

LIMITED TENDER FOR SELECTION OF KVIC EMPANELLED EVENT MANAGEMENT AGENCY

FOR LOK SAMVARDHAN PARV AT LAWNS, LALIT KALA ACADEMY,
COPERNICUS MARG, NEW DELHI FOR DESIGNING, FABRICATION AND
BRANDING OF SPACE & SETTING UP OF STALLS & VIP LOUNGE FOR
MINISTRY OF MINORITY AFFAIRS, GOI

**LOCATED AT LAWNS, LALIT KALA ACADEMY,
COPERNICUS MARG, NEW DELHI-110001**

BEING ORGANISED FROM 8TH TO 10TH JUNE 2025



NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
1ST FLOOR, CORE-1, SCOPE MINAR, LAXMI NAGAR, DELHI.
www.nmdfc.org

Uploaded on NMDFC WEBSITE on 30th MAY, 2025
Last Date for Submission of Bids up to 14.00 Hrs on 03.06.2025

Details about Limited Tender: Limited Tender Notice No NMDFC/LSP-LKA/2025/___/ 2025

Department Name	:	National Minorities Development & Finance Corporation (NMDFC)
Address	:	The Deputy General Manager (H&A), NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Phone: 91-11-22441438, 22441435.
Name of Work	:	Engaging Agency for Fabrication, Designing & Branding of Stalls & VIP Lounge for Ministry of Minority Affairs, Artisan Stalls, Stage carpeting & decoration, Create Ambience, etc at Lawn, Lalit Kala Academy, Copernicus Marg as per the Scope of Work.
Tender Currency Type	:	Single. (Joint Venture/Consortium is not applicable).
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<i>Amount Details</i>		
Bid Processing Fee	:	Rs.5,000/-+ 18% GST (Rs.5900/-) Physically in form of Demand Draft (Non Refundable) in office of NMDFC.
Processing Fee Payable to	:	Non-refundable DD in favour of “National Minorities Development & Finance Corporation” to be submitted physically in the office of NMDFC prior to last date/time indicated in the tender document.
EMD (INR)	:	EMAs are exempt from submitting EMD. However, the EMAs are required to submit Bid Security Declaration enclosed with this Tender Notice as Annexure- 6.
Expected Cost of the Work	:	Rs. 24.00 lacs (Rupees Twenty Four Lacs) + GST as applicable.
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	30/05/2025
Last Date & Time for Submission of Bid.	:	03/06/2025 at 14.00 hrs
Date & Time of Tender opening	:	03/06/2025 at 14.30 hrs
Bid Validity Period	:	90 days from opening of price bid
Remarks	:	As part of Technical Bid, the bidders will submit the in-3D detail of the layout plan of the venue, Artisan Stalls, NMDFC lounge, Gates, carpeting and decoration of stage area (already available), proposed Theme, Selfie points , proposed ambience of the exhibition space, creative to be placed along compound walls of exhibition area, stage backdrop, etc. Each bidder who fulfils the eligibility conditions shall have to furnish a presentation (in the printed form) on the proposed concept & design developed by them for the exhibition based on site visit & as per scope of work in the bid envelop or as specified by NMDFC. Financial Bids of only those eligible Bidders will be opened, who fulfil the eligibility criteria. The final date & time of opening financial bids and announcing the successful bidder would however be intimated by NMDFC separately. The selection will be based on L1 criteria and the work will be awarded to bidder with the lowest quote. In case of any clarification, the bidders may contact Sh. Nixon Mathur, Dy. Gen. Manager (Planning), NMDFC at 22441435.

INVITATION FOR LIMITED TENDER

National Minorities Development & Finance Corporation (NMDFC) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is organising Lok Samvardhan Parv under the USTTAD scheme of the Ministry of Minority Affairs from 8th to 10th June, 2025. The exhibition is to be put up at Lawns, Lalit Kala Academy, Copernicus Marg, New Delhi-110001 by putting up 50 number of Octonorm Craft Stalls for Artisans of size 6fts x 6fts for showcasing Handloom/Handicraft items.

2. NMDFC wishes to appoint an **Event Management Agency (EMA) by floating this Limited tender** for organizing Lok Samvardhan Parv Exhibition on behalf of Ministry of Minority Affairs from above said dates and venue by Showcasing of Handloom/Handicraft Items by Artisans from Minority Communities practiced by Minorities from across the country. Besides, cultural programs would also be organised on the inaugural day. The entry to the event would be free and would be open to the general public from **11.00 A.M to 9.00 P.M** every day. The Event Management Agency (EMA) shall be required to develop concept, design, fabricate, branding & manage the entire exhibition area including Artisan, Stage, Stage, etc. The scope of work is enclosed as **Annexure-A**. The estimated cost is Rs. 24.00 lacs (Rupees Twenty Four Lacs only) plus applicable taxes.

3. ELIGIBILITY & SELECTION CRITERIA OF BIDDER

1. The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership firm registration under the Indian Partnership Act 1932, LLP registered under the Limited Liabilities Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860. Pls enclose Certificate of Registration/Incorporation under the respective Acts in India and the respective MOA/Partnership Deed.
2. The agency must be among the tier 1 or tier 2 empanelled vendor of Khadi and Village Industries Commission (KVIC) and registered in India with appropriate tax and other administrative authorities. Pls enclose GST Registration Certificate, PAN Card.
3. The applicant should not have been black listed in India during last 3 years period. Pls enclose Letter of Undertaking. Agency under any litigation with Ministry of Minority Affairs or NMDFC shall not be considered and its bid would be summarily rejected.

SUBMISSION OF BIDS:

The KVIC empanelled vendor has to submit the bid in the sealed envelope with clearly writing “Limited Tender for Lok Samvardhan Parv at Lawns, Lalit Kala Academy, Copernicus Marg, New Delhi for designing, fabrication and branding of space & setting up of stalls for Ministry of Minority Affairs, GOI” at Corporate office of NMDFC.

PRICE OF BID:

The price should be quoted inclusive of all cost and exclusive of taxes as applicable.

Time for completion of work:

The selected bidder for the execution of all the work will ensure completion of the work and provide **Undertaking to the effect to complete the entire work as per scope of work by 7th June, 2025. The venue would be made available to the EMA in the morning of 5th June, 2025.** Any lapse / shortfall on the part of the bidder may result in cancellation of contract including forfeiting of EMD and penalty as deemed fit by NMDFC / Ministry of Minority Affairs.

