

Dated 18.07.2025

## **OPEN TENDER FOR SELECTION OF EVENT MANAGEMENT AGENCY**

FOR DESIGNING, FABRICATION AND BRANDING OF SPACE &  
SETTING UP OF  
STALLS, STAGE & PAVILION OF  
MINISTRY OF MINORITY AFFAIRS, GOI.

LOCATED AT MARINE DRIVE GROUND, SHANMUGHAM ROAD  
KOCHI, KERALA- 682031

BEING ORGANISED FROM 26<sup>th</sup> AUGUST TO 4<sup>th</sup> SEPTEMBER 2025



NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION  
1<sup>ST</sup> FLOOR, CORE-1, SCOPE MINAR, LAXMI NAGAR, DELHI.  
[www.nmdfc.org](http://www.nmdfc.org)

Uploaded on GEM PORTAL on 18<sup>th</sup> July, 2025  
Last Date for Submission of Bids up to 14.00 Hrs on 07.08.2025

**Details about Open Tender: Open Tender Notice No. NMDFC/Admin/Kochi-LSP-5/2025/574 of 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- 22441453.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Name of Work                            | : | Engaging Agency for Fabrication, Designing & Branding of VIP Lounge, Stalls of Ministry of Minority Affairs, Artisan & Culinary Stalls, Stage, Create Ambience, etc at Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031 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. 250.00 lacs (Rupees Two Hundred & Fifty Lacs) + GST as applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Tender Dates</i>                     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Bid Document Downloading Start Date     | : | 18/07/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Pre-Bid Meeting                         | : | 11:00 A.M. on 23/7/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Last Date & Time for Submission of Bid. | : | 07/08/2025 at 14.00 hrs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date & Time of Tender opening           | : | 07/08/2025 at 14.30 hrs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Bid Validity Period                     | : | 90 days from opening of price bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Remarks                                 | : | <p>As part of Technical Bid, the bidders will submit the in-3D detail of the layout plan of the venue, Culinary/Artisan Stalls, Ministry Pavilion, Gates, Stage area, proposed Theme, Selfi points, proposed ambience of the exhibition space, creative to be placed along compound walls of exhibition area, stage backdrop, etc.</p> <p>Each bidder who qualifies technical bid stage, shall have to make a presentation on the <b>proposed concept &amp; design developed by them for the exhibition based on site visit</b> &amp; as per scope of work before the Tender Evaluation Committee (TEC), in the office of NMDFC, or as specified by NMDFC. Date and time shall be notified by NMDFC individually to the participating agencies.</p> <p>Thereafter, Financial Bids of only those Bidders will be opened, who <b>secure 80 marks</b> or more during Technical evaluation &amp; presentation. The final date &amp; time would however be intimated by NMDFC separately.</p> <p><b>The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score.</b></p> <p><b>It may please be noted that the EMA, either registered in Kerala or having its branch office in Kerala for last One Year will be given preference. Also agency who has executed assignments in Kerala or outside the State for some Govt. Agency of Kerala would be given preference. This is being done with the objective of encouraging local agencies to come forward in organising this prestigious event.</b></p> <p>In case of any clarification, the bidders may contact Sh. P. S Pawnikar, Dy. Gen Manager (H&amp;A), NMDFC at 22441453.</p> |

## INVITATION FOR OPEN 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 26<sup>th</sup> August to 4<sup>th</sup> September, 2025. The exhibition is to be put up at Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031 by putting up 100 number of Octonorm Craft Stalls for Artisans of size 10fts x 10fts for showcasing Handloom/Handicraft items. Considering it will be rainy season in Kerala and heavy rains are anticipated, thus the craft Stalls must be placed under German Hanger and placed on wooden platform of up to 6 inches high to save from any water logging. Further, 15 nos. of Theme Based Food Stalls of size 10fts x 15fts under Pagodas on wooden platform are also required to be fabricated and placed in a separate German Hanger. The Event Management Agency (EMA) shall be required to Design, Fabricate & Branding of theme-based Ministry Pavilion. Office cum control room for NMDFC would also need to be put-up, all under the German Hanger. Besides, stage with **LED Backdrop (P2)**, **Two Green Rooms of size 10 fts x 10 fts (separate for male/female)**, small console room would also need to be fabricated along with profile light on truss in front and both sides of stage, good quality sound system, P.A System, banquet chairs, Two seater sofa sets, Fans/Coolers (as per requirement), etc, for the inauguration & daily cultural program. A dais with a side ramp is to be arranged for the inaugural function as per Scope of work. The stage area & the seating arrangement in front of the stage is to be covered/brought under the German Hanger. The stage should be adequately lit-up with moving parkin lights. Further, considering the heat and humidity, the Artisan Stall hanger is required to be air-conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Similarly, the Ministry pavilion, VIP Lounge, NMDFC office area set-up under the German Hanger are to be air conditioned of appropriate tonnage. The stage area and food area under the German hanger are to be provided coolers/fans in appropriate numbers to keep the area cool. However, tower ACs of appropriate capacity/tonnage are to be set-up on stage for the inauguration program, on rest of the days to be replaced by coolers/fans of in appropriate size and number.

2. NMDFC wishes to appoint an **Event Management Agency (EMA) by floating this Open Tender on GEM portal** for organizing Lok Samvardhan Parv Exhibition on behalf of Ministry of Minority Affairs from 26<sup>th</sup> August to 4<sup>th</sup> September, 2025 at Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031, Showcasing of Handloom/Handicraft Items by Artisans from Minority Communities and Ethnic Traditional Cuisines practiced by Minorities from across the country. Besides, 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 **11.00 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, Food Stalls, Stage, Ministry Pavilion, Stage, etc. The scope of work is enclosed as **Annexure-A**. The estimated cost is Rs. 250.00 lacs (Rupees Two Hundred Fifty 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 & should have been in existence in India for the last five years (2019-20). Pls enclose Certificate of Registration/Incorporation under the respective Acts in India and the respective MOA/Partnership Deed.
2. The agency must be 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.
4. The organization should have had business turnover of at least Rs. 5.00 crores each, in any 3 years out of last 5 financial years (2019-2020 to 2023-2024). Pls provide audited balance sheet of last F.Ys & CA certificates.
5. The bidder entity should be empanelled with any Central Govt./State Govt. agency for last one year & should have executed at least 3 events for any Government/PSU in last 5 F.Ys (2020-21 to 2024-25). Out of this, at least one event should be an exhibition by putting upto 50 stalls. Pls provide work order & completion certificate along with contact details of the concerned person on the client side.
6. The bidder entity should have executed at least 3 Events of minimum Rs. 50 lacs value for Govt. /PSU during last 5 F.Ys (2020-21 to 2024-25). Pls provide work order & completion certificates.
7. The applicant must have at least 10 skilled manpower on its permanent roles, specializing in executing the various activities (creative designer, content copy writer, event manager, operation manager, client servicing executive, Artist Management) defined in the scope of work. Pls provide list of skilled Man-power.
8. The applicant firm must have full-fledged Social Media Team on its permanent roles (Graphic Designer, Video Editor, Media Co-ordinator, Content writer, Video VFX) of at least 3 additional persons. Pls provide list of social media team.
9. Pls provide proof of empanelment, work order & work completion certificate of at least one event from the Central Govt./State Govt. agency where the entity is empanelled for past one year or more.

**SUBMISSION OF BIDS:**

Submission of bid through GeM Portal and the representations shall be entertained through GeM Portal as per Provision available in GeM Portal.

**PRICE OF BID:**

The price should be quoted inclusive of all cost with 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 the evening of 24<sup>th</sup> August, 2025. The venue would be made available to the EMA in the morning of 20<sup>th</sup> August, 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 technical bid:-

- i. Relevant documents in support of last five financial years of experience (2020-21 to 2024-25) and technical competency.
- ii. Valid MSE / MII / Startup etc. registration copy if claiming for any exemption as applicable.
- iii. GST Registration copy.
- iv. Audited balance sheet & Turnover Certificate by Chartered Accountant for the last five financial years ending 31<sup>st</sup> March, 2024 (2019-2020 to 2023-2024)
- v. Affidavit regarding availability of tools & plants should be attached with the tender documents.
- vi. Lay-out plan of exhibition as per schedule of works.
- vii. Bid Security Declaration enclosed with this Tender Notice as Annexure- 6.
- viii. Proof of empanelment with Central Govt./State Govt. agency for more than one year and having executed at least one similar work of organising exhibition with 50 or more stalls. Pls provide copy of work order & work completion certificate of similar work from the Central Govt./State Govt. agency where the entity is empanelled for past one year or more.
- ix. List of skilled Man-Power & Social Media team on permanent roles.
- x. Work order & completion certificate in respect of 3 events executed with cost of Rs. 50.00 lacs and more for Govt. / PSU in last 5 F.Ys (2020-21 to 2024-25).
- xi. Proof that the agency is registered in Kerala or has a branch office in Kerala for the last One year. Rent Agreement for last One Year/Electricity Bill/Telephone Bill in the Name of the Company may be submitted. Bill submitted in the name of individual/owner/official of the agency shall not be considered as adequate proof.

**NOTE:- It may please be noted that the EMA, either registered in Kerala or having its branch office in Kerala for last One Year will be given preference. Also agency who has executed assignments in Kerala or outside the State for some Govt. Agency of Kerala would be given preference. This is being done with the objective of encouraging local agencies to come forward in organising this prestigious event.**

