15,000 Sq. Ft. This may vary as per actual design/layout of the exhibition and requirement of the venue. The PIA would provide the additional Floor Carpet if required.</li> </ul>
1.6	Lighting	<p>Adequate lighting to lit up the entire area and each stall with sufficient lighting utilizing the following:</p> <ul style="list-style-type: none"> <li>➤ White Metal Lights</li> <li>➤ LED Par Can Light with Multiple Colour</li> <li>➤ LED Halogen Light</li> <li>➤ LED Serial Light</li> <li>➤ Bulb Light</li> <li>➤ Sky Beam Light</li> <li>➤ Follow Spot Light</li> <li>➤ LED Spot Light</li> <li>➤ Box Truss-with 40 LED Par, 10 Moving Head, 6 Blinder, 6 Boom White, 1 Profile.</li> <li>➤ Whole venue to be lit up properly, it should look like Stadium in night, if required the PIA would install more light as per requirement of the Venue.</li> </ul>
1.7	Music & Sound	<ul style="list-style-type: none"> <li>➤ PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/ sound of the Local Authority.</li> </ul>



		<ul style="list-style-type: none"> <li>➤ Appropriate Music &amp; sound System for Cultural Programme at Venue.</li> <li>➤ JBL or equivalent</li> <li>➤ JBL or equivalent</li> <li>➤ Amplifier-4</li> <li>➤ Mixer-2</li> <li>➤ 8 Stage Monitor</li> <li>➤ 5 No.of Cordless Mike for inauguration function.</li> </ul> <p>If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.</p>
1.8	Other arrangements	<p>Flash Mob activities during the event:</p> <ul style="list-style-type: none"> <li>• 1 Shehnai Vadak Group for the entire duration of Divya Kala Mela.</li> <li>• Folk Dance Groups like Chhau Dance etc. during (7 Days) the Divya Kala Mela, by different performing artists from different states.</li> <li>• 25 Shawls for Welcome of Hon'ble Minister and VIP Guests visiting the exhibition.</li> <li>• All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, lamp etc.</li> <li>• 100 Helium Gas Divya Kala Mela Printed Balloons at the time of inauguration.</li> </ul>
2.1	Stalls for Arts & Crafts	<ul style="list-style-type: none"> <li>➤ Arts &amp; Crafts Stalls - 75 No. of Octonom structure stalls with the approx. size of 10X10 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items on wooden platform.</li> <li>➤ 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, One Fan, one dustbin, one rack, three side wall of Flex on frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 75 stalls.</li> <li>➤ Theme based Stalls to be created with proper branding inside of the stalls. Theme based Fascia be created by using logo name of Divya Kala Mela, Nodal organization, Dept.of DEPwDs (Divyangjan), Ministry of Social Justice &amp; Empowerment, Name of Arts/ Crafts, Place of Artisans/ Craftsman.</li> </ul>
2.2	Stalls for Cuisine/ Sweets	<ul style="list-style-type: none"> <li>➤ 15 No. of Octonom structure stalls with the size of approx. 10ft X 10ft for Food on wooden platform.</li> <li>➤ 3 tables with white cover and frills, 2 chairs, 3</li> </ul>

		<p>electrical point &amp; 2 power points, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, carpet, etc.</p> <ul style="list-style-type: none"> <li>➤ Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Divya Kala Mela, nodal organization, Dept. of EPwDs (Divyangjan) Ministry of Social justice &amp; Empowerment, Name of Culinary, Place of Culinary artist.</li> <li>➤ Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/ partition with ethnic designs. Only new material to be used for constructions of stalls.</li> <li>➤ Name of the Artisans/ Culinary experts will be provided by Nodal Organization. The PIA will not entertain any unauthorized Artisans/ Culinary experts/vendors directly. In case it is found that unauthorized Artisan/ Culinary expert/ vendor is put up inside the venue, it will be responsibility of the PIA to evict such unauthorized Artisan/Culinary expert/vendor, failing which appropriate action/penalty would be taken/charged to the PIA.</li> </ul>
2.3	Food Court	<ul style="list-style-type: none"> <li>➤ Two different cultural Themes based Food Courts, are to be created with sitting arrangements (Decorative Mudda, Table &amp; Chairs, stools, etc.) for Minimum of 50 person at a time.</li> <li>➤ Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls.</li> </ul>
2.4	Id & Uniform	<ul style="list-style-type: none"> <li>➤ 200 Nos. of Photo I-Cards with Logo string printing of Divya Kala Mela, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. <b>[Artisan's I D Card]</b>.</li> <li>➤ 20 Nos. of Id-Cards with logo of Divya Kala Mela, Name of Officials etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. [Official's ID Card]</li> <li>➤ 30 Nos. of Chef Caps and 50 Nos. of buffet caps for Food stall vendors</li> <li>➤ 200 Nos. of Caps &amp; T-Shirts (with Divya Kala Logo)</li> <li>➤ 30 Nos. of Aprons &amp; 30 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts &amp; Aprons will have Logo of Divya Kala Mela. The design and material of the</li> </ul>