DOCUMENTS:

The bidder / organizer should attach following documents along with bid proposal:-

- i. Affidavit regarding availability of tools & plants should be attached with the tender documents.
- ii. Lay-out plan of exhibition as per schedule of works.
- iii. presentation (in the printed form) on the proposed concept & design developed by them for the exhibition based on site visit
- iv. The selected bidders shall have to execute an agreement on 100 rupees stamp paper specifying the terms and conditions for executing the work.
- v. Bid Security Declaration enclosed with this Tender Notice as Annexure- 6.
- vi. Proof of empanelment with KVIC.
- vii. List of skilled Man-Power & Social Media team on permanent roles.
- viii. Financial Bid in separate sealed envelope.

Scope of work

The Agency would be required to provide/undertake the following Work/Services during the event:-

Sr.	Particulars
1.0	ARTISAN STALLS
1.1	- Arts & Crafts Stalls - 50 No. of Octonorm stalls with the minimum size of 6X6 Sq. Ft. under waterproof pagodas for Artisans for showcasing/ selling of Handloom/ Handicraft Items. Adequate flood light provision is to be made within the craft zone enclosure. - Arts & Crafts stalls to be decorated using all the promotional collateral of Lok Samvardhan Parv on back walls, stall fascia with logo of Lok Samvardhan Parv & Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman. 1 Table (Octonorm), 2 Chairs, 1 Electric Point, Focus LED white lights/LED Halogen Light, One dustbin, 1 Iron Rack with 3 shelves each, front cover for closing stall at night for safety, Carpet, etc. would be provided for 50 stalls. If required additional Tables and chairs will be provided to the artisans. - Stall Facia, Table Facia will be as per actual size of the Stalls and tables with Lok Samvardhan Parv Logo. The same has to be approved by the NMDFC before installation. - Adequate space between stalls for free movement of visitors. Only new & clean material to be used for construction of Octonorms.
2.0	AMBIENCE CREATION, STAGE & NMDFC OFFICE CUM CONTROL ROOM
2.1	<u>Welcome Gate Theme Based</u> - Theme Based Box Gates with Size as per space available at main entry and another Box Gate at entry of Lawn. Size of the gate may vary as per the actual requirement and availability of space. - Arrangement of adequate number of Rain Covers & large umbrellas at main entry/exit gates to protect visitors during unexpected downpours. - The Gate should be firmly fixed with truss support and inside of the gates should be the replica of outside the gate i.e., both sides of the gate should look alike. 2 backlit panels on each side of entrance gate of size 6 fts x 10 fts displaying the picture of Hon'ble Prime Minister and Hon'ble Minister of Minority Affairs, GOI,. 1 backlit Lok Samvardhan Parv logo on top of entrance gate with "Ministry of Minority Affairs, Government of India" on MDF Cut Letters put up on top of the Gate of size 8 fts x 2 fts, LED parkans with T-stand to light up the gate on either sides, etc.
2.2	<u>Flower Decoration</u> All Entrance and Exit Gates to be decorated with props and flowers for the Inaugural Function. Floral Design, One Big Floral Centre piece be placed, etc for venue decoration.
2.3	<u>Venue Decoration</u> Entire Exhibition area is to be decorated to provide ethnic, carnival, mela look in line with the theme, with cloth triangular Jhandis, Multi Colour flags of Lok Samvardhan Parv, ethnic dropdowns, (such as Balloon, Metal Lanterns, Streamer Banner, Large Paper Lanterns), Decorative Colourful Lights, Decorative Plants Colorful Drapes on trees with serial mirchi colorful lights on all trees and bush/shrubs inside & those nearby tress/bushes on either side outside the venue, Decorative Plants on pathways/corners /NMDFC office, Signages in English/Hindi, buntings, Pathways and aisle should be decorated from all sides. Trees and Poles to be decorated by using serial lights, props, etc. Masking on all sides with tin barricades (if venue does not have boundary wall) to secure the venue/open field, masking with ethnic material/hoarding of the venue wherever required or as directed by the NMDFC. Two mobile charging stations are required to be installed at accessible points for public convenience. Visitor Footfall Monitoring – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis. Red Carpet in the passage from the Gate to the lawns and the Stage/dais for inauguration ceremony is to be covered. The entire pathway and the exposed ground inside the venue is to be covered by carpet properly taped/pasted/pegged to the ground for neatness and to avoid accident due to tripping of visitors.