\*\*\*\*\*

**Scope of work**

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

1. The Event Management Agency (EMA) would use ethnic elements and items for ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event. Only new/fresh items to be used.
2. The selected bidder would be responsible for designing and creation of theme-based ambience during the Lok Samvardhan Parv exhibition at Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031.
3. The lay out plan and design including welcome gates and material to be used will have to be approved from NMDFC/Ministry of Minority Affairs beforehand.
4. The entire exhibition area would need to be cordoned off (as per requirement) using tin barricades for safety and exclusivity.
5. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work so that the Lok Samvardhan Parv exhibition is fully set up by the evening on 24<sup>th</sup> August, 2025. The bidder would be handed over the site latest by 20<sup>th</sup> August, 2025.
6. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land-owning agency i.e. Greater Cochin Development Authority **by 7<sup>th</sup> September 2025, after the event.**
7. The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible. Fire exits must be provided with prominent signs.
8. The selected bidder would be required to tie up with the Cochin Municipal Corporation, Police & Traffic Police, etc, so that the work of Lok Samvardhan Parv exhibition is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Fire Service, Excise Department, ET, FSSAI, Taxation department (GST), Labor Department, Licensing Branch, Local Police, Traffic Police, Health Department, Cochin Municipal Corporation, Electricity board/supply company, etc. would be the responsibility of selected bidder. NMDFC would however facilitate the selected bidder in getting these permissions/Licenses.
9. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, fire brigade, fire retardant spray, sand buckets, chair, tables, canopies, public address system, sound system for cultural programs, control rooms with adequate support staff, supervisors, water proofing of stalls, arrangement to close the stall from front side, round the clock fool proof security with required gadgets, adequate number of house-keeping staff for maintaining cleanliness, etc.
10. 100 octomom Craft Stalls of size 10fts x 10fts on wooden platforms of around 6 inches high are to be put up for the Artisans. Each Craft stall must have Two tables (one octomom & one wooden), 2 chairs, One steel Rack with 3 shelves (wherever required), two electrical point, 3 spot lights, dustbin, front cover for securely closing stall at night, etc. However, number of additional chairs/tables may be provided based on demand/requirement of the artisans on payment basis by Artisans.
11. Considering it will be rainy season in the Kerala State and heavy rains are anticipated, thus the craft Stalls must be placed under German Hanger and placed on wooden platform of around 6 inches high to save from any water logging. Further, considering the heat and humidity, the Artisan Stall hanger is required to be air-conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Adequate flood light provision is to be made within the craft zone enclosure.
12. The EMA shall also construct 15 theme-based Food Stalls for culinary experts under German Hanger raised on wooden platform of around 6 inches in height to help save from water accumulation due to heavy down pour. The size of each food stalls would be 10fts x 15fts for culinary experts. Food Stalls are to be given three tables with frills & plastic sheets, 4 electrical point (5 AMP Plug) & Two chairs each along with 3 LED lights, dustbin, 2 pedestal fans. Extra Two Power Point connections (15 AMP Plug) are to be provided in each Food Stall. The side walls shall be of flex on wooden frames with rear flex wall with creative depicting Food/Sweet items with curtain like sliding opening for passage into the cooking area. Adequate light facility is to be provided in the food area under the german hanger.
13. Two Theme based covered Refreshment Zones with sufficient capacity to comfortably seat 25-30 persons, rectangular long tables of 4fts height having daily changeable plastic sheets on top & frills and high-top tables (as required) are to be provided in front of food stalls. The Refreshment Zones are to be included within the german hanger where food stalls have been set-up to protect from Sun/Rain. The area is to be further decorated using drop down, ethnic material, etc. Sufficient number of large sized coolers are to be provided in the food stall area/refreshment zone under the german hanger to take care of hot & humidity prevalent in the city venue.
14. Cooking area is to be set-up behind every food stall provided with 2-3 tables for cooking, covered from top to protect from rain. The cooking area behind the stalls would need to be covered from the rear & sides, so that it is not visible to the visitors. Water facility is to be given for each cooking area/Food Stall. Further, temporary sewage clearing facility to the nearest manhole is to be created for draining waste water from the cooking area behind each food stall. Dustbins to be provided in the cooking area with frequent clearance for cleanliness & hygiene. A separate area is to be provided for cleaning of utensils for the Food Stalls with proper drainage facility.
15. The bidder will have to facilitate the culinary experts coming from different parts of the country to get cooking & serving wares, cooking gas, raw material, etc.

16. The selected bidder has to ensure that the whole complex is fully lit up like a stadium and all food stalls have sufficient electricity and power points.
17. All the electrical cables and wires should be properly insulated and placed at the back of stalls fully secured from human contact. Wires are required to be insulated with due care because the city venue is expected to receive good rainfall to avoid any short circuit and electric shock to any visitor, artisan, worker. Wires of proper current carrying capacity should be used and ensure there is no power outage due to overheating or burning of wires. There should not be any loose wires. Silent eco-friendly Gen sets installation of required capacities for the event would be the responsibility of the selected bidder with the required permission from concerned agencies.
18. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.
19. Removal of garbage from the site and its disposal to the nearest municipal corporation dustbin is the responsibility of selected bidder.
20. The selected bidder would also be responsible for constructing a stage and green room separately for Male & Female Artists. All the expenditure on ambience creation, Good quality sound system (stand mikes, cordless mikes, Mapple Mike, etc as per requirement of performing artists) & adequate movable parkan light arrangements on truss in front of the stage and on both sides for the cultural program would be the responsibility of the selected bidder. All permissions required for cultural program from concerned authorities has to be arranged/taken by the EMA.
21. Publicity panel/standees & directional signages in English/Hindi/local language, hoardings, flex branding panels outside campus wall of Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031 would need to be carried out by the selected EMA. Pole branding would also need to be put up in the vicinity of the venue. Masking with ethnic print along with Hoarding on Scheme & Programs of Ministry/NMDFC would be put up on the inside of the boundary wall, entrance gates, behind stages and at other prominent places in the venue wherever boundary wall is visible from inside. 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.**
22. **The EMA shall also ensure that due publicity on Social Media and through Newspaper Advertisement is given to cultural programs. The creative in this regard should be got approved from NMDFC/Ministry.**
23. It shall be the responsibility of the selected bidder to set up NMDFC office with furniture (revolving chairs, sofas, Tables), internet facility, 4 laptops with printer, steel almirah, storage for pantry & other items, light, fixture, socket points, carpet, AC, Fan, cooler (as required), etc for executing the work of Lok Samvardhan Parv Exhibition. The NMDFC office will have facia depicting Name of NMDFC & its logo.
24. A control Room is also required to be set-up for coordinating & maintaining the event. Staff of the EMA are to be placed here 24 x 7 for properly maintaining & operating of the event.
25. **It may please be noted that NMDFC shall provide the name of artisans and food vendors/cuisine experts. The EMA will not entertain any artisan/food vendor directly. In case it is found that un-authorised stall/vendor is put up inside the venue, it will be the responsibility of the EMA to evict such un-authorised vendor/stall. Failure by the EMA to evict such un-authorised vendor/stall will be viewed very seriously and heavy penalty would be charged from the EMA and deducted from its Performance Bank Guarantee.**
26. The entire open stretch/ground is to be covered by new & clean green mesh carpet (properly taped/pasted/pegged to ground) and the area from the main entrance gate to Ministry Pavilion and from gate to stage/dais for inaugural function is to be covered by Red Carpet.
27. Extensive Promotion of the event on Social Media using digital platforms with arrangement for live feeds. Radio Jingles to be played on FM Channels, Advertisement on Local Cable Network. Distribution of Leaflets as handouts at prominent places and through Newspaper insertions during the Lok Samvardhan Parv period.
28. The Photographer and Videographer are to be deployed at least two days before the start of the event so that the work in progress captured can be put up on social media for creating interest amongst the public.
29. The Scope of Work is summarized here below:-

| Sr. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0 | <b>ARTISAN, FOOD &amp; SWEET STALLS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.1 | <ul style="list-style-type: none"> <li>• Arts &amp; Crafts Stalls - 100 No. of Octonom stalls with the minimum size of 10X10 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items. Considering rainy season in the Kerala State and heavy rains anticipated, thus the craft Stalls are to be placed under German Hanger and placed on wooden platform of around 6 inches high to save from any water logging. Further, considering the heat and humidity, the Artisan Stall hanger is required to be air-conditioned of appropriate tonnage along with fans &amp; coolers, with cloth masking on the sides &amp; roof of the German Hanger for effective air-conditioning. Adequate flood light provision is to be made within the craft zone enclosure.</li> <li>• Arts &amp; Crafts stall area under the German Hanger is to be decorated using all the promotional collateral of Lok Samvardhan Parv, Artisans stall facia with logo of Lok Samvardhan Parv &amp; Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman. Small Story Boards of size 2 fts x 4 fts to be placed on sun board in each Craft Stall bringing out background of the artisan, product, process/method of production, etc. The story would be provided by NMDFC/Ministry in respect of each Artisan.</li> <li>• 2 Tables (One Octonom &amp; one wooden), 2 Chairs, 2 Electric Point (5 AMP), 3 spot lights, one pedestal fan, one dustbin, Iron Shelves (wherever required), front cover for closing stall at night for safety, Carpet, etc. each would be provided for 100 stalls. If required, additional Tables and chairs will be provided to the artisans on payment basis by artisans.</li> <li>• Stall Facia, Table Facia will be as per actual size of the Stalls and octomom table with Lok Samvardhan Parv Logo. The same has to be approved by the NMDFC before installation.</li> </ul> |