		<p>T-shirt, Cap and Aprons would be finalized with Nodal Organization.</p> <ul style="list-style-type: none"> <li>➤ 50 Nos. of Caps &amp; T-Shirts for the use of Staff/ Officials. The same would be finalized with consultation of Nodal Organization. Size and Colour would be decided with Nodal Organization.</li> </ul>
2.5	Working Office & VIP Lounge/Pavilion	<ul style="list-style-type: none"> <li>➤ One working office/control room is to be created in 200 Sq. Ft. Area with wooden flooring, Electrical Points, 2 Computer Table, High Back Chairs, with proper Light Arrangements, adequate Air Conditioning and arrangement of Tea/coffee with snacks and cookies, drinking water arrangement with atleast 2 suitable persons for hospitality in VIP lounge.</li> <li>➤ Theme based VIP Lounge/Pavilion is to be created in 500 Sq. Ft. Area with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas with proper Light Arrangements, adequate Air Conditioning, side tables, center tables. Fitted with LED for streaming the stage programme and other mela videos.</li> <li>➤ The VIP Lounge/Pavilion is to be decorated with flowers/props/Lanterns/ lamps.</li> <li>➤ The scheme of the Nodal Organization and Dept. of EPwDs (Divyangjan), Ministry of SJ&amp;E would be displayed properly by using 10 Acrylic Sandwich LED Panels.</li> </ul>
2.6	Lunch/Dinner/High Tea/Snacks	Tea/snacks, water and lunch for 150 Person including Guests and Officials during exhibition including visits of VIPs and media persons during the evening programmes.
2.7	Stage & Green Room	<ul style="list-style-type: none"> <li>➤ One theme based stage size of 32ft. X24ft.</li> <li>➤ 2 separate wooden Green Rooms for Ladies &amp; Gents with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/equipment as required. Proper Carpeting on the Floor is also required. Separate mobile toilets to be installed for ladies and gents.</li> <li>➤ A LED Backdrop size of 20ft. X 12ft. at the back stage. Masking of both side of Stage &amp; wherever required.</li> <li>➤ 2 LED Screen for live streaming of the event with the size of 12X8Ft.</li> <li>➤ Seating Arrangements for minimum of 200 visitors, Two Seater 8 Nos. of in Sofas front row along with central</li> </ul>

		<p>table. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes.</p> <p>➤ Two Podium with proper branding of Divya Kala Mela.</p> <p>(In case of availability of suitable auditorium with readymade stage and seating arrangement in continuity of the exhibition site, the same to be factored separately]</p>
2.8	Parking Space	PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Divya Kala Mela should also be done in Parking Area.
3.	Ushers & Housekeeping/ Sanitation Staff	<p>➤ 2 Ushers (Girls in Saree) for entire duration of the exhibition including Inaugural Function/closing and having good communication Skills.</p> <p>➤ At any point of time 6 Sanitation Staff (3 Male &amp; 3 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets. The Washrooms have to be cleaned properly every half an hour from 9:00AM to 10:00PM. All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat &amp; clean every time during the event.</p> <p>➤ 06 No. of Housekeeping Staff with Supervisors (3 Male &amp; 3 Female) from 9:00AM to 10:00 PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. PIA will ensure the entire Pavilion is neat &amp; clean at every point of time. Proper placement of Dustbins has to be done.</p> <p>➤ Fogging for mosquitos to be done on daily basis in the evening, after visiting hours.</p> <p>➤ If required, PIA will provide the additional manpower for abovementioned activates during the event to manage the event.</p>
4.1	Security Arrangements	<p>➤ 10 No. of Security Guards (07 Male &amp; 03 Female), 1 Security Supervisor in proper uniform to be deputed 24X7 with required equipments during the entire duration of the exhibition.</p> <p>➤ 2 No. of Door Frame Metal Detectors along with 2 Frisking Cabins for Male and Female separately.</p> <p>➤ 04 No. of Hand Held Frisking Devices (HHFDs).</p>

		<ul style="list-style-type: none"> <li>➤ 01 Baggage X-Ray Machine at entry gate (Baggage Scanner).</li> <li>➤ 10 No. of Walkie-Talkie.</li> <li>➤ 50 Nos. of Good Quality CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Divya Kala Mela duration 24X7, with Control Room setup and responsible Monitoring Team. The cameras should cover the entire exhibition site and stalls properly.</li> <li>➤ PIA will make the arrangement of 02 Wheel Chairs with escorts/Volunteers at the Entry Gates for the Divyangjans.</li> </ul>
4.2	Fire & Medical Arrangements	<ul style="list-style-type: none"> <li>➤ Fire Extinguishers as per required norms. Also, water drums, Sand Buckets on Stands, other fire fighting equipments and required arrangements as per the specification and guidelines issued by the concerned authorities. The fire clearance to be obtained by the PIA for the exhibition.</li> <li>➤ Fire Brigade Van from 10:00AM to 11:00 PM daily. PIA can approach Fire Brigade office for requisitioning Fire Tender with crew.</li> <li>➤ One Separate First Aid Canopy at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc.</li> <li>➤ Tie up with the nearby Government Hospital for any emergency.</li> </ul>
5.	Power and Power Back-up	<p>Apart from ensuring electric supply, 01 No. of Silent Generator with capacity of 125KW 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 PIA. The electricity bill and diesel costs to be borne by the PIA without compromising uninterrupted power supply and adequate lighting.</p>
6.	Water Arrangements	<ul style="list-style-type: none"> <li>➤ PIA will ensure uninterrupted water supply by providing adequate water tankers for each day to facilitate the vendor for cooking and cleaning.</li> <li>➤ PIA will provide the drinking water facility with Water Dispenser made available for the visitors at 10 places in the Mela.</li> <li>➤ PIA has to arrange the adequate Bisleri or equivalent Water Bottles and separate Drinking Water Dispenser at the VIP Lounge/ Pavilion/ office.</li> </ul>