Sr.	Particulars
	PA system with speakers in entire venue for public announcement and running of light instrumental music. Guidelines of local authority to be strictly followed by EMA. Whole venue to be lit up fully like a Stadium. (White Metal Lights; Tower LED lights; LED Parcan Lights, LED Serial Lights; White Sodium Lights, Dome white light, etc.) The lights are also to be deployed in adequate number outside the venue on footpath, trees, bushes, colorful mirchi lights, designer lights with different kind of figures, etc so that venue appears distinctly lit up from a distance to attract attention of passersby. The number of lights to be put up will be as per requirement to light-up the entire venue like a stadium with no dark spots. Total Carpet area would be as per actual requirement of the venue. The bidder would provide the additional Floor Carpet if required. New Carpets to be used for covering entire Lok Samvardhan Parv pavilion, no stains, no stitching/patches/cut will be allowed, if found, EMA shall be liable for penalty as decided by the competent authority. • Following may be arranged as part of Dais on stage for Inaugural function:- 10-15 Good Quality Chairs of which Two Chairs for VVIPs/Dignitaries. - Matching Tables on Dais. - Podium with Lok Samvardhan Parv Logo, Ministry of Minority Affairs to be displayed prominently. - Mike on Podium, one Mike on Table and one Cordless Mike. - Ethnic Cover on Dais on Stage for Inaugural function. - Comparer for Inaugural Function. - Flower pots on Dais Table. - Flower Decoration on Stage/Dais/seating area in front of stage. - The entire stage/dais for Guests/Press/Visitors is to be placed under truss-shed/cover of adequate size, with 10 two seater sofas, 10 single seater sofas, 10 center tables with clean white covers. - Side ramp with support railing, Red Carpet, Ethnic decoration for the VVIPs to move on dais during inaugural function. - Good quality Shawls & bouquet for the felicitation of VVIPs and dignitaries (as per requirement). - Traditional Welcome for the inaugural program.
2.4	One working office for NMDFC is to be created of about 6x18 Sq. Ft. Area with Electrical Points, 1 Computer Table with 2 Laptops & One Multi functional Coloured Printer (in good working condition), High Back Chairs with proper Light Arrangements. There must be fully functional High Speed Optical cable fiber internet with wifi facility easily accessible from the every corner of the venue. CCD Tea/Coffee vending machine with operators in proper uniform for Tea/coffee arrangement & 500 Number of Drinking water (200 ml bottles) on each day for guests for executing work of exhibition. 15-20 Lunch Packets of good quality food for the office staff of NMDFC/Ministry on daily basis. Tea/Snacks to be provided to NMDFC/Ministry office staff/guest once every evening. Arrangements for the Press Conference at the time of Inauguration of Lok Samvardhan Parv event and closing of the event. Backdrop, seating arrangements for media person. Media kit and food packets (100 in number) for the media during inaugural function.
2.5	<u>Stage & Green Room</u> Fabrication of separate Green Rooms (Ladies & Gents) with mirrors, hangers, Chairs/Sofas, Changing Room, Light and other necessary items/equipment as required. Proper Carpeting on the Floor to be maintained. A Backdrop of size of 30ft X 22ft (as per actual size) at the back stage. 2 LED Screens for live streaming of the event/film of Min, with the size of 8X10Ft. Hanging decorative items on truss, decorative items around the seating area. 20 Two seater Sofas with centre tables, cooler/fans (as per requirement) Podium with proper branding of Lok Samvardhan Parv. Requisite lights on truss in front of the stage and both sides of stage (6 Parkan moving head on each of 3 truss with controller, 6 LED Par from back, JBL/Bose sound system (stand mikes, cordless mikes, Maple Mike, P.A system, base, top, monitor, sound mixer, LED parcans, T-truss, sharpee, duel bass per side, duel tops per side, musicians monitor, side fills tower, 4 hand cordless mikes, etc as per requirement of performing artists), Further, sound arrangement should be as per the requirement of the artists.
3.0	UTILITIES
3.1	10 No of persons Housekeeping Staff from reputed Agency i.e., 8 Male / 2 Female (supervisors and housekeeping/sweepers from 8.00 AM to 10.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement. EMA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done.

Sr.	Particulars
	Fogging for mosquito to be done on daily basis in the evening, after visiting hours.
3.2	Security arrangements TO BE DEPLOYED FROM A VERY REPUTED AGENCY ONLY. 8 No. of Security Guards (5 Male & 3 Female or as per requirement on the instruction of NMDFC/Ministry), 1 Security Supervisors during visiting hours of Lok Samvardhan Parv and 5 Security Male Guards in nights in proper uniform, gear/required equipment. 1 No. of Door Frame Metal Detectors along with Frisking Cabin for Female at entry gate. 2 Bouncers on each day during the Cultural Program. One Baggage X-Ray Machine at entry gate (Baggage Scanner). Adequate (atleast 15-20) Nos. of CCTV Head Moving Cameras of HD Quality (or as required) with complete monitoring system and recording backup for entire Lok Samvardhan Parv Duration 24X7. The EMA will make the arrangement of Wheel Chairs at Entry Gate for the Divyangjan.
3.3	<u>Power Arrangement</u> Silent Generators (of required number & capacity) to meet emergent power requirement with operators and regular diesel supply for uninterrupted power, as per power requirement assessment. Further taking temporary electric connection of required load is the responsibility of the EMA. The security deposit for temporary electric connection is to be paid by the EMA. Payment of actual electric consumption on temporary connection shall be reimbursed by NMDFC on production of proper bill from electricity supplier.
3.4	<u>Fire Fighting Arrangement</u> 20 Fire extinguishers, Water Drums, Sand Buckets on stands, etc. (Exact number to be decided in consultation with local fire brigade authorities)
3.5	Separate Good Quality Mobile Toilets for ladies & gents & one toilet for the differently abled person (Subject to availability of space). One Bio Toilet for the VIP should be installed and must be properly maintained/cleaned regularly. Sanitation staff to be deployed for cleaning/sanitizing the toilets and must carry out cleaning every half an hour to ensure complete cleanliness and hygiene. Hand soap, paper napkin, Toilet tissue rolls, Toilet fragrance, etc in toilets for maintaining hygiene during the entire period of Lok Samvardhan Parv.
3.6	<u>Medical Arrangement</u> One Separate First Aid enclosure under Pagoda at best suited place along with one qualified Doctor & Nurse and necessary medicines, equipment, etc.
4.0	PROMOTION & PUBLICITY AT VENUE
4.1	Uniform branding of flex on wooden frames outside boundary wall on front facing the road), on barricading facing the parking/utilities and inside portion exposed portion of boundary wall with Schemes of Ministry, NMDFC and Theme related pictures. Masking by white cloth/ with cloth having ethnic pictures on the inside of the exposed portion of the boundary wall, entrance gates, behind stage, toilet zone, other prominent places in consultation with NMDFC officials, etc. Only New & Clean material to be used. The design & content for the same would be provided by NMDFC. The Flex to be used for branding must be of STAR QUALITY for Good Get-up of printing. 2-3 Welcome Standees to be prepared for Union Minister and minister of State for Minority Affairs, Govt. of India.
4.2	50 number (or as required and instructed) of Pole branding of size 4 X 2 Ft. for pulling on all electric poles leading to the venue. 5,000 Carry Bag with Lok Samvardhan Parv branding (medium & large size to contain 2-5 kgs of material) Pole branding at the Venue, size of 4Ft X 3Ft (as per requirement) Publicity Panels of size 6 Ft X 8 Ft inside venue as required. Bunting with PVC Pole with the size of 8Ft X 3Ft (as per requirement). Table Facia, Stall Facia on neatly pasted sun board will be as per the actual size of the already constructed and Octonorm stalls. The EMA will do the actual measurement of each stall and prepare the Facia accordingly in wooden frame. The designs, size and content will be finalized by NMDFC. Direction Panels (6 Nos. of size 3 Ft x 2 Ft as per requirement).