| Sr. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <ul style="list-style-type: none"> <li>• Adequate space between stalls for free movement of visitors. Only new &amp; clean material to be used for construction of Octonoms.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.2 | <ul style="list-style-type: none"> <li>• Food Stalls - 15 No. of stalls of size 10 fts x 15 fts covered under German Hanger raised on wooden platform of around 6 inches in height to help save from water accumulation due to heavy down pour. The German Hanger housing food area shall be air cooled with provision for sufficient number of coolers &amp; fans, as per requirement.</li> <li>• 3 Tables, 2 Chairs, 6 Electric Points (two points of 15 AMP Plug for use of freezers &amp; heating ovens &amp; 4 points of 5 AMP Plug), 3 Focus LED white lights, two pedestal Fan, two dustbin, branding on back wall with photo of food craft of that particular stall, front cover for closing stall at night for safety, Carpet, etc. If required additional Tables and chairs will be provided to the culinary experts on payment basis.</li> <li>• Theme based stall Fascia be created by using Lok Samvardhan Parv logo, Ministry of Minority Affairs, Name of Food Item, Place of Food/Culinary Expert.</li> <li>• Cooking area is to be set-up behind every food stall provided with 2-3 tables for cooking, covered from top to protect from rain. The cooking area behind the stalls would need to be covered from the rear &amp; sides, so that it is not visible to the visitors. Water facility is to be given for each cooking area/Food Stall. Further, temporary sewage clearing facility to the nearest manhole is to be created for draining waste water from the cooking area behind each food stall. Dustbins to be provided in the cooking area with frequent clearance for cleanliness &amp; hygiene. A separate area is to be provided for cleaning of utensils for the Food Stalls with proper drainage facility.</li> <li>• Two Theme based covered Refreshment Zones (Decorative Mudda, Table &amp; Chairs, stools, Hand Knitted Wooden Cot, etc.) with sufficient capacity to comfortably seat 25-30 persons, 20 Catering Table with frill and Top cover, 20 high-top bar tables, 10 Jumbo coolers, 40 chairs/Mudda or Thematic chairs, 2 Thematic Décor, are to be provided in front of food stalls. The Refreshment Zones are to be included within the german hanger where food stalls have been set-up to protect from Sun/Rain. The area is to be further decorated using drop down, ethnic material, etc. Proper lighting with parkan lights. Sufficient number of large sized coolers are to be provided in the food stall area/refreshment zone under the german hanger to take care of hot &amp; humidity prevalent in the city venue.</li> <li>• Table Facia will be as per actual size of the Stalls and tables, the same has to be approved by the NMDFC before installation.</li> </ul> |
| 2.0 | <b>AMBIENCE CREATION, STAGE, MINISTRY PAVILION &amp; NMDFC OFFICE CUM CONTROL ROOM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.1 | <p><b><u>Welcome Gate Theme Based</u></b></p> <p>1 Theme Based Box Gates with Size of 75 Ft. width X 35 Ft. Height (or as per space available) and another 2 Box Gate with the size 30Ft. X 40Ft (or as per space available) for entry from main road and exit to the parking area. Size of the gate may vary as per the actual requirement and availability of space.</p> <p>Arrangement of adequate number of Rain Covers &amp; large umbrellas at main entry/exit gates to protect visitors during unexpected downpours.</p> <p>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" to be 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.</p> <p>Back Gate opening in parking area shall work as fire exit for evacuation in case of any emergency in consultation with the Fire Brigade, Cochin.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.2 | <p><b><u>Flower Decoration</u></b></p> <p>All Entrance and Exit Gates, Ministry pavilion &amp; Stage area is to be decorated with props and flowers for the Inaugural Function. Floral Design, One Big Floral Centre piece be placed, etc for venue decoration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3 | <p><b><u>Venue Decoration</u></b></p> <p>Entire Exhibition area is to be decorated to <b>provide ethnic, carnival, mela look</b> in line with the theme, with cloth triangular Jhandis, ethnic dropdowns, (such as Baloon, Metal Lanterns, Streamer Banner, Large Paper Lanterns), Decorative Colourful Lights, Decorative Plants Colorful Drapes on trees with <b>serial mirchi colorful lights</b> on all trees and bush/shrubs inside &amp; those nearby tress/bushes on either side outside the venue, Decorative Plants on pathways/corners/Ministry Pavilion/NMDFC office, <b>Signages in English/Hindi/local language</b>, buntings, Pathways and aisle should be decorated from all sides. Trees and Poles to be decorated by using serial lights, props, etc.</p> <p>Fencing on all sides with tin barricades to secure the venue/open field (wherever required), masking with ethnic material/hoarding of the venue wherever required or as directed by the NMDFC.</p> <p>At least 10 <b>(Ten) Artistic theme corners/Selfi Points</b> are to be created in the exhibition venue apart from this a <b>separate Kid Zone is also required to be created on one side of the venue</b>. All theme corners/Selfi Points should have coloured parkan lights on each side (if two sided/3D). Each Artistic Theme <b>MUST have Lok Samvardhan Parv Logo &amp; Min of Minority Affairs, GOI</b> prominently placed on it.</p> <p>Two mobile charging stations are required to be installed at accessible points for public convenience.</p> <p>QR Code-based Digital Directory – QR codes linked to stall directories and event schedules to be placed across the venue to provide digital access to information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Sr. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p><b>Visitor Footfall Monitoring</b> – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis. EMA shall submit a daily status report during the event including footfall estimates, highlights of the day, media/social media coverage, and any challenges encountered. Consolidated data shall be submitted to NMDFC post event.</p> <p><b>Red Carpet in the passage from the Gate to the Ministry Pavilion</b> and from <b>Gate to the Stage/dais for inauguration ceremony</b> is to be covered. The entire pathway and the exposed ground inside the venue is to be covered by green mash carpet properly taped/pasted/pegged to the ground for neatness and to avoid accident due to tripping of visitors.</p> <p><b>PA system with speakers</b> in entire venue for public announcement (in English, Hindi &amp; local language) for effective communication with visitors and running of light instrumental music. Guidelines of local authority to be strictly followed by EMA.</p> <p><b>Whole venue including inside German Hanger is to be lit up fully like a Stadium.</b> (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.</p> <p>Acrylic Lok Samvardhan Parv Cut Out in English &amp; Local Language with font size of 10X6Ft. (excluding platform height).</p> <p>Total Carpet area would be as per actual requirement of the venue &amp; layout plan. New Carpets to be used for covering entire Lok Samvardhan Parv pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority.</p> <p>• <b>Following may be arranged as part of Dais on stage for Inaugural function:-</b></p> <ol style="list-style-type: none"> <li>10-15 Good Quality Chairs of which Two Chairs for VVIPs/Dignitaries.</li> <li>Matching Tables on Dais.</li> <li>2 stage Podium with Lok Samvardhan Parv Logo, Ministry of Minority Affairs to be displayed prominently.</li> <li>Mike on Podium, one Mike on Table and one Cordless Mike.</li> <li>Comparer for Inaugural Function.</li> <li>Flower pots on Dais Table.</li> <li>Flower Decoration on Stage/Dais/seating area in front of stage.</li> <li>The entire stage/dais for Guests/Press/Visitors is to be placed under german hanger of adequate size, with 20 three seater sofas, 20 two seater sofas, 30 center tables, 50 que Manager, 500 good quality banquet chairs with clean white covers. Extra 400 chairs may also be arranged for the inaugural function.</li> <li>Adequate tonnage of Air conditioner &amp; 20 jumbo coolers, 20 pedestal fans are to be provided in the stage area for the inaugural function.</li> <li>Side ramp with support railing, Red Carpet, Ethnic decoration for the VVIPs to move on dais during inaugural function. Jumbo coolers and pedestal fans are also required for the audience during inaugural function &amp; cultural programmes.</li> <li>Good quality Shawls &amp; bouquet for the felicitation of VVIPs and dignitaries (as per requirement).</li> <li><b>Traditional Welcome</b> for the inaugural program.</li> </ol> |
| 2.4 | <p>One working office for NMDFC is to be created of about 1000 Sq. Ft. Area with furniture (6 modular chairs, 20 highback chairs, 20 plug points, 2 two seater sofas, 2 Centre Tables), internet facility, 4 core i5/i7 laptops with one color laserjet printer, 4 keyboard &amp; Mouse, wifi connection of 100 MBPS, Refrigerator (not less 300 lts., steel almirah, CCD coffee machine with all consumables, storage for pantry &amp; other items, light, 2 Mobile charging station, 10 LED light, fixture, 1 glass cutted window, 1 glass door, 4 Multi-tasking staff, socket points, carpet, AC, 4 pedestal Fan, cooler (as required), Carpet. The NMDFC office will have facia depicting Name of NMDFC &amp; its logo. The office of NMDFC is to be setup under the same German Hanger as Ministry Pavilion.</p> <p>Theme based Ministry Pavilion containing VIP Lounge, Lounge for officials &amp; reception area is to be created in 3500 Sq. Ft. (as per space available) under Germen Hanger Area with Electrical Points, Office Tables, High Back/ Traditional Chairs, Sofas (as per requirement), LED TV for display of short movies on schemes of Ministry/NMDFC, Carpet with proper Light Arrangements, 2 pole flag, 2 Tower Air Conditioners of required capacity, side tables, centre tables. Seating arrangement in the lounge area for officials, visitors.</p> <p>Separate locked Pantry with storage facility having provision of CCD Tea/Coffee vending machine with two operators in proper uniform for Tea/coffee arrangement &amp; 2000 Number of Drinking water (250 ml bottles) on each day for guests for executing work of exhibition. 30 food packets for lunch &amp; evening snacks for 30 people, of good quality for the office staff of NMDFC/Ministry on daily basis.</p> <p>Arrangements of 40-45 lunch box per day for 4-6 days (dates will be provided by NMDFC) for school children and teachers visiting the event. Further, bags/mementos are also to be provided to these children and teachers (around 40-45 bags/mementos costing upto Rs. 300 per bag per day for 4-6 days). Training art &amp; craft material or as required for imparting on the spot training to the students invited at the venue may also be arranged in consultation with NMDFC officials.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