7.	Toilet Arrangements	<ul style="list-style-type: none"> <li>➤ 10 Mobile Toilet Blocks for Male &amp; Female (06 for male and 04 for female) to be placed at the venue with cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue]</li> <li>➤ 1 Mobile Toilet Van for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue]</li> <li>➤ All the required Items like Hand Soap, cleaners, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Divya Kala Mela.</li> <li>➤ If required, additional Portable Toilets to be installed for visitors during the event.</li> </ul>
8.	Photography & Videography	<ul style="list-style-type: none"> <li>➤ 2 Photographers &amp; 2 Videographers for the inaugural function. One Photographer &amp; One Videographer for other days from 10:00 AM to 10:00 PM.</li> <li>➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization.</li> <li>➤ Promo videos/ photographs will be created by the PIA and handed over to Nodal Organization in Hard Disc.</li> <li>➤ The PIA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event.</li> </ul>
9.	Publicity & Awareness	<ul style="list-style-type: none"> <li>➤ Designing &amp; fabrication of Welcome &amp; Collage Standees (40 Nos of size 3 Ft. x 6 Ft.) on wooden frames.</li> <li>➤ Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Mela.</li> <li>➤ 100 number of Pole branding of size 5ft X 3 ft for pulling on all electric poles leading to the venue.</li> <li>➤ 50 number of Publicity Panels of size 6ft. x 8 ft.</li> <li>➤ 10 number of Publicity Panels of size 10ft. x 8ft.</li> <li>➤ Table Facia (Total 100 Nos).</li> <li>➤ Facia on craft stall (100 Nos of size 5ft. x 1ft. to be placed).</li> <li>➤ Facia on food stall (30 Nos of size 10ft. x 1.5ft.).</li> <li>➤ Sweet junction Facia (05 Nos of size 8ft. x 1.5ft.).</li> <li>➤ 10 number of Publicity Panels of size 16ft. x 8ft.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Direction Panels (20 Nos of size 3ft. x 2ft.).</li> <li>➤ 2000 Schemes &amp; Products leaflets.</li> <li>➤ 400 Bill books.</li> <li>➤ 100 Double Mistral pole mounted flags 2ft. X 4ft. each with Divya Kala Mela Branding.</li> <li>➤ Flex Banners for Food/Sweet stalls (15Nos of size 3 ft. x 4 ft.) in the exhibition area, etc. Pole buntings etc.</li> <li>➤ The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex.</li> <li>➤ 250 coloured Certificate with Divya Kala Mela branding and Printing of Name and other details.</li> <li>➤ 1000 Invitation Card printed as per design for Inaugural and closing ceremonies each.</li> <li>➤ Floor Decals entire Divya Kala Mela pavilion/area.</li> </ul>
10.	Media Promotion	<ul style="list-style-type: none"> <li>➤ PIA will release the newspaper advertisement for cultural events on alternate days of the Divya Kala Mela event in the local newspaper for publicity.</li> <li>➤ PIA will do the FM radio publicity through Jingle Mode with approval of Nodal Organization, before and during the event.</li> <li>➤ The content and dates would be finalized by the Nodal Organization.</li> <li>➤ PIA will do social media promotion like Facebook, YouTube, Google, etc.</li> <li>➤ 2 Social media person to be deployed on site for Divya Kala Mela event. Creatives/ Original pictures of the Divya Kala Mela to be posted daily during the Divya Kala Mela. The PIA would also make the provision for paid promotion of the ongoing Divya Kala Mela event i.e. at least 02 (two) good influencers.</li> <li>➤ Live Streaming of the Divya Kala Mela cultural programmes on Facebook on daily basis.</li> <li>➤ Arrangement of Press Meeting on the day of Inauguration.</li> </ul>
11.1	Cultural programmes in the evening – Group Dance and Singers	<ul style="list-style-type: none"> <li>➤ The PIA would propose the list of Artists for cultural Programme who would be performing on each evening from 6:00 PM to 9:00 PM for the entire duration of the exhibition. The Cultural Programmes like Quwali, Bollywood/Punjabi Playback / Rap Singers, etc.</li> </ul>

T h e  e s s		<ul style="list-style-type: none"> <li>➤ The Cultural Programme and Name of Artists would be finalized by the NODAL ORGANIZATION/DEPwDs, Ministry of SJ&amp;E, after submitting the List of Artists by PIA.</li> <li>➤ The PIA will organize different cultural activities like Kathputli Dance, Folk Dance, etc. on each evening of Divya Kala Mela.</li> <li>➤ The PIA will make all necessary arrangements i.e.travel &amp; stay arrangements etc. of all the artists/anchors.</li> </ul>
	12. Insurance coverage	Adequate Insurance Cover for the entire period of the exhibition.

imated cost of organizing the **Divya Kala Mela** would be Rs.40 lakhs including applicable taxes.

### III. Rejection of Bids

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

- a. If EMD is not provided by the bidder.
- b. If the bidder tries to put any influence.
- c. If the bidder furnished false information.
- d. If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- e. Any bid received by NHFDC after the stipulated time and date in the Tender Document.
- f. Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- g. A Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 180 days after the date of Bid opening.

### IV. Obligations of NHFDC

All material for creatives will be provided by the NHFDC while creatives will be developed by the PIA.

### V. Criteria for Selection of Bidders

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

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

1. The agency/ firm should have experience of successfully managing similar type of events in India in the past 5 years. However, the scope of work of these events should



include complying to all requirements and managing all clearances that may be required for successful arrangement of events.

2. The agency/firm should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
3. The agency/firm should submit a demand draft of **Rs. 1.0 Lakhs (One Lakh only)** in favour of NHFDC payable at New Delhi as EMD along with technical bid. Attach the details.

Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waivers in Tender Fee & EMD.