Sr.	Particulars
	All the flex used for branding must be of Star Quality for Good Get-up with fine quality printing. No faded/poor quality of printing on flex will be installed in and outside of the venue. 500 Invitation Cards printed as per design. E-Invitation to be designed accordingly and circulated. Delivery of Invites to be ensured by EMA with delivery proof.
4.3	<u>Social/Electronic / Print Media / Promotion</u> EMA will design creatives of newspaper advertisement with due approval of NMDFC/Ministry. The approved advertisement to be released on three days of the event in prominent English/Hindi/Urdu/Local Language Newspapers. EMA to submit media plan for approval to NMDFC/Ministry. Size of the advertisement to be decided in consultation with NMDFC/Ministry. Payment for release of advertisements to be reimbursed by NMDFC to the EMA. EMA will do the radio publicity before and during the event. Content & Media Plan to be approved by NMDFC/Ministry. The script, its recording to be done by EMA as per directions/approval of NMDFC/Ministry. Payment to be made by EMA EMA will record and provide the edited videos. The content would be finalized by the NMDFC/the Ministry. The EMA will have to start the social media activities three days prior to start of the Lok Samvardhan Parv event. The Social Media should be done very aggressively on all digital mediums like Facebook, X, Instagram, Google, YouTube, Whatsapp, etc. The social media promotion should be monitored on regular basis and compliance report must be submitted to NMDFC on daily basis. Pre-launch activities 5-6 daily post on each social media platform three days before start of the events, key highlights of the Lok Samvardhan Parv, participation of traditional Arts & Crafts and Culture, etc. A dedicated team will be deployed for above indicated activities for the social media by the EMA. The Social Media team will directly report to the NMDFC/ Ministry officials during the Lok Samvardhan Parv event. A dedicated budget may be proposed/decided in consultation with NMDFC before start of the social media campaign. A utilization certificate would be furnished by the EMA in this regard. The cost being part of overall quoted cost of the event by the EMA. All the social media post would be promoted at national level.
4.4	<u>Photography & Videography</u> 2 Photographer & 3 HD Video Camera for the inaugural function. One Photographer & 1 Videographer for other days of exhibition from 10.00 AM to 9.30 P.M. 4G/5G Internet Broadband with Wifi facilities of appropriate speed to be provided during the Lok Samvardhan Parv for Live streaming of the Lok Samvardhan Parv event, or as required. The photographers/ videographers should be very professional and should have the experience of filming and portfolio and product shooting. Photo shoot of the products. Interview with the Artisans/visitors to be obtained about their experiences. Soft copy of video/photos to be given in Hard Disc on daily basis to NMDFC. Promo/ Teaser Videos/Posters will be created by the EMA for promotion on social media platform before start of the Lok Samvardhan Parv event. Post event videos/creatives to be created by the EMA and submitted within 3 days after successful completion of the Lok Samvardhan Parv event. 15 minute and 8 minute films covering the event, its inauguration, interview with artisans/visitors depicting their feedback/experiences, cultural programs, visit by dignitaries, etc. with voice over, graphics, etc is to be prepared and first cut submitted to NMDFC within 3 days of culmination of the event. Final film to be submitted within 7 days incorporating the changes/suggestions given by NMDFC. EMA has to submit two copies of colour booklet in hard format containing photographs of, gate, all stalls, inauguration photos, standees, outdoor publicity, cultural programme, VIP visits etc. within 15 days from the last day of the event.
5.0	MISCELLANEOUS
5.1	Four Usher for the Inauguration day.
5.2	150 number of Photo I-Card with Logo strip printing of Lok Samvardhan Parv, Stall Number, Name of Artisan, Type of Product, Place, etc with jacket and string. 50 Nos. of Id-Cards with logo of Lok Samvardhan Parv, Name of Officials, etc. for the officials with Lanyard and String. 100 Nos. of Id-Cards with logo of Lok Samvardhan Parv for the Media with Lanyard and String. 150 Nos. of Caps & 150 Nos. of good fabric T-Shirts (of different sizes – 36, 40, 42, 44).

Sr.	Particulars
	Caps, T- Shirts will have Logo of Lok Samvardhan Parv. The design and material of the T-shirt, Cap would be finalized with NMDFC. 50 Nos. of good quality T-Shirts for the use of Staff/Officials. The same would be finalized with consultation of NMDFC.
5.3	Insurance Cover of Rs.2.50 crs for the entire period of the exhibition.
5.4	All permissions from local authorities. Expenditure incurred thereof is to be borne by the EMA.
OUTDOOR PUBLICITY	
6	The EMA shall also be carrying out Outdoor Publicity of the event three days prior to start of the event. The outdoor publicity shall be carried out through DAVP empanelled agencies at DAVP rates and Sites. The EMA shall submit the Media Plan and the Creatives for approval of the competent authority. Payment to EMA shall be made separately for the outdoor publicity based on the approved media plan at DAVP/BOC approved rates.

INSTRUCTIONS TO THE BIDDERS

1. REJECTION OF BIDS

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfil any one or more of the following conditions:-

- a). If the bidders have not submitted the bid processing fees physically/online to the NMDFC on or before the closing date and time.
- b). If Bid Security Declaration in lieu of EMD (as per Annexure-6) is not provided by the bidder.
- c). If the bidder tries to put any influence. It will be blacklisted for a period of One year.
- d). If the bidder has furnished false information.
- e). If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- f). Any bid received after the bid due date/time prescribed in the Tender Document.
- g). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- h). If Price is indicated in the Technical Document.
- i). Bids shall remain valid for 90 days after the date of Bid opening prescribed by NMDFC. A Bid valid for a shorter period shall be rejected as non-responsive.
- J). If the bidder is not empanelled with KVIC for last one year.
- h) If EMA under any litigation with Ministry of Minority Affairs or NMDFC shall not be considered and its bid would be summarily rejected.

2. Obligations of NMDFC

All material for creative will be provided by the NMDFC while creative will be developed by the EMA.

3. Criteria for Selection of Bidders

- a. The selection of EMA will be through L1.
- b. The Financial bid is to be quoted in the prescribed format as at **Annexure-2 (In sealed envelope)**.
- c. NMDFC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. In case of any ambiguity while comparing the rates offered by the bidders, NMDFC reserves all the rights to decide on the issue of identifying selected bidder.

d. Special Conditions for Evaluation

The bidder would be selected as per the L1 basis. However, in the event that two or more Bidders quoted exactly the same price, then NMDFC reserves the right to declare as Bidder whose, date of incorporation is older.

