



Limited Tender for Selection of Programme Implementing Agency (PIA) Already empanelled with MANAS to Organize “**Hunar Haat**” titled “**Craft, Cuisine and Culture Ka Mega Mission**” at Lawns of India Gate, New Delhi from 13th to 23rd February, 2020.

Published on 27th January, 2020
Last Date of Submission of Bid 3rd February, 2020 up to 1700 Hrs

Maulana Azad National Academy for Skills (MANAS)
Maulana Azad Campus, Chelmsford Road,
Opposite New Delhi Railway Station, New Delhi – 110055
Website - WWW.MANASSD.IND.IN

Bid Summary

Name of Bid Publishing Organization	Maulana Azad National Academy for Skills(MANAS)
Address & Contact Number	Maulana Azad Bhawan Chelmsford road, Opposite New Delhi Railway Station, Paharganj side, New Delhi-110055. Phone:-011-23586447/23586443. Email id - dir-manas@nic.in Website - www.manassd.ind.in
Name of Work	Engagement of Programme Implementing Agency (PIA) already empanelled with MANAS to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Hunar Haat under USTTAD Scheme of Ministry of Minority Affairs, Government of India at Lawns of India Gate, New Delhi.
Bid Processing Fee	Rs.5,000/- in form of Demand Draft (Non Refundable)
Mode of Payment of Bid Processing Fees	Non-Refundable DD in favour of "Maulana Azad National Academy for Skills" payable at New Delhi.
Earnest Money Deposit (EMD)	Rs.5,00,000/- (Rupees Five lacs only)
Mode of payment of EMD	By DD or Bank Guarantee in favour of "Maulana Azad National Academy for Skills" from any Nationalised Bank. Bank Guarantee should be valid for a period of 180 days from the date of opening of Bid.
Estimated Cost of the Work	Rs.2.00 Crore + GST as applicable
Bid Dates	27.01.2020
Bid Document Download Start Date	27.01.2020
Bid Document Download End Date	03.02.2020
Last Date & Time for Submission of Technical Bid & Financial Bid.	03.02.2020 at 1700 Hours
Date of Bid opening	04.02.2020 at 1230 Hours
Bid validity period	90 days from opening of Financial Bid
Bid Addressed to:	Director – MANAS, Maulana Azad Campus, Chelmsford Road, Opposites New Delhi Railway Station Entry Gate, Paharganj Side, New Delhi – 110055. Ph. 011-23586447/23586443. Email id - dir-manas@nic.in
Bid Component	1. Technical Bid 2. Financial Bid 3. Bid Processing fees 4. Earnest Money Deposit
Remarks	The Bid documents will be submitted properly in sealed envelopes separately.

Introduction:

Maulana Azad National Academy for Skills (MANAS) is a Special Purpose Vehicle, Registered Society under the aegis of Ministry of Minority Affairs. It is dedicated to meet the Skill Development/Up-gradation needs of marginalized sections of Minority communities in the country.

Maulana Azad National Academy for Skills (MANAS) is organising “Hunar Haat” titled **“Craft, Cuisine and Culture Ka Mega Mission”** exhibition at **Lawns of India Gate, New Delhi** from **13th to 23rd February, 2020** under the USTTAD scheme of the Ministry of Minority of Affairs.

MANAS wishes to appoint a Programme Implementing Agency (PIA) by floating this limited tender for organizing Hunar Haat. The Hunar Haat exhibition would consist of Showcasing of Handloom/Handicraft items by Artisan from Minority Communities and Ethnic Traditional Cuisines practiced by Minorities from across the country besides, daily cultural programs would also be organised in the evening.

The entry to the event would be free and would be open to the general public from **13th to 23rd February, 2020**, from **11:00AM to 10:00PM** every day. The PIA shall be required to develop concept, design, fabricate, branding and manage the entire exhibition area including Artisan, Food/Sweet Stalls, Stage Ministry Pavilion at **Lawns of India Gate, New Delhi** from **13th to 23rd February, 2020**.

I. Submission of Bid:

Bidder has to submit hard bound document duly numbered. Loose documents shall be cut rightly rejected. The Tender should be submitted in the following manner:-

The **First Envelope** should contain the Bid Processing Fee of **Rs.5,000/-** (Non Refundable) & EMD of **Rs.5,00,000/- (Rupees Five Lacs only)** in form of Demand Draft drawn in favour of **“Maulana Azad National Academy for Skills”** payable at New Delhi or Bank Guarantee with validity of 180 days from the date of opening of bid.