4. The agency/bidder should have completed a minimum of **03 (Three)** Events/Conferences/Similar nature of events for Government of India/PSUs/Autonomous Bodies/Federations of Industries etc. during the past **05 (Five)** financial years. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-F**.
5. The firm/agency should have a **minimum average annual turnover of Rs. 15 lakh during the last three financial years**. Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished along with documentary proof for the same as per **Annexure-G**.
6. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.
7. **Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 70:30 weight age i.e. 70% weightage to the Technical proposal and 30% weight age to the Financial proposal.**
8. **Technical Evaluation (100 marks):**

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

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

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

#### **Technical Bid and Financial Bid**

Bidder with the highest marks computed on cost and quality basis, will be awarded the bid.

The decision of NHFDC with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NHFDC reserves the right to reject any or all the bids without assigning any reason whatsoever.

The bidders are required to understand the scope of work properly, before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. NHFDC reserves the right to assess bidder capacity to perform the contract should the circumstances warrant such assessment.

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

#### **10. Financial Score: 30 Marks**

The financial bid is to be quoted in the prescribed format as at **Annexure-C**.

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

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

#### **VI. Other Conditions:**

##### **a. Liquidated Damages:**

The entire work as listed in the scope of work is to be completed by **12.00 Noon** on the previous day from start of the exhibition. The bare space will be handed over to the PIA on **three day before start of the exhibition** and the entire work of setting up of exhibition as per the work order is to be completed accordingly latest by **12.00 Noon on the previous day to start of the exhibition.**

The above time schedule is required to be strictly adhered to and followed. Liquidated Damage will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the PIA.

Further, in case of delay to deliver the work within stipulated schedule, NHFDC reserves the right to terminate the contract and get all the jobs or the delayed job

completed through another agency of its choice. Any extra expenditure that NHFDC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NHFDC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

**b. Earnest Money Deposit (EMD):**

- i. The Bidder shall furnish, EMD of **Rs.1,00,000/- (Rupees One Lac only)** in form of Demand Drafts drawn in favour of “NHFDC” payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid.
- ii. No interest shall be paid on EMD.
- iii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Divya Kala Mela work.
- iv. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- v. The EMD may be forfeited either in full or in a part, at the discretion of NHFDC, on account of one or more of the following:
  - 1.The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
  - 2.Bidder does not respond to request for clarification of their Bid.
  - 3.Bidder fails to co-operate in the Bid evaluation process, and
  - 4.In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

**c. Payment Terms:**

The Fund would be released to the PIA in Three following instalments:

<b>Instalment</b>	<b>Deliverables</b>	<b>Percentage</b>
1 <sup>st</sup>	Issue of Work Order (on submission of Bank Guarantee / FD of Equal Amount of Bid/work order)	20%
2 <sup>nd</sup>	After Successful Inauguration of Divya Kala Mela	30%
3 <sup>rd</sup>	After Successful Completion of the Event and Submission of Utilization Certificate for 1 <sup>st</sup> & 2 <sup>nd</sup> Installment.	50%

- a)NHFDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b)The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- c)In case of any dispute, decision of competent authority of NHFDC will be final and binding on each Bidder.

**VII. Force Majeure:**

If at any time, during the continuance of this contract, the performance in whole or in part by

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

#### **VIII. Arbitration**

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

#### **IX. Cancellation / Postponement of Programme:**

**In case the organising of the Divya Kala Mela Exhibition is cancelled or postponed due to any reason, no claims shall be made by the bidder on NHFDC.**

**Annexure – A**

**Covering Letter on Letter Head of PIA**

To,  
The Chairman-cum- Managing Director  
NHFDC  
DPT-11&12, ground floor, DLF Prime Tower, F-79 & 80,  
Near Tehkhand Village, Okhla Phase - I,  
New Delhi -110020

**Sub: Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Divya Kala Mela under National Fund scheme of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E at Guwahati, Assam**

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Divya Kala Mela under Awareness Generation and Publicity scheme of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E in the month of May, 2023 at Guwahati, Assam as per the Guidelines, Terms & Conditions mentioned in this RFP document.

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

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

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

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

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

Yours sincerely

Signature  
Name of Authorized Person  
Designation  
Date & Seal

## Annexure – B Technical

### Bid Format

To,

The Chairman-cum- Managing Director  
NHFDC  
DPT-11&12, Ground floor, DLF Prime Tower, F-79 & 80,  
Near Tehkhand Village, Okhla Phase - I,  
New Delhi -110020

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Divya Kala Mela Exhibition under **Awareness Generation and Publicity Scheme of of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E, in the month of May, 2023 at Guwahati, Assam** as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail Technical bid is enclosed herewith on the indicative points mentioned below:

1. Theme based Entry Gates as per Venue Requirement – 3 options of each Gate to be given by PIA.
2. Theme of Divya Kala Mela Pavilion (Decoration, Flooring etc.) – 3 options to be given by the PIA.
3. Stalls (Craft & Food) designs and Quality – 3 options of food & craft stalls to be given by the PIA.
4. Light & Sound
5. Invitation Cards – 3 options to be given by PIA.
6. Promotional & Awareness Materials
7. Preparedness of the PIA to undertake the work. A detailed descriptions to be given by the PIA on the availability of resources and timelines for the completion of work, if allocated to the PIA.
8. Media Management – Special Focus on Social Media and promotion
9. Cultural Programme Management – List of Artists who would be performing during the event. The artist should have the ability to gather people and engage them.
10. Fire, Health & Security Arrangements
11. All other arrangements as indicated in Scope of Work.
12. Any other special effects/ activities/ arrangements.