GENERAL TERMS & CONDITIONS

I. I. OTHER CONDITIONS:-

- a). **Liquidated Damages:-** The entire work as listed in the scope of work is to be completed by 6.00 P.M on 7th June, 2025. The bare space will be handed over to the EMA in the morning of 6th June, 2025. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages 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 Guarantee provided by the agency.

Further, in case of delay to deliver the work within stipulated program, NMDFC 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 NMDFC 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 or Performance Guarantee. Moreover, NMDFC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

If the bidder sublets the assignment and it comes to the notice of NMDFC at a later stage the penalty of 25% of contract value shall be imposed on the bidder and this amount shall be deducted from his payment. Besides this, the bidder shall be debarred from the further event.

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

- (i). In the light of directions issued by the Ministry of Finance Vide OM Nos-F.9/4/2020-PPD dated 12.11.2020, all the bidding agencies are exempt from submission of Earnest Money Deposit (EMD) for participation in the bidding process for branding, managing & setting up of Lok Samvardhan Parv Exhibition. The bidding Agencies shall however have to submit Bid Security Declaration on their Letter Head duly signed and Stamped by the Authorised Signatory of the Company in the format enclosed as **Annexure-6**.
- (ii). The Bidder shall be debarred from participating in bidding process with NMDFC for a period of 2 years on account of one or more of the following reasons:-
- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
 - b) Bidder does not respond to requests for clarification of their Bid.
 - c) Bidder fails to co-operate in the Bid evaluation process, and
 - d) In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c). **Performance Guarantee**

- (i). The selected bidder shall submit Performance Guarantee / Demand Draft equal to 5% of the contract price or as mentioned in the LOI to the Dy. Gen. Mgr.(Accounts), NMDFC at the time of signing of Agreement, in the given format, issued from any Scheduled Bank.
- (ii). The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the exhibition.
- (iii). Format of Performance Guarantee will be provided to shortlisted bidder along with the LOI.

d). **Payment Terms**

The stages of payment shall be as under:-

Instalment	Deliverables	Percentage
1st	• Issuance of Work Order • Acceptance of Work Order • Submission of Performance Bank Guarantee /FD/DD of Equal Amount in favour of NMDFC .	30%
2nd	• Completion of the entire work related to organization of the Lok Samvardhan Parv event • Successful Inauguration of Lok Samvardhan Parv.	30%

3rd	After Successful Completion of the Event and Submission of bills/invoices/supporting documents and scrutiny thereof.	40%
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- e). EMA has to submit two copies of colour booklet in hard format containing photographs of, gate, all stalls, inauguration photos, standees, outdoor publicity, cultural programme, VIP visits etc. within 15 days from the last day of the event.
- f) NMDFC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- g). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- h). In case of any dispute, decision of competent authority will be final and binding.
- i). The bidder must furnish a declaration (**as per Annexure-5**) to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.

II. 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, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings, of any such eventually is given by party either 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 relay 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 NMDFC will be final and conclusive.

III. Arbitration

- (a) If a dispute of any kind whatsoever arises between the NMDFC 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 be or be alleged to be completed, provide always that the obligations of the NMDFC 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 proceedings 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 as determined by the arbitrators shall be shared equally by the NMDFC 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.

IV) Cancellation / Postponement of Programme

In case the organising of the Lok Samvardhan Parv Exhibition is cancelled or postponed due to any reason, no claims shall be made by the bidder on NMDFC.

V). ANNEXURES (To be filled up and submitted by the bidders)

- a).Annexure-1 :- Proposal Submission Letter
- b).Annexure-2 :- Financial Bid Format
- c).Annexure-3 :- Obligation / Compliance to be Ensured by Bidder
- d).Annexure-4 :- Indemnity Undertaking
- e).Annexure-5 :- Declaration for Non Blacklisted/Non Banned
- f). Annexure-6 :- Bid Security Declaration
- g).Annexure-7 :- Layout Plan
- h) Annexure-8 :-Presentation in colour printed format

PROPOSAL SUBMISSION LETTER
(On letter head of the Agency)

To:
Dy. General Manager (Planning)
National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar,
Laxmi Nagar, Delhi – 110 092.

[Location, Date]

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, designing, fabrication and branding of space & setting up of stalls & VIP lounge for ministry of minority affairs, GOI for organising Lok Samvardhan Parv under PMVIKAS Scheme of Ministry of Minority Affairs, GOI from 8 to 10th June, 2025 at Lawns, Lalit Kala Academy, New Delhi-110001 as per the Guidelines, Terms & Conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Proposal & Financial Bid.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

* Proposal should be submitted on the official letter head of the company

ANNEXURE -2

**FINANCIAL BID FORMAT
(On letter head of the Agency)**

Tender Document No. : _____

To:
Dy. General Manager (Planning)
National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar,
Laxmi Nagar, Delhi – 110 092.

[Location, Date]

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, designing, fabrication and branding of space & setting up of stalls & VIP lounge for ministry of minority affairs, GOI for organising Lok Samvardhan Parv under PMVIKAS Scheme of Ministry of Minority Affairs, GOI from 8 to 10th June, 2025 at Lawns, Lalit Kala Academy, New Delhi-110001 as per the Terms of Reference given in this Tender Document within the time specified and in accordance with the specifications, design and instructions as per “Instructions to Bidders and General Terms & Conditions”. The detail price bid in prescribed format is enclosed herewith.