The **Second Envelope** should contain the Technical Bid in sealed envelope complete with Concept and Design of the Proposed Exhibition site with Stalls, Branding and Design of all material to be put up as per Scope of Work including Ministry Pavilion, Gates, Artisan Stalls, Food/Sweet Stalls, Layout of the Exhibition area etc. **The PIA may visit to Lawns of India Gate, New Delhi** to ascertain the actual position of the Venue and plan according to the layout. The PIA will ensure that there is no Cost component mentioned in the Technical Bid. The Proposed venue would be handed over to the PIA on **06.02.2020** for preparation & installation of Stalls, Decoration, etc. The PIA will furnish the **Undertaking for completion** of the work latest by **12:00 Noon of 12.02.2020** and handover the venue to MANAS. Original printed document with signature & seal of the submitting PIA shall be considered as authentic.

The **Third Envelope** should contain the **Financial Bid only**. Services offered should be strictly as per specification mentioned in this Tender Document.

The first, second and third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed and numbered. The bids complete in all respect must be submitted through Speed Post/Courier and also by hand in the office of MANAS.

Tenders will be opened on **04.02.2020 at 12:30PM** at Maulana Azad Campus, Chelmsford Road, New Delhi, the representative(s) of the bidders are invited to attend the bid opening meeting.

Each bidder shall have to make a Presentation on proposed concept and design development by them for the exhibition as per scope of work before the Tender Evaluation Committee (TEC) on **04.02.2020 at 2:30PM** Maulana Azad Campus, Chelmsford Road, New Delhi however. The final date and time for presentation will be intimated by MANAS separately.

The Financial Bids will be opened on **04.02.2020 at 5:00PM**. Representative(s) of bidders are also invited to attend the Financial Bid opening meeting in MANAS office.

II. Scope of Work:

The Scope of work for organizing the Hunar Haat titled “**Craft, Cuisine and Culture Ka Mega Mission**” at **Lawns of India Gate, New Delhi** from **13th to 23rd February, 2020** is mentioned below:

S. No.	Particulars	
1	Theme Based Pavilion-	
1.1	Welcome Gate Theme Based.	<ul style="list-style-type: none"> • 2 Theme Based wooden/MDF Gates with Size of 40 Ft width X 35 Ft. Height. 1 Box Gate with 25Ft width X 20Ft Height. Acrylic Cut-out of Hunar Haat Logo and Ministry of Minority Affairs, Government of India to be also placed properly on each gate. • LED parkans with T-Stand to light up the gates.
1.2	Flower Decoration	<ul style="list-style-type: none"> • All Entrance and Exit Gates to be decorated with props and flowers for the Inaugural Function. • 15 No. of Bouquet of Fresh Flowers. • 25 No. of Rose properly wrapped separately.
1.3	Venue Decoration	<ul style="list-style-type: none"> • A theme based Decoration for entire Pavilion like Carnival, Retro, Mela Theme, Nature, Culture etc. by using the following indicative items in sufficient quantity- • Balloons, Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi

		Colour Flags of Hunar Haat in and around Pavilion, Decorative Hanging Kettles, etc.
1.4	Attraction Points and visitors engagement Area	<ul style="list-style-type: none"> • 7 Selfie Points with different themes. • 1 Digital Selfie Booth with Printer for instant printing of the photographs of the Visitors. • 3 Visitors entertainment area has to be created - one with Virtual Reality Games. • Acrylic Hunar Haat Cut Out in English with size of 12 X 6 Ft. • One India Map in Acrylic cut-out with light at the entrance, size would be 12 Ft. height with clear demarcation of Upcoming Hunar Haat Venues and Already Organized Venues' of Hunar Haat event by using different colours. • 3 Kids Playing Zone.
1.5	Floor Decoration	<ul style="list-style-type: none"> • Entire Pavilion of Hunar Haat event shall be covered by the New Neat & Clean Dark Grey Colour Carpet. New Red Carpet Shall be used from Entry Gate to VIP Pavilion. If required, levelling of the Ground will be done by the PIA. • New Carpets to be used for covering entire Hunar Haat pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority. • Total Carpet area would be around 90,000 Sq. Ft. This may vary as per actual requirement of the venue. The PIA would provide the additional Floor Carpet if required.
1.6	Light	<ul style="list-style-type: none"> • White Metal Lights - 250 No. • LED Par Can Light with Multiple Colour - 150 No. • LED Halogen Light - 150 Nos. • LED Serial Light - 30,000 Nos. • Bulb Light – 50,000 Nos. • Sky Beam Light - 8 Nos. • Follow Spot Light – 4 Nos. • LED Spot Light – 20 Nos. • Smoke Machine – 4Nos.