Yours sincerely,

Signature  
Name of Authorized Person  
Designation  
Date & Seal

## Annexure – C Financial

### Bid Format

To,  
The Chairman-cum- Managing Director  
NHFDC  
DPT-11&12, Ground floor, DLF Prime Tower, F-79 & 80,  
Near Tehkhand Village, Okhla Phase - I,  
New Delhi -110020

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Divya Kala Mela Exhibition under **Awareness Generation and Publicity Scheme of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E, in the month of May, 2023 at Guwahati, Assam** as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Yours sincerely,

Signature  
Name of Authorized Person  
Designation  
Date & Seal

### Financial Bid Format (Amount in Rs.)

S. No.	Particulars	Details	Amount (in Rs.) (including GST)
<b>1</b>	<b>Theme Base Pavilion</b>		
1.1	Welcome Gate Theme Based.	<ul style="list-style-type: none"><li>➤ Theme Based wooden/MDF Gates with Size of 40 Ft width X35Ft.Height. 1Box Gate with 25Ft width X 20Ft Height. Acrylic Cut-out of Divya Kala Mela Logo and Logo of Nodal organization and Dept. of Empowerment of PwDs, Ministry of SJ&amp;E, Government of India, G-20, Vocal for Local etc. to be also placed properly on each gate.</li><li>➤ LED parkas with T-Stand to light up the gates.</li></ul>	

1.2	Flower Decoration	<ul style="list-style-type: none"> <li>➤ All Entrance and Exit Gates to be decorated with props and flowers from the Inaugural Function itself during the event.</li> <li>➤ 10 No. of Bouquet of Fresh Flowers on Inauguration day and 05 No. of Bouquet of fresh flowers daily to be arranged.</li> </ul>	
1.3	Venue Decoration	<ul style="list-style-type: none"> <li>➤ A theme based Decoration for entire Pavilion/ area of exhibition like Carnival, Retro, Mela Theme, Nature, and Culture etc. by using the following indicative items in sufficient quantity : Balloons, Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Divya Kala Mela in and around Pavilion, Decorative Hanging Kettles, etc.</li> </ul>	
1.4	Attraction Points and Visitors engagement Area	<ul style="list-style-type: none"> <li>➤ 5 Selfie Points with different themes.</li> <li>➤ Acrylic Divya kala Mela Cut Out in English with lighting (minimum size of 12 ft. X 6Ft.)</li> <li>➤ One India Map in Acrylic cut-out with light at the entrance, size would be 8 Ft. height with clear demarcation of Upcoming Divya Kala Mela Venues and already organized venues of Divya Kala Mela event by using different colours.</li> <li>➤ Kids playing zone with proper safety measures.</li> </ul>	
1.5	Floor Decoration	<ul style="list-style-type: none"> <li>➤ Entire Pavilion/ area of Divya kala Mela event shall be covered by the New Neat &amp; Clean Dark Grey Colour Carpet. New Red Carpet Shall be used from Entry Gate to VIP Pavilion. If required, leveling of the Ground will be done by the PIA.</li> <li>➤ New Carpets to be used for covering entire Divya Kala Mela pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority.</li> <li>➤ Total Carpet area is estimated to be around 12,000 to 15,000 Sq. Ft. This may vary as per actual design/layout of the exhibition and requirement of the venue. The PIA would provide the additional Floor Carpet if required.</li> </ul>	



1.6	Lighting	<p>Adequate lighting to lit up the entire area and each stall with sufficient lighting utilizing the following:</p> <ul style="list-style-type: none"> <li>➤ White Metal Lights</li> <li>➤ LED Par Can Light with Multiple Colour</li> <li>➤ LED Halogen Light</li> <li>➤ LED Serial Light</li> <li>➤ Bulb Light</li> <li>➤ Sky Beam Light</li> <li>➤ Follow Spot Light</li> <li>➤ LED Spot Light</li> <li>➤ Box Truss-with 40 LED Par, 10 Moving Head, 6 Blinder, 6 Boom White, 1 Profile.</li> <li>➤ Whole venue to be lit up properly, it should look like Stadium in night, if required the PIA would install more light as per requirement of the Venue.</li> </ul>	
1.7	Music & Sound	<ul style="list-style-type: none"> <li>➤ PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/ sound of the Local Authority.</li> <li>➤ Appropriate Music &amp; sound System for Cultural Programme at Venue.</li> <li>➤ JBL or equivalent</li> <li>➤ JBL or equivalent</li> <li>➤ Amplifier-4</li> <li>➤ Mixer-2</li> <li>➤ 8 Stage Monitor</li> <li>➤ 5 No.of Cordless Mike for inauguration function.</li> </ul> <p>If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.</p>	➤
1.8	Other arrangements	<p>Flash Mob activities during the event:</p> <ul style="list-style-type: none"> <li>• 1 Shehnai Vadak Group for the entire duration of Divya Kala Mela.</li> <li>• Folk Dance Groups like Chhau Dance etc. during (7 Days) the Divya Kala Mela, by</li> </ul>	