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

<u>FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION FROM 08TH JUNE TO 10TH JUNE, 2025.</u>		
Sr.	Particulars	Amount in Rs
1.0	ARTISAN STALLS	
1.1	- Arts & Crafts Stalls - 50 No. of Octonorm stalls with the minimum size of 6X6 Sq. Ft. under waterproof pagodas for Artisans for showcasing/ selling of Handloom/ Handicraft Items. Adequate flood light provision is to be made within the craft zone enclosure. - Arts & Crafts stalls to be decorated using all the promotional collateral of Lok Samvardhan Parv on back walls, stall facia with logo of Lok Samvardhan Parv & Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman. 1 Table (Octonorm), 2 Chairs, 1 Electric Point, Focus LED white lights/LED Halogen Light, One dustbin, 1 Iron Rack with 3 shelves each, front cover for closing stall at night for safety, Carpet, etc. would be provided for 50 stalls. If required additional Tables and chairs will be provided to the artisans. - Stall Facia, Table Facia will be as per actual size of the Stalls and tables with Lok Samvardhan Parv Logo. The same has to be approved by the NMDFC before installation. - Adequate space between stalls for free movement of visitors. Only new & clean material to be used for construction of Octonorms.	
2.0	AMBIENCE CREATION, STAGE & NMDFC OFFICE CUM CONTROL ROOM	
2.1	<u>Welcome Gate Theme Based</u> 1. Theme Based Box Gates with Size as per space available at main entry and another Box Gate at entry of Lawn. Size of the gate may vary as per the actual requirement and availability of space. 2. Arrangement of adequate number of Rain Covers & large umbrellas at main entry/exit gates to protect visitors during unexpected downpours. 3. The Gate should be firmly fixed with truss support and inside of the gates should be the replica of outside the gate i.e., both sides of the gate should look alike. 2 backlit panels on each side of entrance gate of size 6 fts x 10 fts displaying the picture of Hon'ble Prime Minister and Hon'ble Minister of Minority Affairs, GOI, 1 backlit Lok Samvardhan Parv logo on top of entrance gate with "Ministry of Minority Affairs, Government of India" on MDF Cut Letters put up on top of the Gate of size 8 fts x 2 fts, LED parkans with T-stand to light up the gate on either sides, etc.	
2.2	<u>Flower Decoration</u> All Entrance and Exit Gates to be decorated with props and flowers for the Inaugural Function. Floral Design, One Big Floral Centre piece be placed, etc for venue decoration.	
2.3	<u>Venue Decoration</u> Entire Exhibition area is to be decorated to provide ethnic, carnival, mela look in line with the theme, with cloth triangular Jhandis, Multi Colour flags of Lok Samvardhan Parv, ethnic dropdowns, (such as Baloon, Metal Lanterns, Streamer Banner, Large Paper Lanterns), Decorative Colourful Lights, Decorative Plants Colorful Drapes on trees with serial mirchi colorful lights on all trees and bush/shrubs inside & those nearby tress/bushes on either side outside the venue, Decorative Plants on pathways/corners /NMDFC office, Signages in English/Hindi, buntings, Pathways and aisle should be decorated from all sides. Trees and Poles to be decorated by using serial lights, props, etc. Masking on all sides with tin barricades (if venue does not have boundary wall) to secure the venue/open field, masking with ethnic material/hoarding of the venue wherever required or as directed by the NMDFC. Two mobile charging stations are required to be installed at accessible points for public convenience.	

<u>FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION FROM 08TH JUNE TO 10TH JUNE, 2025.</u>		
Sr.	Particulars	Amount in Rs
	Visitor Footfall Monitoring – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis. Red Carpet in the passage from the Gate to the lawns and the Stage/dais for inauguration ceremony is to be covered. The entire pathway and the exposed ground inside the venue is to be covered by carpet properly taped/pasted/pegged to the ground for neatness and to avoid accident due to tripping of visitors. PA system with speakers in entire venue for public announcement and running of light instrumental music. Guidelines of local authority to be strictly followed by EMA. Whole venue to be lit up fully like a Stadium. (White Metal Lights; Tower LED lights; LED Parcan Lights, LED Serial Lights; White Sodium Lights, Dome white light, etc.) The lights are also to be deployed in adequate number outside the venue on footpath, trees, bushes, colorful mirchi lights, designer lights with different kind of figures, etc so that venue appears distinctly lit up from a distance to attract attention of passersby. The number of lights to be put up will be as per requirement to light-up the entire venue like a stadium with no dark spots. Total Carpet area would be as per actual requirement of the venue. The bidder would provide the additional Floor Carpet if required. New Carpets to be used for covering entire Lok Samvardhan Parv pavilion, no stains, no stitching/patches/cut will be allowed, if found, EMA shall be liable for penalty as decided by the competent authority. • Following may be arranged as part of Dais on stage for Inaugural function:- 10-15 Good Quality Chairs of which Two Chairs for VVIPs/Dignitaries. - Matching Tables on Dais. - Podium with Lok Samvardhan Parv Logo, Ministry of Minority Affairs to be displayed prominently. - Mike on Podium, one Mike on Table and one Cordless Mike. - Ethnic Cover on Dais on Stage for Inaugural function. - Comparer for Inaugural Function. - Flower pots on Dais Table. - Flower Decoration on Stage/Dais/seating area in front of stage. - The entire stage/dais for Guests/Press/Visitors is to be placed under truss-shed/cover of adequate size, with 10 two seater sofas, 10 single seater sofas, 10 center tables with clean white covers. - Side ramp with support railing, Red Carpet, Ethnic decoration for the VVIPs to move on dais during inaugural function. - Good quality Shawls & bouquet for the felicitation of VVIPs and dignitaries (as per requirement). - Traditional Welcome for the inaugural program.	
2.4	One working office for NMDFC is to be created of about 6x18 Sq. Ft. Area with Electrical Points, 1 Computer Table with 2 Laptops & One Multi functional Coloured Printer (in good working condition), High Back Chairs with proper Light Arrangements. There must be fully functional High Speed Optical cable fiber internet with wifi facility easily accessible from the every corner of the venue. CCD Tea/Coffee vending machine with operators in proper uniform for Tea/coffee arrangement & 500 Number of Drinking water (200 ml bottles) on each day for guests for executing work of exhibition. 15-20 Lunch Packets of good quality food for the office staff of NMDFC/Ministry on daily basis. Tea/Snacks to be provided to NMDFC/Ministry office staff/guest once every evening. Arrangements for the Press Conference at the time of Inauguration of Lok Samvardhan Parv event and closing of the event. Backdrop, seating arrangements for media person. Media kit and food packets (100 in number) for the media during inaugural function.	
2.5	<u>Stage & Green Room</u>	