		<ul style="list-style-type: none"> • Box Truss – with 60 LED Par, 20 Moving Head, 8 Blinder, 8 Boom White, 1 Profile. • Tri Colour LED Serial Light draping on Electric 200 Poles in and around Venue. • Whole venue to be lit up properly, it should look like Stadium in night, if required the PIA would install more light as per requirement of the Venue.
1.7	Music & Sound	<ul style="list-style-type: none"> • PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/sound of the Local Authority. • Appropriate Music & Sound System for Cultural Programme at Venue • JBL Top – 16 • JBL Base – 8 • Amplifier – 4 • Mixer – 4 • 8 Stage Monitor • 5 No. of Cordless Mike for inauguration function. • If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.
1.8	Other arrangements	<p>Flash Mob activities during the event:</p> <ul style="list-style-type: none"> • “Chenda Melam” performing Art Form, Kerala for Inauguration of Hunar Haat Event. • 1 Shehnai Badak Group for Inauguration of Hunar Haat Event. • Folk Dance Groups like Chhau Dance etc. during (10 Days) the Hunar Haat, by different performing artists from different states. • 15 Shawls for Welcome of Hon’ble Minister and VIP Guests. • All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, etc. • 500 Helium Gas Hunar Haat Printed Balloons at the time of inauguration.
2	Stalls, Open Area, Office cum Control Room, VIP Lounge/ Pavilion and Stage.	

2.1	Stalls for Arts & Crafts	<ul style="list-style-type: none"> • Arts & Crafts Stalls – 180 No. of Octonom structure stalls covered with Pagoda waterproof roof with the size of 8X8 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items on wooden platform. • 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, One Fan, one dustbin, one rack, three side wall of Flex on frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 180 stalls. • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Hunar Haat, Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman.
2.2	Stalls for Cuisine/ Sweets	<ul style="list-style-type: none"> • 35 No. of Octonom structure stalls covered with Pagoda waterproof roof with the size of 10ft X 10ft for Food and 5 No. of Octonom structure stalls covered with Pagoda waterproof roof with the size of 6ft X 6ft for Sweets on wooden platform. • 3 tables with white cover and frills, 2 chairs, 3 electrical point & 2 power points, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, Carpet, etc. • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Hunar Haat, Ministry of Minority Affairs, Name of Culinary, Place of Culinary artist. • Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/ partition with ethnic designs. Only new material to be used for constructions of stalls. • Name of the Artisans/ Culinary experts will be provided by MANAS. The PIA will not entertain any unauthorized Artisans/ Culinary experts /vendors directly. In case it is found that unauthorized Artisan/ Culinary expert/ vendor is put up inside the venue, it will be responsibility of the PIA to evict such unauthorized Artisan/ Culinary expert/ vendor, failing which appropriate action/ penalty would be taken/charged to the PIA.
2.3	Food Court	<ul style="list-style-type: none"> • Five different cultural Theme based Food Courts, are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, etc.) for Minimum of 100 person at a time and 10 Bar Height Tables.

		<ul style="list-style-type: none"> • Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls. • One Separate enclosure for Buyer Seller meet is to be set-up with complete setup in terms of lighting, Seating Arrangements, Laptop with internet facility, etc.
2.4	Id & Uniform	<ul style="list-style-type: none"> • 500 Nos. of Photo I-Cards with Logo string printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. • 50 Nos. of Id-Cards with logo of Hunar Haat, Name of Officials, etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. • 50 Nos. of Chef Caps and 200 Nos. of buffet caps for Food stall vendors • 1500 Nos. of Caps & T-Shirts • 100 Nos. of Aprons & 100 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts & Aprons will have Logo of Hunar Haat. The design and material of the T-shirt, Cap and Aprons would be finalized with MANAS. • 100 Nos. of Caps & T-Shirts/ Sweatshirts for the use of Staff/ Officials. The same would be finalized with consultation of MANAS. Size and Colour would be decided with MANAS.
2.5	Working Office & VIP Lounge/ Pavilion	<ul style="list-style-type: none"> • One working office/control room is to be created in 500 Sq. Ft. Area with wooden flooring, Electrical Points, 5 Computer Table, High Back Chairs, with proper Light Arrangements, 2 Split Air Conditions. • Theme based VIP Lounge/ Pavilion is to be created in 1500 Sq. Ft. Area with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas, with proper Light Arrangements, 2 Split Air Conditions, side tables, centre tables. • The VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps on inauguration day. • The scheme of the Ministry would be displayed properly by using 20 Acrylic Sandwich LED Panels.
2.6	Stage & Green Room	<ul style="list-style-type: none"> • One theme based stage size of 50ftX60ft. • 2 separate wooden Green Rooms for Ladies & Gents with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/equipments as required. Proper Carpeting on