| Sr. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>A dedicated Help Desk and a Lost &amp; Found counter, equipped with registers and two attendants, shall be placed at the main entry gate throughout the event duration.</p> <p>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.</p> <p>Photo frame/ Photographs of President, PM on VIP room walls along with photo/collage of previous Lok Samvardhan Events. Enclosure for Minister with Desk Table &amp; chairs of capacity of atleast 6 PAX.</p> <p>VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps on inauguration day.</p> <p>The scheme of the Ministry/NMDFC would be displayed separately under a pagoda set up near the entrance gate by using 15 Acrylic Sandwich LED Panels on stand with carpet. A/C/cooler and proper lighting arrangement. Pagoda will have facia depicting name of Ministry of Minority Affairs.</p> <p>Pantry with all facility of refrigerator, serving Microwave like a Mini Kitchen with Borosil crockery for atleast 50 PAX at a time, A branded Coffee vending machine to be installed in the VIP Pavilion for 10 days. A serving staff in proper uniform should also be deployed for 10 days. 2 Number of well-dressed serving staff from reputed institute, 2 care taker (for tea, coffee) will remain present in the VIP Pavilion.</p> <p>Two steel rack for placing brochures, One table &amp; two bar chairs in the reception area. "Ministry of Minority Affairs, Government of India" should be prominently written on backlit outside the Ministry Pavilion.</p> <p>20 VVIP wooden cushion chair, 10 two-seater wooden sofas with similarity of wooden chair, 1 thematic décor, PA system, 2 way conference system, wifi connection (100 MBPS), 4 security bouncer, 15 centre table, 5 round table glass, LED wall for outside, L shape reception with reception table, 2 Receptionist, for VIP pavilion, if required PIA will make arrangements for more chair &amp; table. This setup will be separate from the Stage Tables &amp; Chairs.</p> <p>Separate Toilets (Bio Toilet) for the VVIPs &amp; Dignitaries attached to the Ministry Pavilion. Dedicated house-keeping staff to be deployed for keeping the toilet clean and hygienic.</p> <p>The entire VIP room, Lounge area, NMDFC office, Pantry is to be accommodated under German Hanger with adequate air conditioning &amp; lighting. If required, fans may also be placed. The VIP room, lounge area and NMDFC office should have flower pots, green plant pots, etc for beautification.</p> |
| 2.5 | <p><b><u>Stage &amp; Green Room</u></b></p> <p>One theme-based stage size of 50ft. X 30ft. in waterproof German Hanger completely covered as per actual size of ground.</p> <p>Fabrication of separate Green Rooms (Ladies &amp; Gents separate) of size 10ft X 10ft each with mirrors, fans/coolers, hangers, Chairs/Sofas, Changing Room, Light, Drinking water and other necessary items/equipment as required. Proper Carpeting on the Floor to be maintained. This is to be setup behind the stage area under pagoda of adequate size.</p> <p>A LED Backdrop (latest quality to avoid distortion of image) size of 32ft X 15ft (as per actual size) at the back stage.</p> <p>4 LED TV with comfort screen for live streaming of the event/film of Ministry.</p> <p>Seating Arrangements for visitors, decorative items around the seating area. 20 jumbo coolers, 20 pedestal fan, 500 Banquet Chairs (additional 400 chairs for inaugural function) to be used with sashes, 20 Two-seater Sofas, 20 three seater sofas, 30 centre tables.</p> <p>2 Podium with proper branding of Lok Samvardhan Parv &amp; flower decoration for inaugural function.</p> <p>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, 12 LED Par from back, 20 LED Parkan from front on stand, One smoke M/c, Light Control Board) ambience &amp; good quality sound system (such as stand mikes, cordless mikes, Mapple 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, D1 Box for Keyboard Guitar, Akg corded mike for musicians, etc as per requirement of performing artists), arrangement of mattress for live performances as per artist requirement, etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.6 | <p><b>Parking Space with Parking Supervisors</b></p> <p>The PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Lok Samvardhan Parv should also be done in Parking Area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.7 | <p>Levelling &amp; cleaning of venue before and after the event.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.0 | <p><b>UTILITIES</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.1 | <p><b>15 No of well-dressed Housekeeping Staff &amp; 10 sweepers from reputed Agency</b> for 24 hrs with House-keeping Material &amp; adequate Garbage pickup arrangement.</p> <p>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>4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other days of the event.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Sr. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.2 | <p><b>Security arrangements TO BE DEPLOYED FROM A VERY REPUTED AGENCY ONLY.</b></p> <p>30 No. of Security Guards (20 Male &amp; 10 Female or as per requirement on the instruction of NMDFC/Ministry), 1 Security Supervisors during visiting hours of Lok Samvardhan Parv and 20 Security Male Guards in night shift in proper uniform, gear/required equipment. 10 promoter for multi-tasking.</p> <p>2 No. of Door Frame Metal Detectors along with Frisking Cabin for Female at entry gate.</p> <p>5 Bouncers on each day during inaugural function &amp; Cultural Program.</p> <p>Baggage X-Ray Machine at entry gate (Baggage Scanner), 4 hand held Metal Detector, 4 Door Metal Detector.</p> <p>30 No. (or as required) of Walkie – Talkie</p> <p>50 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, with Control Room setup and responsible Monitoring Team.</p> <p>The PIA will make the arrangement of Wheel Chairs at Entry Gate for the Divyang.</p> |
| 3.3 | <p><b><u>Power Arrangement</u></b></p> <p><b>Silent Eco-friendly Generators (of required number &amp; capacity) to meet emergent power requirement with operators and regular diesel supply for uninterrupted power, as per power requirement assessment.</b></p> <p>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.</p> <p><b>EMA shall also make provision for uninterrupted power backup (UPS) for the control room, Ministry Pavilion, and press/media briefing area to ensure smooth functioning during fluctuations.</b></p>                                                                                                                                                                                                                                                              |
| 3.4 | <p><b><u>Fire Fighting Arrangement</u></b></p> <p>100 Fire extinguishers, 10 Sand Buckets, 10 water drums on stands, etc. (Exact number to be decided in consultation with local fire brigade authorities)</p> <p><b>One Fire Brigade for 24 hrs.</b> The EMA can approach Fire Brigade Office for requisitioning Fire Brigade Engine. NMDFC to extend assistance if required. Payment for requisitioning Fire Engine shall be borne by the EMA.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.5 | <p><b>10 Separate Good Quality Mobile Toilets</b> each for ladies &amp; gents &amp; <b>one toilet for the differently abled person.</b></p> <p><b>One Bio Toilet for the VIP should be installed as part of the Ministry Pavilion and must be properly maintained/cleaned regularly.</b></p> <p><b>Sanitation staff</b> to be deployed for cleaning/sanitizing the toilets and must carry out cleaning every half an hour to ensure complete cleanliness and hygiene.</p> <p>Hand soap, paper napkin, Toilet tissue rolls, Toilet fragrance, etc in toilets for maintaining hygiene during the entire period of Lok Samvardhan Parv.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.6 | <p><b>5 number of water tankers (or as required) for each day to facilitate culinary experts for cooking &amp; cleaning. Also tankers daily for drinking water separately. There should be piped connection for providing water to the Food/Sweet stalls.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.7 | <p><b><u>Medical Arrangement</u></b></p> <p><b>• Provision of One Fully Equipped Ambulance with One Doctor, One Paramedic staff &amp; necessary first aid/medicine.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4.0 | <p><b>PROMOTION &amp; PUBLICITY AT VENUE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.1 | <p>Uniform branding of flex on wooden frames outside boundary wall(one parallel to the main road, front side of the main gate), on barricading facing the parking/utilities and inside portion exposed portion of boundary wall with Schemes of Ministry, NMDFC and Theme related pictures.</p> <p>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 &amp; Clean material to be used. The design &amp; 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.</p> <p>5-6 Welcome Standees each to be prepared for Chief Minister, concerned State Minister and Union Minister and State minister of Minority Affairs, Govt. of India.</p>                                                                                                                                                                  |
| 4.2 | <p>Designing &amp; fabrication of Welcome &amp; Collage Standees (25 Nos of size 3 Ft. x 6 Ft. or as required) on wooden frames.</p> <p>100 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.</p> <p>10,000 Carry Bag with Lok Samvardhan Parv branding (medium &amp; large size to contain 2-5 kgs of material)</p> <p>Pole branding at the Venue, size of 4Ft X 3Ft (as per requirement)</p> <p>Publicity Panels of size 6 Ft X 8 Ft inside venue as required.</p> <p>Bunting with PVC Pole with the size of 8Ft X 3Ft (as per requirement).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Sr. | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <p>Table Facia, Stall Facia (Food &amp; Craft) on neatly pasted sun board will be as per the actual size of the already constructed and Octonom stalls. The PIA 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.</p> <p>Direction Panels (Nos. of size 3 Ft x 2 Ft as per requirement).</p> <p>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.</p> <p>500 Invitation Cards, 100000 pamphlet (A5 size, 70 GSM) and Parking stickers printed as per design. E-Invitation to be designed accordingly and circulated. Delivery of Invites to be ensured by PIA with delivery proof.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4.3 | <p><b><u>Social/Electronic / Print Media / Promotion</u></b></p> <p>PIA 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. PIA 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.</p> <p>PIA will design, print and distribute Pamphlets through Newspaper insertions daily in prominent colonies.</p> <p>PIA will do the radio publicity before and during the event. Content &amp; Media Plan to be approved by NMDFC/Ministry. The script, its recording to be done by PIA as per directions/approval of NMDFC/Ministry. Payment to be made by EMA</p> <p>PIA will do the TV/audio visual advertisements/publicity before and during the Lok Samvardhan Parv event.</p> <p>PIA will record and provide the edited videos. The content would be finalized by the NMDFC/the Ministry.</p> <p>Making arrangements &amp; payment by EMA for the visits of the Bloggers, Youtubers to visit the Lok Samvardhan Parv and create publicity on social media platform. NMDFC/Ministry to be consulted.</p> <p>The PIA will have to start the social media activities one week 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.</p> <p>The social media promotion should be monitored on regular basis and compliance report must be submitted to NMDFC on daily basis.</p> <p>Pre-launch activities 5-6 daily post on each social media platform one week before start of the events, key highlights of the Lok Samvardhan Parv, participation of traditional Arts &amp; Crafts and Culture, etc.</p> <p>A dedicated manpower will be deployed at the venue for the entire duration of the Lok Samvardhan Parv for the Live Coverage on Social Media like Facebook, Instagram, X, YouTube, etc. The dedicated manpower will cover all the important events like inauguration of the event, cultural programme activities, daily visitor feedback, etc.</p> <p>A dedicated team will be deployed for above indicated activities for the social media by the PIA. The Social Media team will directly report to the NMDFC/ Ministry officials during the Lok Samvardhan Parv event.</p> <p>A paid promotion campaign will be carried out by the PIA for the promotion of Lok Samvardhan Parv website.</p> <p>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 PIA in this regard. The cost being part of overall quoted cost of the event by the PIA.</p> <p>All the social media post would be promoted at national level, if required international level also.</p> |
| 4.4 | <p><b><u>Photography &amp; Videography</u></b></p> <p>1 Photographer (3 still camera) &amp; 1 videographer (3 HD Video Camera) for the inaugural function &amp; 1 Photographer (2 still camera) &amp; 1 videographer (2 HD Video Camera) for other days of exhibition from 10.00 AM to 9.30 P.M.</p> <p>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.</p> <p>Photographer &amp; Videographers to be deployed two days before start of the event for shooting of Lok Samvardhan Parv event for live streaming and virtual tour. The photographers/ videographers should be very professional and should have the experience of filming and portfolio and product shooting.</p> <p>Photo shoot of the products. Interview with the Artisans/visitors to be obtained about their experiences.</p> <p>Drone Cameras is also required on daily basis for recording and live streaming based on permission granted by local authorities.</p> <p>The Agency/Vendor has to submit all the designed/developed/created data/content in appropriately segregated folders. Daily recordings/photographs of the event may also be provided on a daily basis to NMDFC. The vendor will provide all the above media content in a newly purchased 4TB hard drive to NMDFC. Further, the Vendor has to keep the backup of all the media content/data for at least 6 months and has to furnish the same if required by NMDFC</p> <p>Promo/ Teaser Videos/Posters will be created by the PIA for promotion on social media platform before start of the Lok Samvardhan Parv event.</p> <p>Post event videos/creatives to be created by the PIA and submitted within 3 days after successful completion of the Lok Samvardhan Parv event.</p> <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Sr.                      | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | 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.<br>EMA has to submit two copies of colour booklet in hard format containing photographs of, selfie points, gate, all stalls, food stalls, inauguration photos, standees, outdoor publicity, cultural programme, VIP visits etc. within 15 days from the last day of the event for NMDFC & MoMA record.                                                                                                                                                                                                                                                                                                                                                        |
| 5.0                      | <b>MISCELLANEOUS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.1                      | <b>2 Ushers</b> in traditional dress for the Ministry Pavilion. <b>Two Extra Usher</b> for the Inauguration day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.2                      | <b>300 number of Photo I-Card</b> with Logo strip printing of Lok Samvardhan Parv, Stall Number, Name of Artisan, Type of Product, Place, etc with jacket and string.<br>75 Nos. of Id-Cards with logo of Lok Samvardhan Parv, Name of Officials, etc. for the officials with Lanyard and String.<br>100 Nos. of Id-Cards with logo of Lok Samvardhan Parv for the Media with Lanyard and String.<br>50 Nos. of Chef Caps, 50 Aprons, 300 hand gloves.<br>300 Nos. of Caps & 300 Nos. of T-Shirts (of different sizes – 38, 40, 42, 44).<br>Caps, T- Shirts & Aprons will have Logo of Lok Samvardhan Parv. The design and material of the T-shirt, Cap and Aprons would be finalized with NMDFC.<br>150 Nos. of good quality T-Shirts for the use of Staff/Officials. The same would be finalized with consultation of NMDFC. |
| 5.3                      | <b>Insurance Cover of Rs.10.00 crs.</b> for the entire period of the exhibition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.4                      | <b>All permissions from local authorities.</b> Expenditure incurred thereof is to be borne by the EMA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>OUTDOOR PUBLICITY</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6                        | The EMA shall also be carrying out Outdoor Publicity of the event one week prior to start of the event. The outdoor publicity shall be carried out through DAVP empaneled 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.                                                                                                                                                                                                                                                                                                                                                                                      |