		<p>different performing artists from different states.</p> <ul style="list-style-type: none"> <li>• 25 Shawls for Welcome of Hon'ble Minister and VIP Guests visiting the exhibition.</li> <li>• All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, lamp etc.</li> <li>• 100 Helium Gas Divya Kala Mela Printed Balloons at the time of inauguration.</li> </ul>	
<b>2.</b>	<b>Stalls Open Area, Office cum Control Room, VIP Lounge/ Pavilion and Stage</b>		
2.1	Stalls for Arts & Crafts	<ul style="list-style-type: none"> <li>➤ Arts &amp; Crafts Stalls - 75 No. of Octonom structure stalls with the approx. size of 10X10 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items on wooden platform.</li> <li>➤ 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, One Fan, one dustbin, one rack, three side wall of Flex on frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 75 stalls.</li> <li>➤ Theme based Stalls to be created with proper branding inside of the stalls. Theme based Fascia be created by using logo name of Divya Kala Mela, Nodal organization, Dept.of DEPwDs (Divyangjan), Ministry of Social Justice &amp; Empowerment, Name of Arts/ Crafts, Place of Artisans/ Craftsman.</li> </ul>	
2.2	Stalls for Cuisine/ Sweets	<ul style="list-style-type: none"> <li>➤ 15 No. of Octonom structure stalls with the size of approx. 10ft X 10ft for Food on wooden platform.</li> <li>➤ 3 tables with white cover and frills, 2 chairs, 3 electrical point &amp; 2 power points, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, carpet, etc.</li> <li>➤ Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Divya Kala Mela, nodal organization, Dept. of EPwDs (Divyangjan) Ministry of Social justice &amp; Empowerment, Name of Culinary, Place of Culinary artist.</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/ partition with ethnic designs. Only new material to be used for constructions of stalls.</li> <li>➤ Name of the Artisans/ Culinary experts will be provided by Nodal Organization. The PIA will not entertain any unauthorized Artisans/ Culinary experts/vendors directly. In case it is found that unauthorized Artisan/ Culinary expert/vendor is put up inside the venue, it will be responsibility of the PIA to evict such unauthorized Artisan/Culinary expert/vendor, failing which appropriate action/penalty would be taken/charged to the PIA.</li> </ul>	
2.3	Food Court	<ul style="list-style-type: none"> <li>➤ Two different cultural Themes based Food Courts, are to be created with sitting arrangements (Decorative Mudda, Table &amp; Chairs, stools, etc.) for Minimum of 50 person at a time.</li> <li>➤ Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls.</li> </ul>	
2.4	Id & Uniform	<ul style="list-style-type: none"> <li>➤ 200 Nos. of Photo I-Cards with Logo string printing of Divya Kala Mela, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. <b>[Artisan's I D Card].</b></li> <li>➤ 20 Nos. of Id-Cards with logo of Divya Kala Mela, Name of Officials etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. [Official's ID Card}</li> <li>➤ 30 Nos. of Chef Caps and 50 Nos. of buffet caps for Food stall vendors</li> <li>➤ 200 Nos. of Caps &amp; T-Shirts (with Divya Kala Logo)</li> <li>➤ 30 Nos. of Aprons &amp; 30 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts &amp; Aprons will have Logo of Divya</li> </ul>	

		<p>Kala Mela. The design and material of the T-shirt, Cap and Aprons would be finalized with Nodal Organization.</p> <ul style="list-style-type: none"> <li>➤ 50 Nos. of Caps &amp; T-Shirts for the use of Staff/ Officials. The same would be finalized with consultation of Nodal Organization. Size and Colour would be decided with Nodal Organization.</li> </ul>	
2.5	Working Office & VIP Lounge/Pavilion	<ul style="list-style-type: none"> <li>➤ One working office/control room is to be created in 200 Sq. Ft. Area with wooden flooring, Electrical Points, 2 Computer Table, High Back Chairs, with proper Light Arrangements, adequate Air Conditioning and arrangement of Tea/coffee with snacks and cookies, drinking water arrangement with atleast 2 suitable persons for hospitality in VIP lounge.</li> <li>➤ Theme based VIP Lounge/Pavilion is to be created in 500 Sq. Ft. Area with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas with proper Light Arrangements, adequate Air Conditioning, side tables, center tables. Fitted with LED for streaming the stage programme and other mela videos.</li> <li>➤ The VIP Lounge/Pavilion is to be decorated with flowers/props/Lanterns/lamps.</li> <li>➤ The scheme of the Nodal Organization and Dept. of EPwDs (Divyangjan), Ministry of SJ&amp;E would be displayed properly by using 10 Acrylic Sandwich LED Panels.</li> </ul>	
2.6	Lunch/Dinner/High Tea/Snacks	Tea/snacks, water and lunch for 150 Person including Guests and Officials during exhibition including visits of VIPs and media persons during the evening programmes.	
2.7	Stage & Green Room	<ul style="list-style-type: none"> <li>➤ One theme based stage size of 32ft. X24ft.</li> <li>➤ 2 separate wooden Green Rooms for Ladies &amp; Gents with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/equipment as required. Proper Carpeting on the Floor is also required. Separate mobile toilets to be installed for ladies and gents.</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ A LED Backdrop size of 20ft. X 12ft. at the back stage. Masking of both side of Stage &amp; wherever required.</li> <li>➤ 2 LED Screen for live streaming of the event with the size of 12X8Ft.</li> <li>➤ Seating Arrangements for minimum of 200 visitors, Two Seater 8 Nos. of in Sofas front row along with central table. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes.</li> <li>➤ Two Podium with proper branding of Divya Kala Mela.</li> </ul> <p>(In case of availability of suitable auditorium with readymade stage and seating arrangement in continuity of the exhibition site, the same to be factored separately]</p>	
2.8	Parking Space	PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Divya Kala Mela should also be done in Parking Area.	
<b>3.</b>	<b>Ushers &amp; Housekeeping and Sanitation Staff</b>		
3.1	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> <li>➤ 2 Ushers (Girls in Saree) for entire duration of the exhibition including Inaugural Function/closing and having good communication Skills.</li> <li>➤ At any point of time 6 Sanitation Staff (3 Male &amp; 3 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets. The Washrooms have to be cleaned properly every half an hour from 9:00AM to 10:00PM. All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat &amp; clean every time during the event.</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ 06 No. of Housekeeping Staff with Supervisors (3 Male &amp; 3 Female) from 9:00AM to 10:00 PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. PIA will ensure the entire Pavilion is neat &amp; clean at every point of time. Proper placement of Dustbins has to be done.</li> <li>➤ Fogging for mosquitos to be done on daily basis in the evening, after visiting hours.</li> <li>➤ If required, PIA will provide the additional manpower for abovementioned activates during the event to manage the event.</li> </ul>	
<b>4.</b>	<b>Security and Fire &amp; medical Arrangement</b>		
4.1	Security Arrangements	<ul style="list-style-type: none"> <li>➤ 10 No. of Security Guards (07 Male &amp; 03 Female), 1 Security Supervisor in proper uniform to be deputed 24X7 with required equipments during the entire duration of the exhibition.</li> <li>➤ 2 No. of Door Frame Metal Detectors along with 2 Frisking Cabins for Male and Female separately.</li> <li>➤ 04 No. of Hand Held Frisking Devices (HHFDs).</li> <li>➤ 01 Baggage X-Ray Machine at entry gate (Baggage Scanner).</li> <li>➤ 10 No. of Walkie-Talkie.</li> <li>➤ 50 Nos. of Good Quality CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Divya Kala Mela duration 24X7, with Control Room setup and responsible Monitoring Team. The cameras should cover the entire exhibition site and stalls properly.</li> <li>➤ PIA will make the arrangement of 02 Wheel Chairs with escorts/Volunteers at the Entry Gates for the Divyangjans.</li> </ul>	
4.2	Fire & Medical Arrangements	<ul style="list-style-type: none"> <li>➤ Fire Extinguishers as per required norms. Also, water drums, Sand Buckets on Stands, other fire fighting equipments and required arrangements as per the</li> </ul>	