		<p>the Floor is also required. Separate mobile toilets to be installed for ladies and gents.</p> <ul style="list-style-type: none"> • A LED Backdrop size of 30ftX20ft at the back stage. Side LED panels with light frame with the size of 16ft heightX16 Ft width for live streaming. Masking of both side of Stage wherever required. • 3 LED Screen for live streaming of the event with the size of 10X10Ft. • Seating Arrangements for minimum of 250 visitors, Two Seater 8 Nos. of in Sofas front row along with central table. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes. • Two Podium with proper branding of Hunar Haat.
2.7	Parking Space	<ul style="list-style-type: none"> • PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Hunar Haat should also be done in Parking Area.
3	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> • 4 Ushers (Two Girls in Saree & Two Boys in Corporate Attire) for Inaugural Function with Good Communication Skills. • At any point of time 10 Sanitation Staff (5 Male & 5 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets from 13th to 23rd February from 9:00AM to 11:00PM. The Washrooms have to be cleaned properly every half an hour from 9:00AM to 11:00PM. All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat & clean every time during the Hunar Haat event. • 4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other days of Hunar Haat. • 20 No. of Housekeeping Staff with Supervisors (Male & Female) from 9:00AM to 11:00PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. PIA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done. • Fogging for mosquitos to be done on daily basis in the evening, after visiting hours. • If required, PIA will provide the additional manpower for above mentioned activates during the event.
4	Security and Fire & Medical Arrangements	

4.1	Security Arrangements	<ul style="list-style-type: none"> • 25 No. of Security Guards (15 Male & 10 Female), 3 Security Supervisors in three Shifts (8 Hours each shift) in proper uniform and required equipments from 11:00am to 10:00PM. • 6 No. of Door Frame Metal Doctors along with 4 Frisking Cabins for Female. • 12 No. of Hand Held Frisking Devices (HHFDs). • 4 Baggage X-Ray Machine at entry gate (Baggage Scanner). • 25 No. of Walkie - Talkie • 30 Nos. of Good Quality CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Hunar Haat Duration 24X7, with Control Room setup and responsible Monitoring Team. • PIA will make the arrangement of Wheel Chairs at the all Entry Gates for the Dibyangs.
4.2	Fire & Medical Arrangements	<ul style="list-style-type: none"> • 200 No. of Fire Extinguishers or as per required norms, 10 water drums, 50 Sand Buckets on Stands and other fire fights required arrangements as per the specification and guidelines issued by the concerned authorities. • One Fire Brigade Van from 11:00AM to 11:00PM daily. PIA can approach Fire Brigade office for requisitioning Fire tender with crew. • One Separate First Aid Canopy near at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc.
5	Power Backup	<ul style="list-style-type: none"> • 2 No. of Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to electricity company) is the responsibility of the PIA.
6	Water Arrangements	<ul style="list-style-type: none"> • PIA will ensure uninterrupted water supply by providing 5 water tankers for each day to facilitate the vendors for cooking and cleaning. If required the PIA will arrange more tanker(s) for water supply. • PIA will provide the drinking water facility with 2 Water Cooler for the visitors. • PIA has to arrange the separate Drinking Water Dispenser at the VIP Lounge/ Pavilion/ office.

7	Toilet Arrangements	<ul style="list-style-type: none"> • 20 Mobile Toilet Blocks for Male & Female (14 for female and 14 for Male) to be placed at the venue with cleaning/sanitizing for maintaining hygiene. • 2 separate mobile toilet van for working office to be placed. • 1 Mobile Toilet Van for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. • All the required Items like Hand Soap, cleaners, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Hunar Haat. • If required, additional Portable Toilets to be installed for visitors during the event.
8	Photography & Videography	<ul style="list-style-type: none"> • 2 Photographers & 2 Videographers for the inaugural function. One Photographer & One Videographer for other days from 11:00am to 10:00pm. • Drone Cameras is also required on daily basis for recording and live streaming. • Soft copy of video/photos to be given in Hard Disc on daily basis to MANAS. • Promo videos/photographs will be created by the PIA and handed over to MANAS.
9	Publicity & Awareness	<ul style="list-style-type: none"> • Designing & fabrication of Welcome & Collage Standees (100 Nos of size 3 Ft. x 6 Ft.) on wooden frames. • Guide Map of the entire Pavilion at the Main Entry Gate of the Hunar Haat. • 300 number of Pole branding of size 5Ft X 3ft for pulling on all electric poles leading to the venue. • 250 Pole branding at the Venue, size of 4Ft X 3Ft. • 250 number of Publicity Panels of size 6 Ft x 8 Ft. • 50 number of Publicity Panels of size 10 Ft. x 8 Ft. • Table Facia (250 Nos of size 2.5ft. x 4 ft.). • Facia on craft stall (200 Nos of size 3 ft. x 1.5 ft. in Frame to be placed).