<u>FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION FROM 08TH JUNE TO 10TH JUNE, 2025.</u>		
Sr.	Particulars	Amount in Rs
	Fabrication of separate Green Rooms (Ladies & Gents) with mirrors, hangers, Chairs/Sofas, Changing Room, Light and other necessary items/equipment as required. Proper Carpeting on the Floor to be maintained. A Backdrop of size of 30ft X 22ft (as per actual size) at the back stage. 2 LED Screens for live streaming of the event/film of Min, with the size of 8X10Ft. Hanging decorative items on truss, decorative items around the seating area. 20 Two seater Sofas with centre tables, cooler/fans (as per requirement) Podium with proper branding of Lok Samvardhan Parv. Requisite lights on truss in front of the stage and both sides of stage (6 Parkan moving head on each of 3 truss with controller, 6 LED Par from back, JBL/Bose sound system (stand mikes, cordless mikes, Maple Mike, P.A system, base, top, monitor, sound mixer, LED parcans, T-truss, sharpee, duel bass per side, duel tops per side, musicians monitor, side fills tower, 4 hand cordless mikes, etc as per requirement of performing artists), Further, sound arrangement should be as per the requirement of the artists.	
3.0	UTILITIES	
3.1	10 No of persons Housekeeping Staff from reputed Agency i.e., 8 Male / 2 Female (supervisors and housekeeping/sweepers from 8.00 AM to 10.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement. EMA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done. Fogging for mosquito to be done on daily basis in the evening, after visiting hours.	
3.2	Security arrangements TO BE DEPLOYED FROM A VERY REPUTED AGENCY ONLY. 8 No. of Security Guards (5 Male & 3 Female or as per requirement on the instruction of NMDFC/Ministry), 1 Security Supervisors during visiting hours of Lok Samvardhan Parv and 5 Security Male Guards in nights in proper uniform, gear/required equipment. 1 No. of Door Frame Metal Detectors along with Frisking Cabin for Female at entry gate. 2 Bouncers on each day during the Cultural Program. One Baggage X-Ray Machine at entry gate (Baggage Scanner). Adequate (atleast 15-20) Nos. of CCTV Head Moving Cameras of HD Quality (or as required) with complete monitoring system and recording backup for entire Lok Samvardhan Parv Duration 24X7. The EMA will make the arrangement of Wheel Chairs at Entry Gate for the Divyangjan.	
3.3	<u>Power Arrangement</u> Silent Generators (of required number & capacity) to meet emergent power requirement with operators and regular diesel supply for uninterrupted power, as per power requirement assessment. Further taking temporary electric connection of required load is the responsibility of the EMA. The security deposit for temporary electric connection is to be paid by the EMA. Payment of actual electric consumption on temporary connection shall be reimbursed by NMDFC on production of proper bill from electricity supplier.	
3.4	<u>Fire Fighting Arrangement</u> 20 Fire extinguishers, Water Drums, Sand Buckets on stands, etc. (Exact number to be decided in consultation with local fire brigade authorities)	
3.5	Separate Good Quality Mobile Toilets for ladies & gents & one toilet for the differently abled person (Subject to availability of space). One Bio Toilet for the VIP should be installed and must be properly maintained/cleaned regularly.	

<u>FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION FROM 08TH JUNE TO 10TH JUNE, 2025.</u>		
Sr.	Particulars	Amount in Rs
	Sanitation staff to be deployed for cleaning/sanitizing the toilets and must carry out cleaning every half an hour to ensure complete cleanliness and hygiene. Hand soap, paper napkin, Toilet tissue rolls, Toilet fragrance, etc in toilets for maintaining hygiene during the entire period of Lok Samvardhan Parv.	
3.6	<u>Medical Arrangement</u> One Separate First Aid enclosure under Pagoda at best suited place along with one qualified Doctor & Nurse and necessary medicines, equipment, etc.	
4.0	PROMOTION & PUBLICITY AT VENUE	
4.1	Uniform branding of flex on wooden frames outside boundary wall on front facing the road), on barricading facing the parking/utilities and inside portion exposed portion of boundary wall with Schemes of Ministry, NMDFC and Theme related pictures. Masking by white cloth/ with cloth having ethnic pictures on the inside of the exposed portion of the boundary wall, entrance gates, behind stage, toilet zone, other prominent places in consultation with NMDFC officials, etc. Only New & Clean material to be used. The design & content for the same would be provided by NMDFC. The Flex to be used for branding must be of STAR QUALITY for Good Get-up of printing. 2-3 Welcome Standees to be prepared for Union Minister and minister of State for Minority Affairs, Govt. of India.	
4.2	50 number (or as required and instructed) of Pole branding of size 4 X 2 Ft. for pulling on all electric poles leading to the venue. 5,000 Carry Bag with Lok Samvardhan Parv branding (medium & large size to contain 2-5 kgs of material) Pole branding at the Venue, size of 4Ft X 3Ft (as per requirement) Publicity Panels of size 6 Ft X 8 Ft inside venue as required. Bunting with PVC Pole with the size of 8Ft X 3Ft (as per requirement). Table Facia, Stall Facia on neatly pasted sun board will be as per the actual size of the already constructed and Octonorm stalls. The EMA will do the actual measurement of each stall and prepare the Facia accordingly in wooden frame. The designs, size and content will be finalized by NMDFC. Direction Panels (6 Nos. of size 3 Ft x 2 Ft as per requirement). All the flex used for branding must be of Star Quality for Good Get-up with fine quality printing. No faded/poor quality of printing on flex will be installed in and outside of the venue. 500 Invitation Cards printed as per design. E-Invitation to be designed accordingly and circulated. Delivery of Invites to be ensured by EMA with delivery proof.	
4.3	<u>Social/Electronic / Print Media / Promotion</u> EMA will design creatives of newspaper advertisement with due approval of NMDFC/Ministry. The approved advertisement to be released on three days of the event in prominent English/Hindi/Urdu/Local Language Newspapers. EMA to submit media plan for approval to NMDFC/Ministry. Size of the advertisement to be decided in consultation with NMDFC/Ministry. Payment for release of advertisements to be reimbursed by NMDFC to the EMA. EMA will do the radio publicity before and during the event. Content & Media Plan to be approved by NMDFC/Ministry. The script, its recording to be done by EMA as per directions/approval of NMDFC/Ministry. Payment to be made by EMA	