**1. PROPOSED PROJECT**

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 26<sup>th</sup> August to 4<sup>th</sup> September, 2025. The exhibition is to be put up at Marine Drive Ground, Shanmugham Road, Kochi, Kerala-682031 by putting up 100 number of Octonom Craft Stalls for Artisans of size 10fts x 10fts for showcasing Handloom/Handicraft items. Considering it will be rainy season in Kerala and heavy rains are anticipated, thus the craft Stalls must be placed under German Hanger and placed on wooden platform of around 6 inches high to save from any water logging. Further, 15 nos. of Theme Based Food Stalls of size 10fts x 15fts under Pagodas on wooden platform are also required to be fabricated and placed in a separate German Hanger. The Event Management Agency (EMA) shall be required to Design, Fabricate & Branding of theme-based Ministry Pavilion. Office cum control room for NMDFC would also need to be put-up, all under the German Hanger. Besides, stage with **LED Backdrop (P2), Two Green Rooms of size 10 fts x 10 fts each (separate for male/female)**, small console room would also need to be fabricated along with profile light on truss **in front and both sides** of stage, good quality sound system, P.A System, 400-500 banquet chairs, 20 Two seater sofa sets, Fans/Coolers (as per requirement), etc, for the inauguration & daily cultural program. A dais with a side ramp is to be arranged for the inaugural function as per Scope of work. The stage area & the seating arrangement in front of the stage is to be covered/brought under the German Hanger. The stage should be adequately lit-up with moving parkin lights. Further, considering the heat and humidity, the Artisan Stall hanger is required to be air-conditioned of appropriate tonnage along with fans & coolers, with cloth masking on the sides & roof of the German Hanger for effective air-conditioning. Similarly, the Ministry pavilion, VIP Lounge, NMDFC office area set-up under the German Hanger are to be air conditioned of appropriate tonnage. The stage area and food area under the German hanger are to be provided coolers/fans in appropriate numbers to keep the area cool. However, tower ACs of appropriate capacity/tonnage are to be set-up on stage for the inauguration program, on rest of the days to be replaced by coolers/fans of in appropriate size and number.

**2. 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 to the office of 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 furnished false information.
- e). If the Authorised Signatory has not signed with official seal on 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 any Central Govt./State Govt. agency for last one year and has not executed at least one similar work of organising exhibition with 50 or more stall for the same Organization/Authority where the bidder is empanelled.

**3. Obligations of NMDFC**

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

**4. Criteria for Selection of Bidders**

**Selection Criteria**

The selection of EMA will be through Composite Quality cum Cost Based System (CQCBS) and as per O.M. no.F/1/1/2021-PPD dated 29/10/2021 of Department of Expenditure, Ministry of Finance, GOI. The weightage for Technical Criteria (based on presentation) will be 30 while Financial Criteria will be 70. The agency who quotes lowest in the financial bid shall be given 70 marks. The financial quotes of other bidders shall be computed as follows

$(L-1 \text{ divided by } L_x) \text{ multiplied by } 100 \text{ wherein } X \text{ is the bid quoted by } L 2, L3, L 4.$

**a. Composite Score of the Bidders:-**

Composite Score of the Bidders shall be worked out as under:

| <b>Bidder's Scores</b>                              |                 | <b>Weightage</b> | <b>Weighted Score</b> |
|-----------------------------------------------------|-----------------|------------------|-----------------------|
| <b>(A)</b>                                          | Technical Score | 30               |                       |
| <b>(B)</b>                                          | Financial score | 70               |                       |
| <b>Composite Weighted Score of the Bidder (A+B)</b> |                 |                  |                       |

The Bidders who has secured the highest Composite Score shall be declared the Preferred Bidder.

- b. The Technical Evaluation shall be based on the presentation made by the bidder before Tender Evaluation Committee (TEC) covering the proposed **concept, approach, theme and design of the exhibition based on the scope of work**. The quantity and details of various components, manpower teams may also be indicated during presentation. The soft copy of the presentation may also be given to NMDFC after the presentation. **The TEC shall recommend for opening of Financial Bid of only those Bidders, whose Bid(s) have been found to be Responsive and who score 80 marks or more out of 100 marks after Technical Evaluation.**

**c. Financial Score**

**70 Marks**

The financial bid is to be quoted in the prescribed format as at **Annexure-2**.

- 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 Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then NMDFC reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

## 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 24<sup>th</sup> August, 2025. The bare space will be handed over to the EMA in the morning of 20<sup>th</sup> August, 2025 and the entire work of setting up of exhibition as per the work order is to be completed accordingly by 6.00 P.M on 24<sup>th</sup> August, 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 for bidding in next 3 Lok Samvardhan Parv.**

### **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.(H&A), 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        | <ul style="list-style-type: none"><li>• Issuance of Work Order</li><li>• Acceptance of Work Order</li><li>• Submission of Performance Bank Guarantee /FD/DD of Equal Amount in favour of NMDFC.</li></ul> | 30%        |
| 2nd        | <ul style="list-style-type: none"><li>• Completion of the entire work related to organization of the Lok Samvardhan Parv event</li><li>• Successful Inauguration of Lok Samvardhan Parv.</li></ul>        | 30%        |
| 3rd        | <ul style="list-style-type: none"><li>• After Successful Completion of the Lok Samvardhan Parv Event</li></ul>                                                                                            | 20%        |

|     |                                                                                                                                                                                                                                                                                   |     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 4th | <ul style="list-style-type: none"> <li>• After Successful Completion of the Event and Submission of Utilization Certificate for 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> Installment along with all the supporting bills and invoices and scrutiny thereof.</li> </ul> | 20% |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|

- e). EMA has to submit soft copy & two copies of colour booklet in hard format containing photographs of all the work done by EMA including selfie points, gate, all stalls, food 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) The Agencies should mention the unit rate of the items and services in column no 8 with overall item wise costs in column no 9 of Annexure-2 i.e. financial bid format. The item wise details of quantity and services required to be supplied by EMA is given at Column no 7 of Annexure-2 i.e. financial bid format. In case of any additional work assigned by the NMDFC beyond the scope of work or ask for supply for additional material and services the additional costing shall be calculated based on the unit rates mentioned by the agency in the financial bid and accordingly payment shall be released by the NMDFC.**

## **V) 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.

## **VI). ANNEXURES (To be filled up and submitted by the bidders)**

- a).Annexure-1 :-Technical 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

**TECHNICAL PROPOSAL SUBMISSION LETTER**  
**(On letter head of the Agency)**

To:

[Location, Date]

Dy. General Manager (H&A)  
National Minorities Development & Finance Corporation  
1<sup>st</sup> Floor, Core-1, Scope Minar,  
Laxmi Nagar, Delhi – 110 092.

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & Artisan/food stalls for organising Lok Samvardhan Parv under USTTAD Scheme of Ministry of Minority Affairs, GOI from 26<sup>th</sup> August, 2025 to 4<sup>th</sup> September, 2025 at Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031 as per the Guidelines, Terms & Conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical 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

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

Tender Document No. : \_\_\_\_\_

To:  
Dy. General Manager (H&A)  
National Minorities Development & Finance Corporation  
1<sup>st</sup> 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, design, fabricate & branding of the MinistryPavilion&Artisan/Food stalls for organising Lok Samvardhan Parv under **USTTAD Scheme of Ministry of Minority Affairs, GOI from** 26<sup>th</sup> August, 2025 to 4<sup>th</sup> September, 2025 at Marine Drive Ground, Shanmugham Road, Kochi, Kerala- 682031 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

**FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING,  
FABRICATING & BRANDING FOR ORGANISING LOK SAMVARDHAN PARV EXHIBITION  
AT MARINE DRIVE GROUND, SHANMUGHAM ROAD, KOCHI, KERALA- 682031  
FROM 26<sup>TH</sup> AUGUST TO 4<sup>TH</sup> SEPTEMBER, 2025.**

| 1        | 2                                                   | 3                                                                                                                                                                 | 4    | 5    | 6    | 7                           | 8                                                    | 9      |
|----------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|-----------------------------|------------------------------------------------------|--------|
| S.No.    | Particular                                          | Description                                                                                                                                                       | W ft | H ft | D ft | Qty                         | Rate per unit / sq ft/ mtr or the unit as applicable | Amount |
| <b>A</b> | <b>Craft Stall</b>                                  | <b>Craft Stalls Setup</b>                                                                                                                                         |      |      |      |                             |                                                      |        |
| 1        | Octonorm Stall                                      | Octonorm stall structure with standard partitions                                                                                                                 | 10   | 8    | 10   | 100                         |                                                      |        |
| 2        | around 6" Raised Platform with carpet               | around 6-inch waterproof raised platform with carpet finish on wooden batten frame   Material Spec: Waterproof Platform on Wooden Batten                          | 10   |      | 10   | 100                         |                                                      |        |
| 3        | Octonorm Table with Front Printing                  | Standard octonorm table with customised front branding print   Material Spec: Standard Size                                                                       |      |      |      | 100                         |                                                      |        |
| 4        | Catering Table with Frill and Top Cover             | Iron catering table with wooden finished top, frill, and top cover   Material Spec: Iron Stand with Wooden Finished Top                                           |      |      |      | 30                          |                                                      |        |
| 5        | Octonorm Shelves                                    | Octonorm Iron/Ply shelves                                                                                                                                         | 3    |      | 2.5  | 10                          |                                                      |        |
| 6        | Fascia                                              | Fascia   Material Spec: Black Back Flex on Iron/ wooden Frame                                                                                                     | 10   | 1.5  |      | 100                         |                                                      |        |
| 7        | Spot light (3 Each Stall)                           | Octonorm mounted spotlights (3 per stall)   Material Spec: Octonorm Lights                                                                                        |      |      |      | 300                         |                                                      |        |
| 8        | 5 Amp Plug Point (2 Each Stall)                     | Electrical plug point (5 Amp, 2 per stall)                                                                                                                        |      |      |      | 200                         |                                                      |        |
| 9        | Small Dustbin                                       | Small dustbin (standard plastic/steel as per site requirement)                                                                                                    |      |      |      | 100                         |                                                      |        |
| 10       | Story Board Designing and Printing                  | Story Board Designing and Printing   Material Spec: 3MM Sunboard Eco Flex Vinyl                                                                                   | 2    | 4    |      | 100                         |                                                      |        |
| 11       | German Hanger with Sufficient Air Condition Tonnage | German Hanger with Sufficient Air Condition Tonnage   Material Spec: As per Requirement and Layout to cover 100 stall with raised wooden platform around six inch |      |      |      | Tonnage as per requirements |                                                      |        |
| 12       | Pedestal fan                                        | Pedestal fan                                                                                                                                                      |      |      |      | 100                         |                                                      |        |
| 13       | Chairs                                              | 2 chairs per stall                                                                                                                                                |      |      |      | 200                         |                                                      |        |
| <b>B</b> | <b>Food Stall Area 10 x 15 ft</b>                   | <b>Food Stall</b>                                                                                                                                                 |      |      |      | 15                          |                                                      |        |
| 1        | Side Wall                                           | Side Wall   Material Spec: Ply Back wall with flex mounted                                                                                                        | 10   | 8    |      | 30                          |                                                      |        |
| 2        | Back Wall                                           | Back Wall   Material Spec: Ply Back wall with flex mounted                                                                                                        | 12   | 8    |      | 15                          |                                                      |        |