		<ul style="list-style-type: none"> • Facia on food stall (45 Nos of size 10ft. x 1.5ft.). • Sweet junction Facia (10 Nos of size 6 ft. x 1.5 ft.). • 100 number of Publicity Panels of size 16 Ft. x 8 Ft. • Direction Panels (20 Nos of size 3 ft. x 2 ft.). • 200 Double Mistral pole mounted flags 2X4Ft. each with Hunar Haat Branding. • Flex Banners for Food/Sweet stalls (25 Nos of size 3 ft. x 4 ft.) in the exhibition area, etc. Pole buntings etc. • The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex. • 250 coloured Certificate with Hunar Haat branding and Printing of Name and other details. • 1500 Invitation Cards printed as per design. • Floor Decals entre Hunar Haat pavilion.
10	Media Promotion	<ul style="list-style-type: none"> • PIA will release the newspaper advertisement for cultural events on alternate days of the Hunar Haat event starting from 12th February, 2020. • PIA will do the radio publicity before and during the event. • The content would be finalized by the MANAS/the Ministry. • PIA will do social media promotion like Facebook, Google, etc. 2 Social media person to be deployed on site for entire Hunar Haat event. Creatives/ Original pictures of the Hunar Haat to be posted daily during the Hunar Haat. The PIA would also make the provision for paid promotion of the ongoing Hunar Haat event. The amount for paid promotion shall be finalized in consultation with MANAS. • The PIA will ensure that the live feed of the Hunar Haat cultural programmes on Facebook on daily basis.
11	Cultural Programme	
11.1	Artists	<ul style="list-style-type: none"> • The PIA would propose the list of Artists for cultural Programme who would be performing on each evening from 6:00PM to 10:00PM for the period of 13th to 23rd February,

		<p>2020. The Cultural Programmes like Quwali, Bollywood/ Punjabi Playback Singers, etc.</p> <ul style="list-style-type: none"> • The Cultural Programme and Name of Artists would be finalized by the MANAS/ Ministry of Minority Affairs, after submitting the List of Artists by PIA. • The PIA will organize different cultural activities like Kathputli Dance, Folk Dance, etc. on each evening of Hunar Haat from 13th to 23rd February, 2020. • The PIA will make all necessary arrangements i.e. travel & stay arrangements etc. of all the artists.
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The estimated cost of organizing the Hunar Haat would be Rs.2.00 Crore plus applicable taxes.

III. 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 Bid Processing Fees is not enclosed.
- b. If EMD is not provided by the bidder.
- c. If the bidder tries to put any influence.
- d. If the bidder furnished false information.
- e. If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- f. If the bid document has been submitted in unbound & un-numbered sheets loose sheets.
- g. Any bid received by MANAS after the stipulated time and date in the Tender Document.
- h. Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- i. A Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 90 days after the date of Bid opening.

IV. Obligations of MANAS

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

V. Criteria for Selection of Bidders

The Selection of PIA will be based on the evaluation of technical & financial bids by Evaluation Committee. For evaluation, a combined Quality Cum Cost Based System (QCBS) evaluation method will be followed, wherein a weighted composite success score

will be calculated based on separate evaluation of the Technical Bid (70% weightage and the Financial Bid (30% weightage).

The PIA who quotes lowest in the financial bid shall be given 30 marks. The financial quotes of other bidders shall be computed as follows:

- a. $(L-1 \text{ divided by } Lx)$ multiplied by 100 wherein X is the bid quoted by L2, L3, L4.

Composite Score of the Bidders:-

Bidder's Scores		Weightage	Weighted Score
(A)	Technical Score	70	
(B)	Financial Score	30	
Composite Weighted Score of the bidder (A+B)			

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

- b. The Technical Evaluation shall be based on the presentation made by the bidder before the 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 MANAS after the presentation.
- c. Financial Score - The Financial Bid is to be quoted in the prescribed format as at Annexure-B.
- d. MANAS reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. The decision of MANAS will be final & binding on the PIAs in this regard. In case of any ambiguity while comparing the rates offered by the bidders, MANAS reserved all the rights to decide on the issue of identifying selected bidder.
- e. Special Conditions for Evaluation: The preferred Bidder would be selected as per criteria mentioned above. However, in the event of two or more Bidders secure exactly the same Composite Score, then MANAS reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

VI. Other Conditions:

- a. **Liquidated Damages:**

The entire work as listed in the scope of work is to be completed by **12.00 Noon** on **12.02.2020**. The bare space will be handed over to the PIA on **06.02.2020** and the entire work of setting up of exhibition as per the work order is to be completed accordingly latest by **12.00 Noon** on **12.02.2020**.