<u>FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION FROM 08TH JUNE TO 10TH JUNE, 2025.</u>		
Sr.	Particulars	Amount in Rs
	EMA will record and provide the edited videos. The content would be finalized by the NMDFC/the Ministry. The EMA will have to start the social media activities three days prior to start of the Lok Samvardhan Parv event. The Social Media should be done very aggressively on all digital mediums like Facebook, X, Instagram, Google, YouTube, Whatsapp, etc. The social media promotion should be monitored on regular basis and compliance report must be submitted to NMDFC on daily basis. Pre-launch activities 5-6 daily post on each social media platform three days before start of the events, key highlights of the Lok Samvardhan Parv, participation of traditional Arts & Crafts and Culture, etc. A dedicated team will be deployed for above indicated activities for the social media by the EMA. The Social Media team will directly report to the NMDFC/ Ministry officials during the Lok Samvardhan Parv event. A dedicated budget may be proposed/decided in consultation with NMDFC before start of the social media campaign. A utilization certificate would be furnished by the EMA in this regard. The cost being part of overall quoted cost of the event by the EMA. All the social media post would be promoted at national level.	
4.4	<u>Photography & Videography</u> 2 Photographer & 3 HD Video Camera for the inaugural function. One Photographer & 1 Videographer for other days of exhibition from 10.00 AM to 9.30 P.M. 4G/5G Internet Broadband with Wifi facilities of appropriate speed to be provided during the Lok Samvardhan Parv for Live streaming of the Lok Samvardhan Parv event, or as required. The photographers/ videographers should be very professional and should have the experience of filming and portfolio and product shooting. Photo shoot of the products. Interview with the Artisans/visitors to be obtained about their experiences. Soft copy of video/photos to be given in Hard Disc on daily basis to NMDFC. Promo/ Teaser Videos/Posters will be created by the EMA for promotion on social media platform before start of the Lok Samvardhan Parv event. Post event videos/creatives to be created by the EMA and submitted within 3 days after successful completion of the Lok Samvardhan Parv event. 15 minute and 8 minute films covering the event, its inauguration, interview with artisans/visitors depicting their feedback/experiences, cultural programs, visit by dignitaries, etc. with voice over, graphics, etc is to be prepared and first cut submitted to NMDFC within 3 days of culmination of the event. Final film to be submitted within 7 days incorporating the changes/suggestions given by NMDFC. EMA has to submit two copies of colour booklet in hard format containing photographs of, gate, all stalls, inauguration photos, standees, outdoor publicity, cultural programme, VIP visits etc. within 15 days from the last day of the event.	
5.0	MISCELLANEOUS	
5.1	Four Usher for the Inauguration day.	
5.2	150 number of Photo I-Card with Logo strip printing of Lok Samvardhan Parv, Stall Number, Name of Artisan, Type of Product, Place, etc with jacket and string. 50 Nos. of Id-Cards with logo of Lok Samvardhan Parv, Name of Officials, etc. for the officials with Lanyard and String. 100 Nos. of Id-Cards with logo of Lok Samvardhan Parv for the Media with Lanyard and String. 150 Nos. of Caps & 150 Nos. of good fabric T-Shirts (of different sizes – 36, 40, 42, 44).	

<u>FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION FROM 08TH JUNE TO 10TH JUNE, 2025.</u>		
Sr.	Particulars	Amount in Rs
	Caps, T- Shirts will have Logo of Lok Samvardhan Parv. The design and material of the T-shirt, Cap would be finalized with NMDFC. 50 Nos. of good quality T-Shirts for the use of Staff/Officials. The same would be finalized with consultation of NMDFC.	
5.3	Insurance Cover of Rs.2.50 crs for the entire period of the exhibition.	
5.4	All permissions from local authorities. Expenditure incurred thereof is to be borne by the EMA.	
	OUTDOOR PUBLICITY	
6	The EMA shall also be carrying out Outdoor Publicity of the event three days prior to start of the event. The outdoor publicity shall be carried out through DAVP empanelled agencies at DAVP rates and Sites. The EMA shall submit the Media Plan and the Creatives for approval of the competent authority. Payment to EMA shall be made separately for the outdoor publicity based on the approved media plan at DAVP/BOC approved rates.	
	Total Amount with GST	
	Total Amount without GST	

Note:-The Price is to be quoted composite Head wise by the Bidding Agency.

The above cost is exclusive of GST. The taxes will be chargeable as per applicable rule. Payment to the Agency will be released after deduction of TDS as applicable.

Signature of the Bidder with Seal

OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER
(On letter head of the Agency)

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

Signature of the Bidder with seal

INDEMNITY UNDERTAKING
(On Letter head of the Agency)

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-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 DGM (Planning), NMDFC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure the DGM (Planning), NMDFC 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

UNDERTAKING

(On letter head of the Agency)

NON BLACKLISTED / NON BANNED PARTY

It is hereby certified that M/s _____ is not blacklisted/debarred by Govt. of India or its undertakings /any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities / Statutory Body / Autonomous Body as on date.

M/s _____ is not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required by National Minorities Development & Finance Corporation (NMDFC) for organizing Lok Samvardhan Parv under PMVIKAS Scheme of the Ministry of Minority Affairs.

M/s _____ would immediately inform NMDFC in case of any change in the situation any time hereinafter.

For and on behalf of:
Signature of Authorized
Representative/ Signatory:
Name:
Designation:
(Seal)
Date

**Bid Security Declaration
(On Letter Head of the Bidding Agency)**

This is to inform you that M/s. _____ (Agency Name) shall not withdraw or Modify its Bid till the validity period of 90 days as mentioned in the Tender Notice bearing no. _____.

We may be barred from being considered/ to participate in future, for a period of 2 years from the last date of submission of this Bid, in any Tender Notice/Assignment to be issued by NMDFC during the said period, in following circumstances:-

- (a). Withdraw the Bid during the period of Bid validity of 90 days.
- (b). Do not respond to requests for clarification of the Bid submitted by us.
- (c). Fail to co-operate in the Bid evaluation process, and
- (d). In case of being a successful Bidder, fails to sign the Agreement in time or fail to furnish Performance Guarantee.

(Signature)

Name of Authorised Signatory:- _____

Designation:- _____

Office Seal:- _____

Date:- _____

Place:- _____

Layout Plan-to be submitted by demarking stalls, VIP lounge etc.

Presentation in colour printed format