|          |                                               |                                                                                                                                          |    |     |     |    |  |  |
|----------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----|-----|-----|----|--|--|
| 3        | around 6" Raised Platform with carpet         | around 6-inch waterproof raised platform with carpet finish on wooden batten frame   Material Spec: Waterproof Platform on Wooden Batten | 15 |     | 10  | 15 |  |  |
| 4        | Catering Table with Frill and Top Cover       | Iron catering table with wooden finished top, frill, and top cover   Material Spec: Iron Stand with Wooden Finished Top                  |    |     |     | 50 |  |  |
| 5        | Front Fascia                                  | Front Fascia   Material Spec: Black Back Flex on Iron/ wooden Frame                                                                      | 15 | 1.5 |     | 15 |  |  |
| 6        | Bottom Branding of Stall                      | Bottom Branding of Stall   Material Spec: Black Back Flex on Iron/ wooden Frame                                                          | 15 | 3   |     | 15 |  |  |
| 7        | LED Light 100 Watt                            | LED Light 100 Watt                                                                                                                       |    |     |     | 45 |  |  |
| 8        | 5 Amp Plug Point (4 Each Stall)               | 5 Amp Plug Point (4 Each Stall)                                                                                                          |    |     |     | 60 |  |  |
| 9        | 15 AMP Plug Point (2 Each Stall)              | 15 AMP Plug Point (2 Each Stall)                                                                                                         |    |     |     | 30 |  |  |
| 10       | Small Dustbin                                 | Small dustbin (standard plastic/steel as per site requirement)                                                                           |    |     |     | 30 |  |  |
| 11       | German Hanger with Top and Side wall Drapping | German Hanger with Top and Side wall Drapping with raised wooden platform around 6 inch                                                  | 15 |     | 15  | 15 |  |  |
| 12       | Kitchen Area covered from Top, Back and Side  | Kitchen Area covered from Top, Back and Side                                                                                             | 15 |     | 10  | 15 |  |  |
| 13       | Pedestal fan                                  | Pedestal fan                                                                                                                             |    |     |     | 30 |  |  |
| 14       | Chairs                                        | 2 chairs per stall                                                                                                                       |    |     |     | 30 |  |  |
| <b>C</b> | <b>Refreshment Zone</b>                       | <b>Refreshment Zone</b>                                                                                                                  |    |     |     |    |  |  |
| 1        | Thematic Refreshment Zone with top Cover      | Thematic Refreshment Zone with top Cover                                                                                                 | 40 | 10  | 40  | 2  |  |  |
| 2        | Catering Table with Frill and Top Cover       | Iron catering table with wooden finished top, frill, and top cover                                                                       |    |     |     | 20 |  |  |
| 3        | Chairs/ Mudda or Thematic Chairs              | Chairs/ Mudda or Thematic Chairs                                                                                                         |    |     |     | 40 |  |  |
| 4        | Thematic Décor                                | Thematic Décor                                                                                                                           |    |     |     | 2  |  |  |
| 5        | Standing Bar Table with glass Top             | Standing Bar Table with glass Top                                                                                                        |    |     |     | 20 |  |  |
| 6        | Jumbo Cooler                                  | Jumbo Cooler                                                                                                                             |    |     |     | 10 |  |  |
| <b>D</b> | <b>Stage Area</b>                             | <b>Stage Area</b>                                                                                                                        |    |     |     |    |  |  |
| 1        | Stage with Platform and Carpet                | Stage with Platform and Carpet                                                                                                           | 50 | 3   | 30  | 1  |  |  |
| 2        | Stage cover with German Hanger                | Stage cover with German Hanger                                                                                                           | 60 |     | 300 | 1  |  |  |
| 3        | Stage VIP Chairs                              | Stage VIP Chairs                                                                                                                         |    |     |     | 15 |  |  |
| 4        | Stage Podium                                  | Stage Podium with Front                                                                                                                  |    |     |     | 2  |  |  |

|          |                                                                                               |                                                                                                                                                                                                                  |    |    |    |                      |  |  |
|----------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----------------------|--|--|
|          |                                                                                               | Branding                                                                                                                                                                                                         |    |    |    |                      |  |  |
| 5        | LED TV with Comfort Screen stand                                                              | LED TV with Comfort Screen stand                                                                                                                                                                                 |    |    |    | 4                    |  |  |
| 6        | LED Backdrop                                                                                  | LED Backdrop                                                                                                                                                                                                     | 32 | 15 |    | 1                    |  |  |
| 7        | Jumbo Cooler                                                                                  |                                                                                                                                                                                                                  |    |    |    | 20                   |  |  |
| 8        | Pedestal fan                                                                                  |                                                                                                                                                                                                                  |    |    |    | 20                   |  |  |
| 9        | Chairs for Audience                                                                           |                                                                                                                                                                                                                  |    |    |    | 500                  |  |  |
| 10       | 3 Seater Sofa                                                                                 |                                                                                                                                                                                                                  |    |    |    | 20                   |  |  |
| 11       | 2 Seater Sofa                                                                                 |                                                                                                                                                                                                                  |    |    |    | 20                   |  |  |
| 12       | Que Manager                                                                                   |                                                                                                                                                                                                                  |    |    |    | 50                   |  |  |
| 13       | Centre Table                                                                                  | Standard Size                                                                                                                                                                                                    |    |    |    | 30                   |  |  |
| 14       | Green Room                                                                                    | 2 Green Rooms near Stage Area (separate for male/female)                                                                                                                                                         | 10 |    | 10 | 2                    |  |  |
| <b>E</b> | <b>NMDFC Office</b>                                                                           | <b>NMDFC Office</b>                                                                                                                                                                                              |    |    |    |                      |  |  |
| 1        | German Hanger with Sufficient Air Condition tonnage with raised wooden platform around 6 inch | German Hanger with Sufficient Air Condition tonnage  Material Spec: Approx 1000 Sq.ft (All side Cover from Draping inside and Outside should be cover with thematic branding) with around 6" Platform and Carpet |    |    |    |                      |  |  |
| 2        | MODULAR TABLE                                                                                 | MODULAR TABLE                                                                                                                                                                                                    |    |    |    | 6                    |  |  |
| 3        | Highback Chairs                                                                               | Highback Chairs                                                                                                                                                                                                  |    |    |    | 20                   |  |  |
| 4        | Plug Points                                                                                   | Plug Points                                                                                                                                                                                                      |    |    |    | 20                   |  |  |
| 5        | CORE i5/i7 Laptop                                                                             | CORE i5/i7 Laptop with color <b>laserjet</b> printer- 1                                                                                                                                                          |    |    |    | 4                    |  |  |
| 6        | Key Board and Mouse                                                                           | Key Board and Mouse                                                                                                                                                                                              |    |    |    | 4                    |  |  |
| 7        | Wifi Connection (100 MBPS)                                                                    | Wifi Connection (100 MBPS)                                                                                                                                                                                       |    |    |    | 1                    |  |  |
| 8        | Refrigerator                                                                                  | Refrigerator (not less than 300 ltr)                                                                                                                                                                             |    |    |    | 1                    |  |  |
| 9        | Steel Almirah                                                                                 | Steel Almirah                                                                                                                                                                                                    |    |    |    | 1                    |  |  |
| 10       | CCD Coffee Machine with all Consumables without any limit                                     | CCD Coffee Machine with all Consumables without any limit                                                                                                                                                        |    |    |    | 1                    |  |  |
| 11       | Water Bottle (250 ML)                                                                         | Water Bottle (250 ML)                                                                                                                                                                                            |    |    |    | 2000 bottles per day |  |  |
| 12       | Multi Tasking staff                                                                           | Multi Tasking staff                                                                                                                                                                                              |    |    |    | 4                    |  |  |
| 13       | Glass door                                                                                    | Glass door                                                                                                                                                                                                       |    |    |    | 1                    |  |  |
| 14       | Glass cutted window                                                                           | Glass cutted window                                                                                                                                                                                              | 4  | 2  |    | 1                    |  |  |
| 15       | Food Packets for Lunch (Per Day)                                                              | Food Packets for Lunch (Per Day) of Standard Quality                                                                                                                                                             |    |    |    | 30                   |  |  |
| 16       | Evening Snacks (Per Day)                                                                      | Evening Snacks(Per Day) of Standard Quality                                                                                                                                                                      |    |    |    | 30                   |  |  |

|          |                                                                                                                         |                                                                                                                                                                                                                                            |   |   |  |                                        |  |  |
|----------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|----------------------------------------|--|--|
| 17       | Lunch box per day for 4 to 6 days (dates will be provided by NMDFC) for school children and teachers visiting the event |                                                                                                                                                                                                                                            |   |   |  | 40-45 (or as per requirements)         |  |  |
| 18       | bags/mementos for children and teachers (around 40-45 bags/mementos costing upto Rs. 300 per bag per day for 4-6 days)  |                                                                                                                                                                                                                                            |   |   |  | 40-45 (or as per requirements)         |  |  |
| 19       | Mobile Charging Station                                                                                                 | Mobile Charging Station                                                                                                                                                                                                                    |   |   |  | 2                                      |  |  |
| 20       | 2 Seater Sofa                                                                                                           | 2 Seater Sofa                                                                                                                                                                                                                              |   |   |  | 2                                      |  |  |
| 21       | Centre Table                                                                                                            | Centre Table                                                                                                                                                                                                                               |   |   |  | 2                                      |  |  |
| 22       | LED Metal light 100 Watt                                                                                                | LED Metal light 100 Watt                                                                                                                                                                                                                   |   |   |  | 10                                     |  |  |
| 23       | Pedestal fan                                                                                                            | Pedestal fan                                                                                                                                                                                                                               |   |   |  | 4                                      |  |  |
| 24       | Printed paper bags (as per sample approved by NMDFC)                                                                    |                                                                                                                                                                                                                                            |   |   |  | 10000                                  |  |  |
| <b>E</b> | <b>Ministry or VVIP Pavillion</b>                                                                                       | <b>Ministry or VVIP Pavillion</b>                                                                                                                                                                                                          |   |   |  |                                        |  |  |
| 1        | German Hanger with Sufficient Air Condition tonnage                                                                     | German Hanger with Sufficient Air Condition tonnage and Tower AC Unit   Material Spec: Approx 3500 Sq.ft (All side Cover from Thematic Cover inside and Outside should be cover with thematic branding) with around 6" Platform and Carpet |   |   |  |                                        |  |  |
| 2        | Pole Flag                                                                                                               | Pole Flag                                                                                                                                                                                                                                  |   |   |  | 2                                      |  |  |
| 3        | PM, President Photo Frame with photo/collage of previous Lok Samvardhan Events                                          | PM, President Photo Frame with photo/collage of previous Lok Samvardhan Events                                                                                                                                                             | 2 | 4 |  | 1 (Size of collage as per requirement) |  |  |
| 4        | VVIP Wooden Cushion Chairs                                                                                              | VVIP Wooden Cushion Chairs                                                                                                                                                                                                                 |   |   |  | 20                                     |  |  |
| 5        | Wooden Sofa with similarity of wooden Chair (2 Seater)                                                                  | Wooden Sofa with similarity of wooden Chair (2 Seater)                                                                                                                                                                                     |   |   |  | 10                                     |  |  |
| 6        | Centre Table                                                                                                            | Centre Table                                                                                                                                                                                                                               |   |   |  | 15                                     |  |  |
| 7        | Enclosure for Minister with Desk Table and Chairs                                                                       | Enclosure for Minister with Desk Table and Chairs   Material Spec: Capacity of atleast 6 PAX                                                                                                                                               |   |   |  | 1                                      |  |  |