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

Further, in case of delay to deliver the work within stipulated schedule, MANAS 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 MANAS incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, MANAS shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish, EMD of **Rs.5,00,000/- (Rupees Five Lacs only)** in form of Demand Drafts drawn in favour of “Maulana Azad National Academy for Skills” payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid.
- ii. No interest shall be paid on EMD.
- iii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Hunar Haat work.
- iv. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- v. The EMD may be forfeited either in full or in a part, at the discretion of MANAS, on account of one or more of the following:
 - a. The Bidder withdraws their Bid during the period of Bid Validity of 90 days.
 - b. Bidder does not respond to request 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. Payment Terms

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

Instalment	Deliverables	Percentage
1 st	Issue of Work Order (on submission of Bank Guarantee/FD of Equal Amount	30%
2 nd	After Successful Inauguration of Hunar Haat	30%

3 rd	After Successful Completion of the Event and Submission of Utilization Certificate for 1 st & 2 nd Instalment.	40%
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- d. MANAS reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- e. The bidder must comply with the terms and conditions of contact. No deviations shall be entertained.
- f. In case of any dispute, decision of competent authority of MANAS will be final and binding on each Bidder.

VII. Force Majeure

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

VIII. Arbitration

- a. If a dispute of any kind whatsoever arises between the MANAS and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b. The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the MANAS and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c. Arbitration proceeding shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.

- d. The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the MANAS and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e. All arbitration awards shall be in writing and shall state the reasons for the award.
- f. Penalty/Liquidated Damages shall not fall under the Arbitration clause.

IX. Cancellation / Postponement of Programme

In case the organising of the Hunar Haat Exhibition is cancelled or postponed due to any reason, no claims shall be made by the bidder on MANAS.

Annexure – A

Covering Letter on Letter Head of PIA

To,
The Director,
Maulana Azad National Academy for Skill (MANAS)
Chelmsford Road,
Opposite, New Delhi Railway Station, Paharganj Side,
New Delhi – 110055.

Sub: Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Hunar Haat titled “Craft, Cuisine and Culture Ka Mega Mission” under USTTAD scheme of the Ministry of Minority Affairs at Lawns of India Gate, New Delhi.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Hunar Haat under USTTAD Scheme of Ministry of Minority Affairs, from **13th to 23rd February, 2020 at Lawns of India Gate, New Delhi** as per the Guidelines, Terms & Conditions mentioned in this RFP document.

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

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

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

I agree to keep our bid valid for acceptance for 90 days or for subsequently extended period, if any, agreed to by us.

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

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure – B
Technical Bid Format

To,
The Director,
Maulana Azad National Academy for Skill (MANAS)
Chelmsford Road,
Opposite, New Delhi Railway Station, Paharganj Side,
New Delhi – 110055.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Hunar Haat Exhibition under **USTTAD Scheme of Ministry of Minority Affairs, from 13th to 23rd February, 2020 at Lawns of India Gate, New Delhi** as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail Technical bid is enclosed herewith on the indicative points mentioned below:

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

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure - C
Financial Bid Format

To,
The Director,
Maulana Azad National Academy for Skill (MANAS)
Chelmsford Road,
Opposite, New Delhi Railway Station, Paharganj Side,
New Delhi - 110055.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Hunar Haat Exhibition under **USTTAD Scheme of Ministry of Minority Affairs, from 13th to 23rd February, 2020 at Lawns of India Gate, New Delhi** as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Financial Bid Format (Amount in Rs.)

S. No.	Particulars		Amount in Rs.
1	Theme Based Pavilion-		
1.1	Welcome Gate Theme Based.	<ul style="list-style-type: none"> • 2 Theme Based wooden/MDF Gates with Size of 40 Ft width X 35 Ft. Height. 1 Box Gate with 25Ft width X 20Ft Height. Acrylic Cut-out of Hunar Haat Logo and Ministry of Minority Affairs, Government of India to be also placed properly on each gate. • LED parkans with T-Stand to light up the gates. 	
1.2	Flower Decoration	<ul style="list-style-type: none"> • All Entrance and Exit Gates to be decorated with props and flowers for the Inaugural Function. • 15 No. of Bouquet of Fresh Flowers. • 25 No. of Rose properly wrapped separately. 	
1.3	Venue Decoration	<ul style="list-style-type: none"> • A theme based Decoration for entire Pavilion like Carnival, Retro, Mela Theme, Nature, Culture etc. by using the following indicative items in sufficient quantity- • Balloons, Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Hunar Haat in and around Pavilion, Decorative Hanging Kettles, etc. 	
1.4	Attraction Points and visitors engagement Area	<ul style="list-style-type: none"> • 7 Selfie Points with different themes. • 1 Digital Selfie Booth with Printer for instant printing of the photographs of the Visitors. • 3 Visitors entertainment area has to be created - one with Virtual Reality Games. • Acrylic Hunar Haat Cut Out in English with size of 12 X 6 Ft. • One India Map in Acrylic cut-out with light at the entrance, size would be 12 Ft. height with clear demarcation of Upcoming Hunar Haat Venues and Already Organized Venues' of Hunar Haat event by using different colours. • 3 Kids Playing Zone. 	
1.5	Floor Decoration	<ul style="list-style-type: none"> • Entire Pavilion of Hunar Haat event shall be covered by the New Neat & Clean Dark Grey 	