		<p>specification and guidelines issued by the concerned authorities. The fire clearance to be obtained by the PIA for the exhibition.</p> <ul style="list-style-type: none"> <li>➤ Fire Brigade Van from 10:00AM to 11:00 PM daily. PIA can approach Fire Brigade office for requisitioning Fire Tender with crew.</li> <li>➤ One Separate First Aid Canopy at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc.</li> <li>➤ Tie up with the nearby Government Hospital for any emergency.</li> </ul>	
5.	Power and Power Back-up	<p>Apart from ensuring electric supply, 01 No. of Silent Generator with capacity of 125KW 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 PIA. The electricity bill and diesel costs to be borne by the PIA without compromising uninterrupted power supply and adequate lighting.</p>	
6.	Water Arrangements	<ul style="list-style-type: none"> <li>➤ PIA will ensure uninterrupted water supply by providing adequate water tankers for each day to facilitate the vendor for cooking and cleaning.</li> <li>➤ PIA will provide the drinking water facility with Water Dispenser made available for the visitors at 10 places in the Mela.</li> <li>➤ PIA has to arrange the adequate Bisleri or equivalent Water Bottles and separate Drinking Water Dispenser at the VIP Lounge/ Pavilion/ office.</li> </ul>	
7.	Toilet Arrangements	<ul style="list-style-type: none"> <li>➤ 10 Mobile Toilet Blocks for Male &amp; Female (06 for male and 04 for female) to be placed at the venue with cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue].</li> <li>➤ 1 Mobile Toilet Van for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue].</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ All the required Items like Hand Soap, cleaners, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Divya Kala Mela.</li> <li>➤ If required, additional Portable Toilets to be installed for visitors during the event.</li> </ul>	
8.	Photography & Videography	<ul style="list-style-type: none"> <li>➤ 2 Photographers &amp; 2 Videographers for the inaugural function. One Photographer &amp; One Videographer for other days from 10:00 AM to 10:00 PM.</li> <li>➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization.</li> <li>➤ Promo videos/ photographs will be created by the PIA and handed over to Nodal Organization in Hard Disc.</li> <li>➤ The PIA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event.</li> </ul>	
9.	Publicity & Awareness	<ul style="list-style-type: none"> <li>➤ Designing &amp; fabrication of Welcome &amp; Collage Standees (40 Nos of size 3 Ft. x 6 Ft.) on wooden frames.</li> <li>➤ Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Mela.</li> <li>➤ 100 number of Pole branding of size 5ft X 3 ft for pulling on all electric poles leading to the venue.</li> <li>➤ 50 number of Publicity Panels of size 6ft. x 8 ft.</li> <li>➤ 10 number of Publicity Panels of size 10ft. x 8ft.</li> <li>➤ Table Facia (Total 100 Nos).</li> <li>➤ Facia on craft stall (100 Nos of size 5ft. x 1ft. to be placed).</li> <li>➤ Facia on food stall (30 Nos of size 10ft. x 1.5ft.).</li> <li>➤ Sweet junction Facia (05 Nos of size 8ft. x 1.5ft.).</li> <li>➤ 10 number of Publicity Panels of size 16ft. x 8ft.</li> </ul>	