|          |                                                                      |                                                                                                                                                                                                                          |    |    |  |    |  |  |
|----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|--|----|--|--|
| 8        | Pantry                                                               | Pantry   Material Spec: Pantry with all facility of Refrigerator, Serving, Microwave like a mini kitchen with Borosil crockery for atleast 50 PAX at a time                                                              |    |    |  | 1  |  |  |
| 9        | Round Table Glass                                                    | Round Table Glass                                                                                                                                                                                                        |    |    |  | 5  |  |  |
| 10       | White Pod Cushioned Chairs                                           | White Pod Cushioned Chairs                                                                                                                                                                                               |    |    |  | 20 |  |  |
| 11       | LED wall for outside                                                 | LED wall for outside                                                                                                                                                                                                     | 12 | 8  |  | 1  |  |  |
| 12       | L shape Reception with Reception Table                               | L shape Reception with Reception Table                                                                                                                                                                                   |    |    |  | 1  |  |  |
| 13       | German Clipon panels for Ministry scheme                             | German Clipon panels for Ministry scheme                                                                                                                                                                                 | 3  | 6  |  | 20 |  |  |
| 14       | Receptionist                                                         | Receptionist in traditional attire                                                                                                                                                                                       |    |    |  | 2  |  |  |
| 15       | Serving Staff well dressed from reputed institue or company          | Serving Staff well dressed from reputed institute or company                                                                                                                                                             |    |    |  | 2  |  |  |
| 16       | Care Taker (For Tea, Coffee)                                         | Care Taker (For Tea, Coffee)                                                                                                                                                                                             |    |    |  | 2  |  |  |
| 17       | Thematic Décor                                                       | Thematic Décor inside the VIP Pavilion                                                                                                                                                                                   |    |    |  | 1  |  |  |
| 18       | Thematic Lighting job                                                | Thematic Lighting job                                                                                                                                                                                                    |    |    |  | 1  |  |  |
| 19       | False Ceiling                                                        | False Ceiling   Material Spec: It should be thematic                                                                                                                                                                     |    |    |  | 1  |  |  |
| 20       | PA System                                                            | PA System                                                                                                                                                                                                                |    |    |  | 1  |  |  |
| 21       | 2 Way Conference System                                              | 2 Way Conference System                                                                                                                                                                                                  |    |    |  | 1  |  |  |
| 22       | Wifi Connection (100 MBPS)                                           | Wifi Connection (100 MBPS)                                                                                                                                                                                               |    |    |  | 1  |  |  |
| 23       | Security Staff - Bouncer                                             | Security Staff - Bouncer                                                                                                                                                                                                 |    |    |  | 4  |  |  |
| <b>F</b> | <b>Technical</b>                                                     | <b>Technical</b>                                                                                                                                                                                                         |    |    |  |    |  |  |
| 1        | PA System for complete venue                                         | PA System for complete venue   Material Spec: to cover complete venue for announcement and background music alongwith mic and other equipments                                                                           |    |    |  | 1  |  |  |
| 2        | 3 Way Sound system for cultural performance with complete tech rider | 3 Way Sound system for cultural performance with complete tech rider   Material Spec: Sound should be JBL/ RCF as per artist techrider with MIC, Top, Bass, Subs, Delay, Flying                                          |    |    |  | 1  |  |  |
| 3        | Delay LED Screen                                                     | Delay LED Screen   Material Spec: Across the venue to broadcast Ministry Video and other material, LED wall should be P4 Outdoor with maximum brightness and zero dot with 8ft riser and complete flex branding skirting | 10 | 10 |  | 6  |  |  |



|    |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                    |  |  |  |     |  |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-----|--|--|
| 4  | Delay Plasma                                                                                                                                                       | Delay Plasma   Material Spec: Delay Plasma for Stage (Comfort Screen)                                                                                                                                                                                                                                                              |  |  |  | 4   |  |  |
| 5  | Lighting for Stage                                                                                                                                                 | Lighting for Stage   Material Spec: Appropriate Lightings with support of Box Truss which Included (LED Warm light : 40 Nos., Moving Head: 20 Nos., Blinder : 10 Nos., Profile : 4 Nos., LED RGB Par: 100 Nos.                                                                                                                     |  |  |  | 1   |  |  |
| 6  | LED RGB Par light for Venue                                                                                                                                        | LED RGB Par light for Venue                                                                                                                                                                                                                                                                                                        |  |  |  | 200 |  |  |
| 7  | Still Cameraman                                                                                                                                                    | Still Cameraman   Material Spec: 3 Camera on the day of Inauguration and 2 Camera on others day                                                                                                                                                                                                                                    |  |  |  | 1   |  |  |
| 8  | Videographer                                                                                                                                                       | Videographer   Material Spec: 3 Camera on the day of Inauguration and 2 Camera on others day                                                                                                                                                                                                                                       |  |  |  | 1   |  |  |
| 9  | Documentary Film with VO and Script of Event                                                                                                                       | Film of 8 Minutes of Walkthrough, Highlights of event which shoot on 8K Quality included professional voice over and Cinematic effects<br>Film of 15 Minutes of Walkthrough, Highlights of event, Feedback of visitor, Interview of beneficiaries which shoot on 8K Quality included professional voice over and Cinematic effects |  |  |  | 1   |  |  |
| 10 | Hard Disk of 4 TB                                                                                                                                                  | A branded 4 TB External SSD Hard disk need to be handed over with all events design, photos, videos and Raw Data to NMDFC                                                                                                                                                                                                          |  |  |  | 1   |  |  |
| 11 | QR Code-based Digital Directory – QR codes linked to stall directories and event schedules to be placed across the venue to provide digital access to information. | QR Code-based Digital Directory – QR codes linked to stall directories and event schedules to be placed across the venue to provide digital access to information.                                                                                                                                                                 |  |  |  | 1   |  |  |
| 12 | Visitor Footfall Monitoring – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis.              | Visitor Footfall Monitoring – A manual or electronic register should be maintained to track daily visitor numbers, useful for reporting and analysis.                                                                                                                                                                              |  |  |  | 1   |  |  |

|          |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |     |  |  |
|----------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-----|--|--|
| 13       | Power Arrangement                                                        | Silent Eco friendly 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. |  |  |  |     |  |  |
| <b>G</b> | <b>Manpower</b>                                                          | <b>Manpower</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |  |     |  |  |
| 1        | Housekeeping for 24 Hrs                                                  | Housekeeping for 24 Hrs   Material Spec: Should be from reputed firm in well dress                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  | 15  |  |  |
| 2        | Security Staff - Male (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM)   | Security Staff - Male (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM)   Material Spec: Should be from reputed firm in well dress                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  | 20  |  |  |
| 3        | Security Staff - Female (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM) | Security Staff - Female (for 12 Hrs) in Day Shift (09:00 Am to 09:00 PM)   Material Spec: Should be from reputed firm in well dress                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  | 10  |  |  |
| 4        | Security Staff - Male (for 12 Hrs) in Night Shift (09:00 Pm to 09:00 AM) | Security Staff - Male (for 12 Hrs) in Night Shift (09:00 Pm to 09:00 AM)   Material Spec: Should be from reputed firm in well dress                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  | 20  |  |  |
| 5        | Male Bouncer in Day Shift                                                | Male Bouncer in Day Shift   Material Spec: Should be from reputed firm in Formal                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  | 5   |  |  |
| 6        | Sweepers for 24 Hrs                                                      | Sweepers for 24 Hrs   Material Spec: Should be from reputed firm in Formal                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  | 10  |  |  |
| 7        | Promotor                                                                 | Promotor   Material Spec: For Multi Tasking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  | 10  |  |  |
| <b>H</b> | <b>Fire, Medical and Scurity Equipments</b>                              | <b>Fire, Medical and Scurity Equipments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |     |  |  |
| 1        | Baggage Scanning Machine                                                 | Baggage Scanning Machine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  | 1   |  |  |
| 2        | Hand Held Metal Detector                                                 | Hand Held Metal Detector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  | 4   |  |  |
| 3        | Door Metal Detector                                                      | Door Metal Detector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  | 4   |  |  |
| 4        | CCTV                                                                     | CCTV   Material Spec: CCTV across the venue with online access on multiple device                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  | 50  |  |  |
| 5        | Fire Extinguisher                                                        | Fire Extinguisher   Material Spec: CO2 and ABC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  | 100 |  |  |
| 6        | Sand Bucket                                                              | Sand Bucket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  | 10  |  |  |