		<p>Colour Carpet. New Red Carpet Shall be used from Entry Gate to VIP Pavilion. If required, levelling of the Ground will be done by the PIA.</p> <ul style="list-style-type: none"> • New Carpets to be used for covering entire Hunar Haat pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority. • Total Carpet area would be around 90,000 Sq. Ft. This may vary as per actual requirement of the venue. The PIA would provide the additional Floor Carpet if required. 	
1.6	Light	<ul style="list-style-type: none"> • White Metal Lights - 250 No. • LED Par Can Light with Multiple Colour - 150 No. • LED Halogen Light - 150 Nos. • LED Serial Light - 30,000 Nos. • Bulb Light – 50,000 Nos. • Sky Beam Light - 8 Nos. • Follow Spot Light – 4 Nos. • LED Spot Light – 20 Nos. • Smoke Machine – 4Nos. • Box Truss – with 60 LED Par, 20 Moving Head, 8 Blinder, 8 Boom White, 1 Profile. • Tri Colour LED Serial Light draping on Electric 200 Poles in and around Venue. • Whole venue to be lit up properly, it should look like Stadium in night, if required the PIA would install more light as per requirement of the Venue. 	
1.7	Music & Sound	<ul style="list-style-type: none"> • PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/sound of the Local Authority. 	

		<ul style="list-style-type: none"> • Appropriate Music & Sound System for Cultural Programme at Venue • JBL Top – 16 • JBL Base – 8 • Amplifier – 4 • Mixer –4 • 8 Stage Monitor • 5 No. of Cordless Mike for inauguration function. <ul style="list-style-type: none"> • If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event. 	
1.8	Other arrangements	<p>Flash Mob activities during the event:</p> <ul style="list-style-type: none"> • “Chenda Melam” performing Art Form, Kerala for Inauguration of Hunar Haat Event. • 1 Shehnai Badak Group for Inauguration of Hunar Haat Event. • Folk Dance Groups like Chhau Dance etc. during (10 Days) the Hunar Haat, by different performing artists from different states. • 15 Shawls for Welcome of Hon’ble Minister and VIP Guests. • All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, etc. • 500 Helium Gas Hunar Haat Printed Balloons at the time of inauguration. 	
2	Stalls, Open Area, Office cum Control Room, VIP Lounge/ Pavilion and Stage.		
2.1	Stalls for Arts & Crafts	<ul style="list-style-type: none"> • Arts & Crafts Stalls – 180 No. of Octonome structure stalls covered with Pagoda waterproof roof with the size of 8X8 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items on wooden platform. • 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, One Fan, one dustbin, one rack, three side wall of Flex on frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 180 stalls. 	

		<ul style="list-style-type: none"> • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Hunar Haat, Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman. 	
2.2	Stalls for Cuisine/ Sweets	<ul style="list-style-type: none"> • 35 No. of Octonom structure stalls covered with Pagoda waterproof roof with the size of 10ft X 10ft for Food and 5 No. of Octonom structure stalls covered with Pagoda waterproof roof with the size of 6ft X 6ft for Sweets on wooden platform. • 3 tables with white cover and frills, 2 chairs, 3 electrical point & 2 power points, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, Carpet, etc. • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Hunar Haat, Ministry of Minority Affairs, Name of Culinary, Place of Culinary artist. • Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/ partition with ethnic designs. Only new material to be used for constructions of stalls. • Name of the Artisans/ Culinary experts will be provided by MANAS. The PIA will not entertain any unauthorized Artisans/ Culinary experts /vendors directly. In case it is found that unauthorized Artisan/ Culinary expert/ vendor is put up inside the venue, it will be responsibility of the PIA to evict such unauthorized Artisan/ Culinary expert/ vendor, failing which appropriate action/ penalty would be taken/charged to the PIA. 	
2.3	Food Court	<ul style="list-style-type: none"> • Five different cultural Theme based Food Courts, are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, etc.) for Minimum of 100 person at a time and 10 Bar Height Tables. 	

		<ul style="list-style-type: none"> • Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls. • One Separate enclosure for Buyer Seller meet is to be set-up with complete setup in terms of lighting, Seating Arrangements, Laptop with internet facility, etc. 	
2.4	Id & Uniform	<ul style="list-style-type: none"> • 500 Nos. of Photo I-Cards with Logo string printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. • 50 Nos. of Id-Cards with logo of Hunar Haat, Name of Officials, etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. • 50 Nos. of Chef Caps and 200 Nos. of buffet caps for Food stall vendors • 1500 Nos. of Caps & T-Shirts • 100 Nos. of Aprons & 100 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts & Aprons will have Logo of Hunar Haat. The design and material of the T-shirt, Cap and Aprons would be finalized with MANAS. • 100 Nos. of Caps & T-Shirts/ Sweatshirts for the use of Staff/ Officials. The same would be finalized with consultation of MANAS. Size and Colour would be decided with MANAS. 	
2.5	Working Office & VIP Lounge/ Pavilion	<ul style="list-style-type: none"> • One working office/control room is to be created in 500 Sq. Ft. Area with wooden flooring, Electrical Points, 5 Computer Table, High Back Chairs, with proper Light Arrangements, 2 Split Air Conditions. • Theme based VIP Lounge/ Pavilion is to be created in 1500 Sq. Ft. Area with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas, with proper Light Arrangements, 2 Split Air Conditions, side tables, centre tables. 	