		<ul style="list-style-type: none"> <li>➤ Direction Panels (20 Nos of size 3ft. x 2ft.).</li> <li>➤ 2000 Schemes &amp; Products leaflets.</li> <li>➤ 400 Bill books.</li> <li>➤ 100 Double Mistral pole mounted flags 2ft. X 4ft. each with Divya Kala Mela Branding.</li> <li>➤ Flex Banners for Food/Sweet stalls (15Nos of size 3 ft. x 4 ft.) in the exhibition area, etc. Pole buntings etc.</li> <li>➤ The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex.</li> <li>➤ 250 coloured Certificate with Divya Kala Mela branding and Printing of Name and other details.</li> <li>➤ 1000 Invitation Card printed as per design for Inaugural and closing ceremonies each.</li> <li>➤ Floor Decals entire Divya Kala Mela pavilion/area.</li> </ul>	
10.	Media Promotion	<ul style="list-style-type: none"> <li>➤ PIA will release the newspaper advertisement for cultural events on alternate days of the Divya Kala Mela event in the local newspaper for publicity.</li> <li>➤ PIA will do the FM radio publicity through Jingle Mode with approval of Nodal Organization, before and during the event.</li> <li>➤ The content and dates would be finalized by the Nodal Organization.</li> <li>➤ PIA will do social media promotion like Facebook, YouTube, Google, etc.</li> <li>➤ 2 Social media person to be deployed on site for Divya Kala Mela event. Creatives/ Original pictures of the Divya Kala Mela to be posted daily during the Divya Kala Mela. The PIA would also make the provision for paid promotion of the ongoing Divya Kala Mela event i.e. at least 02 (two) good influencers.</li> <li>➤ Live Streaming of the Divya Kala Mela cultural programmes on Facebook on daily basis.</li> <li>➤ Arrangement of Press Meeting on the day of Inauguration.</li> </ul>	

<b>11.</b>	<b>Cultural programmes</b>		
11.1	Cultural programmes in the evening – Group Dance and Singers	<ul style="list-style-type: none"> <li>➤ The PIA would propose the list of Artists for cultural Programme who would be performing on each evening from 6:00 PM to 9:00 PM for the entire duration of the exhibition. The Cultural Programmes like Quwali, Bollywood/Punjabi Playback / Rap Singers, etc.</li> <li>➤ The Cultural Programme and Name of Artists would be finalized by the NODAL ORGANIZATION/DEPwDs, Ministry of SJ&amp;E, after submitting the List of Artists by PIA.</li> <li>➤ The PIA will organize different cultural activities like Kathputli Dance, Folk Dance, etc. on each evening of Divya Kala Mela.</li> <li>➤ The PIA will make all necessary arrangements i.e.travel &amp; stay arrangements etc. of all the artists/anchors.</li> </ul>	
12.	Insurance coverage	Adequate Insurance Cover for the entire period of the exhibition.	

The above cost is inclusive of applicable GST. Payment to the Agency will be released after deduction of TDS as applicable.

Yours sincerely,

Signature  
Name of Authorized Person  
Designation  
Date & Seal

**Annexure – D Obligation/Compliance to be ensured by Bidder**

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

Yours sincerely,

Signature  
Name of Authorized Person  
Designation  
Date & Seal

**Annexure – E**

**Indemnity Undertaking**

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

.....will be responsible for any safety violations/accident etc. The ....., NHFDC will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the ....., NHFDC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at..... .

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

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier/Contractor

**ANNEXURE -F**

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE**

(During last three financial years ending March 31<sup>st</sup> 2022)

<b>S. No.</b>	<b>Name of the Event</b>	<b>Name of the Client</b>	<b>Brief Description of The Event including area/number Of participants</b>	<b>Date/Duration of Event</b>	<b>Value (Rs.)</b>

**Note:** Please attach supporting documents with work-order, photographs for the above furnished information.

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

**ANNEXURE –G.**

**ANNUAL TURN OVER**

*The firm/agency should have a minimum average annual turnover of Rs.0. 45 Crore during the last three financial years*

<b>FINANCIAL YEAR</b>	<b>ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)</b>
2019-2020	
2020-2021	
2021-2022	
<b>Total</b>	

**Note:** The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years.

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

**Criteria for Evaluation of Technical bids**

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

<b>Sl.</b>	<b>Details</b>	<b>Max Marks</b>	<b>Mark Scored</b>
1.	Number of similar nature of events organized for Government of India / PSUs / Autonomous Bodies etc. during the past 5 years.  The firm should provide credible evidence of the same.	<b>30</b>	
	<i>01 - 02 events :</i>	<i>05</i>	
	<i>03 - 04 events :</i>	<i>10</i>	
	<i>2 marks for each additional event more than 04 events :</i>	<i>20</i>	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	<b>10</b>	
	<i>Average Annual Turnover between 0.15 Crore to 0.5 Crore</i>	<i>05</i>	
	<i>Average Annual Turnover more than 0.5 Crore</i>	<i>10</i>	
3.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed.	<b>15</b>	
4.	The technical capacity to prepare the product brochures for events managed.	<b>5</b>	
5.	<b>Methodology and Approach.</b>  Bidders to share their Methodology and Approach based on the requirements of the RFP.  <b>The Presentation should include emphasizing the following:</b>  <ul style="list-style-type: none"> <li>• Detailed plan from inception to closure of assignment;</li> <li>• Role of each deployed staff and backend leadership and support staff inputs;</li> <li>• Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security, Food Management, etc.</li> <li>• Insurance covers and other risk mitigation plan.</li> <li>• <b>Presentation of layout needs to be with 3-D</b></li> </ul>	<b>40</b>	

	<p>drawings.</p> <ul style="list-style-type: none"> <li>• <b>The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe &amp; secure event exercising economy etc.</b></li> <li>• (A complete power point presentation of 10 minutes to be made before the evaluation Committee)</li> </ul>		
	<b>Total Marks</b>	<b>100</b>	

**Note:** The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the fair.