|          |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                  |    |    |    |             |  |  |
|----------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|-------------|--|--|
| 7        | Water Drums                                                   | Water Drums                                                                                                                                                                                                                                                                                                                                                                                                      |    |    |    | 10          |  |  |
| 8        | Fire Brigade for 24 HRS                                       | Fire Brigade for 24 HRS                                                                                                                                                                                                                                                                                                                                                                                          |    |    |    | 1           |  |  |
| 9        | Ambulance with First Aid                                      | Ambulance with First Aid   Material Spec: Ambulance should be with facility of Oxygen support and Para Medical staff with Daily Health Check up and Sufficient Medicines and First Aid Materials                                                                                                                                                                                                                 |    |    |    | 1           |  |  |
| 10       | Walkie Talkie                                                 | Walkie Talkie   Material Spec: High Definition quality voice Walkie Talkie                                                                                                                                                                                                                                                                                                                                       |    |    |    | 30          |  |  |
| <b>I</b> | <b>Misc &amp; Infrastructure work</b>                         | <b>Misc &amp; Infrastructure work</b>                                                                                                                                                                                                                                                                                                                                                                            |    |    |    |             |  |  |
| 1        | Complete Tin Barricading with support of Bamboo on Metal Pipe | Complete Tin Barricading with support of Bamboo on Metal Pipe   Material Spec: Approx 400 Running meter in height of 8ft                                                                                                                                                                                                                                                                                         |    |    |    | 11000 sq ft |  |  |
| 2        | Carpeting                                                     | Carpeting   Material Spec: New Non Woven Synthetic Carpet across the venue as per layout (Final Payment should be calculated on basis of sq.ft used)                                                                                                                                                                                                                                                             |    |    |    | 95000 sq ft |  |  |
| 3        | Thematic Gate                                                 | Thematic Gate   Material Spec: Welcome Gate with Material of Plywood and Paint finish/ Vinyl Pasted as per proposed design which included "Lok Samvardhan Parv" in 3D MDF cutted 16MM, Ministry of Minority Affairs and NMDFC Logo in Acrylic Lited and Letter in Vinyl Plotter cut Pasted, LSP Logo in centre 3d Lited Acrylic Logo, The gate should look similar from Both Side                                | 75 | 35 |    | 1           |  |  |
| 4        | Thematic Gate (Replica of Main Gate)                          | Thematic Gate (Replica of Main Gate)   Material Spec: Replica of Main Gate with Material of Plywood and Paint finish/ Vinyl Pasted as per proposed design which included "Lok Samvardhan Parv" in 3D MDF cutted 16MM, Ministry of Minority Affairs and NMDFC Logo in Acrylic Lited and Letter in Vinyl Plotter cut Pasted, LSP Logo in centre 3d Lited Acrylic Logo, The gate should look similar from Both Side | 30 | 40 |    | 2           |  |  |
| 5        | BOX Gate at Parking Area                                      | BOX Gate at Parking Area   Material Spec: BOX Gate with support of truss or Scaff Holding                                                                                                                                                                                                                                                                                                                        | 20 | 4  | 12 | 1           |  |  |
| 6        | Selfie Booth (Thematic)                                       | Selfie Booth (Thematic)   Material Spec: Thematic selfie Booth Across the venue with 3D look                                                                                                                                                                                                                                                                                                                     |    |    |    | 10          |  |  |

|    |                                                                       |                                                                                                                                                                                                                                                                |    |   |    |     |  |  |
|----|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|----|-----|--|--|
| 7  | Typo of the event                                                     | Typo of the event   Material Spec: LOK SAMVARDHAN PARV in English or local language of 10X6Ft. (excluding platform height) on raised platfrom which be acrylic 3d lighted at entrance and should be finished with top quality                                  |    |   |    | 1   |  |  |
| 8  | Pagoda Tent (as per requirement )                                     | Pagoda Tent   Material Spec: for Multi Purpose                                                                                                                                                                                                                 | 16 |   | 16 | 10  |  |  |
| 9  | Venue Light                                                           | Venue Light   Material Spec: Venue lighting should be placed on appropriate place to lit up venue like stadium with supprt of Scaff Holding, Poles (Scaff Holding should be covered with Event Branding.LED Metal light (100 Watt)                             |    |   |    | 600 |  |  |
| 10 | Light Decoration                                                      | Light Decoration   Material Spec: Complete Venue should be décor with colorfull lights like Mirchi Lights and Colorfull Halogen                                                                                                                                |    |   |    | LS  |  |  |
| 10 | Truss pandal                                                          | Truss pandal   Material Spec: Appropriate Tuss Pandal for Covering patway from Sunrays and Rain as per Layout with thematic color drapping                                                                                                                     |    |   |    | LS  |  |  |
| 11 | Props And Dcoration Material                                          | Props And Dcoration Material   Material Spec: Complte venue should be décor in such a mela and carnival look, Props and décor should be in synch with proposed theme and design. Props for craft stall, stage, welcome, food stall shold be specific with area |    |   |    | LS  |  |  |
| 12 | Flower Pots and flower decoration                                     | Flower Pots                                                                                                                                                                                                                                                    |    |   |    | 150 |  |  |
| 13 | Portable Washroom with Toiletries                                     | For Male and Female Seprate                                                                                                                                                                                                                                    |    |   |    | 20  |  |  |
| 14 | Portable Washbasin                                                    |                                                                                                                                                                                                                                                                |    |   |    | 6   |  |  |
| 15 | Water Dispencer with Bisleri Bottle Reill of 25 Ltr                   | Daily refill of water without any limit with Paper cup                                                                                                                                                                                                         |    |   |    | 5   |  |  |
| 16 | Dustbin                                                               | Big size dustbin with BIN Cover                                                                                                                                                                                                                                |    |   |    | 40  |  |  |
| J  | Printing Material/ Collateral                                         | Printing Material/ Collateral                                                                                                                                                                                                                                  |    |   |    |     |  |  |
| 1  | Outdoor Branding to Cover tin Barricading and Msking inside the Venue | Outdoor Branding to Cover tin Barricading and Msking insode the Venue                                                                                                                                                                                          | 16 | 8 |    | 200 |  |  |
| 2  | Pole Branding                                                         | Pole Branding                                                                                                                                                                                                                                                  | 2  | 4 |    | 100 |  |  |
| 3  | Drop Down                                                             | Drop Down                                                                                                                                                                                                                                                      | 2  | 4 |    | 100 |  |  |

|          |                                        |                                                                                                                                      |   |   |  |        |  |  |
|----------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---|---|--|--------|--|--|
| 4        | Standee                                | Standee                                                                                                                              | 3 | 6 |  | 50     |  |  |
| 5        | Welcome Standee                        | Welcome Standee                                                                                                                      | 4 | 8 |  | 20     |  |  |
| 6        | Pole Flag outdoor (12ft Height)        | Pole Flag outdoor (12ft Height)                                                                                                      | 3 | 5 |  | 50     |  |  |
| 7        | Tshirt with multiple Size              | Tshirt with multiple Size   Material Spec: Polo Collar Tshirt for Artisans                                                           |   |   |  | 300    |  |  |
| 8        | Tshirt with multiple Size              | Tshirt with multiple Size   Material Spec: Polo Collar Tshirt for Official                                                           |   |   |  | 150    |  |  |
| 9        | Cap                                    | Cap                                                                                                                                  |   |   |  | 300    |  |  |
| 10       | Apron                                  | Apron                                                                                                                                |   |   |  | 50     |  |  |
| 11       | ID Card with Lanyard                   | ID Card with Lanyard   Material Spec: For Artisan (PVC), Lanyard Printed                                                             |   |   |  | 300    |  |  |
| 12       | ID Card with Lanyard                   | ID Card with Lanyard   Material Spec: For Officials (PVC), Lanyard Printed                                                           |   |   |  | 75     |  |  |
| 13       | ID Card with Lanyard                   | ID Card with Lanyard   Material Spec: For Media (PVC), Lanyard Printed                                                               |   |   |  | 100    |  |  |
| 14       | Pamphlet                               | Pamphlet   Material Spec: A5 Size, 70 GSM                                                                                            |   |   |  | 100000 |  |  |
| 15       | Invitation Card                        | A5 Sized Invitation card Printing on Premium Important paper and dispatch to relevant address                                        |   |   |  | 500    |  |  |
| <b>K</b> | <b>Publicity</b>                       | <b>Publicity</b>                                                                                                                     |   |   |  |        |  |  |
| 1        | Newspaper Advewrtiseme nt              | Newspaper Advewrtisement Pre Event, During the Event                                                                                 |   |   |  |        |  |  |
| 2        | Radio Publicity                        | Radio Publicity before 2 days if the event till last day of event                                                                    |   |   |  |        |  |  |
| 3        | Social Media                           | Social Media                                                                                                                         |   |   |  |        |  |  |
| 4        | Pamphlet Distribution                  | Pamphlet Distribution                                                                                                                |   |   |  |        |  |  |
| 5        | Outdoor Ooh                            | Outdoor Ooh                                                                                                                          |   |   |  |        |  |  |
| <b>L</b> | <b>Insurance</b>                       | <b>Insurance</b>                                                                                                                     |   |   |  |        |  |  |
| 1        | Insurance Cover of 10 Crore            | Insurance Cover of 10 Crore   Material Spec: Insurance should cover 10 Crore which include all type of Damage, Cancellation of event |   |   |  | 1      |  |  |
| <b>M</b> | <b>Permissions</b>                     | <b>Permissions</b>                                                                                                                   |   |   |  |        |  |  |
| 1        | Police Permission                      | Police Permission                                                                                                                    |   |   |  | 1      |  |  |
| 2        | Fire Permission                        | Fire Permission                                                                                                                      |   |   |  | 1      |  |  |
| 3        | Food & Drug Department Permission      | Food & Drug Department Permission                                                                                                    |   |   |  | 1      |  |  |
| 4        | Health Deapartment Permsiion           | Health Deapartment Permsiion                                                                                                         |   |   |  | 1      |  |  |
| 5        | Collector Office Permission            | Collector Office Permission                                                                                                          |   |   |  | 1      |  |  |
| 6        | Local Municipal Corporation Permission | Local Municipal Corporation Permission                                                                                               |   |   |  | 1      |  |  |

|             |                                                                            |                                                                                                                                                                                                                                                                                                 |  |  |  |   |  |  |
|-------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---|--|--|
| 7           | Any Other Permission related to the Event                                  | Any Other Permission related to the Event                                                                                                                                                                                                                                                       |  |  |  | 1 |  |  |
| N           | Design and Concept                                                         |                                                                                                                                                                                                                                                                                                 |  |  |  |   |  |  |
| 1           | Development of Concept, Designing of collaterals and all printing material | 2D, 3D, Motion Graphics, Social Media Post, Promotional Material it means complete designing, theme development, Adaptation without any limit for all material using during the event, Post event all raw file, production file need to be handed over to the NMDFC without any additional cost |  |  |  |   |  |  |
| TOTAL       |                                                                            |                                                                                                                                                                                                                                                                                                 |  |  |  |   |  |  |
| GST 18%     |                                                                            |                                                                                                                                                                                                                                                                                                 |  |  |  |   |  |  |
| GRAND TOTAL |                                                                            |                                                                                                                                                                                                                                                                                                 |  |  |  |   |  |  |

|  |             |     |
|--|-------------|-----|
|  | Grand Total | Rs. |
|--|-------------|-----|

| OUTDOOR PUBLICITY |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6                 | The EMA shall also be carrying out Outdoor Publicity of the event one week 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. |

**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 labor 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 (H&A), NMDFC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure the DGM (H&A), 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 USTTAD 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:- \_\_\_\_\_