		<ul style="list-style-type: none"> • The VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps on inauguration day. • The scheme of the Ministry would be displayed properly by using 20 Acrylic Sandwich LED Panels. 	
2.6	Stage & Green Room	<ul style="list-style-type: none"> • One theme based stage size of 50ftX60ft. • 2 separate wooden Green Rooms for Ladies & Gents with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/equipments as required. Proper Carpeting on the Floor is also required. Separate mobile toilets to be installed for ladies and gents. • A LED Backdrop size of 30ftX20ft at the back stage. Side LED panels with light frame with the size of 16ft heightX16 Ft width for live streaming. Masking of both side of Stage wherever required. • 3 LED Screen for live streaming of the event with the size of 10X10Ft. • Seating Arrangements for minimum of 250 visitors, Two Seater 8 Nos. of in Sofas front row along with central table. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes. • Two Podium with proper branding of Hunar Haat. 	
2.7	Parking Space	<ul style="list-style-type: none"> • PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Hunar Haat should also be done in Parking Area. 	
3	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> • 4 Ushers (Two Girls in Saree & Two Boys in Corporate Attire) for Inaugural Function with Good Communication Skills. • At any point of time 10 Sanitation Staff (5 Male & 5 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets from 13th to 23rd February from 9:00AM to 11:00PM. The Washrooms have to be cleaned properly every half an hour from 9:00AM to 11:00PM. All the 	

		<p>washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat & clean every time during the Hunar Haat event.</p> <ul style="list-style-type: none"> • 4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other days of Hunar Haat. • 20 No. of Housekeeping Staff with Supervisors (Male & Female) from 9:00AM to 11:00PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. PIA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done. • Fogging for mosquitos to be done on daily basis in the evening, after visiting hours. • If required, PIA will provide the additional manpower for above mentioned activates during the event. 	
4	Security and Fire & Medical Arrangements		
4.1	Security Arrangements	<ul style="list-style-type: none"> • 25 No. of Security Guards (15 Male & 10 Female), 3 Security Supervisors in three Shifts (8 Hours each shift) in proper uniform and required equipments from 11:00am to 10:00PM. • 6 No. of Door Frame Metal Doctors along with 4 Frisking Cabins for Female. • 12 No. of Hand Held Frisking Devices (HHFDs). • 4 Baggage X-Ray Machine at entry gate (Baggage Scanner). • 25 No. of Walkie - Talkie • 30 Nos. of Good Quality CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Hunar Haat Duration 24X7, with Control Room setup and responsible Monitoring Team. • PIA will make the arrangement of Wheel Chairs at the all Entry Gates for the Dibyangs. 	

4.2	Fire & Medical Arrangements	<ul style="list-style-type: none"> • 200 No. of Fire Extinguishers or as per required norms, 10 water drums, 50 Sand Buckets on Stands and other fire fights required arrangements as per the specification and guidelines issued by the concerned authorities. • One Fire Brigade Van from 11:00AM to 11:00PM daily. PIA can approach Fire Brigade office for requisitioning Fire tender with crew. • One Separate First Aid Canopy near at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc. 	
5	Power Backup	<ul style="list-style-type: none"> • 2 No. of Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the PIA. 	
6	Water Arrangements	<ul style="list-style-type: none"> • PIA will ensure uninterrupted water supply by providing 5 water tankers for each day to facilitate the vendors for cooking and cleaning. If required the PIA will arrange more tanker(s) for water supply. • PIA will provide the drinking water facility with 2 Water Cooler for the visitors. • PIA has to arrange the separate Drinking Water Dispenser at the VIP Lounge/ Pavilion/ office. 	
7	Toilet Arrangements	<ul style="list-style-type: none"> • 20 Mobile Toilet Blocks for Male & Female (14 for female and 14 for Male) to be placed at the venue with cleaning/sanitizing for maintaining hygiene. • 2 separate mobile toilet van for working office to be placed. • 1 Mobile Toilet Van for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. • All the required Items like Hand Soap, cleaners, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Hunar Haat. 	

		<ul style="list-style-type: none"> • If required, additional Portable Toilets to be installed for visitors during the event. 	
8	Photography & Videography	<ul style="list-style-type: none"> • 2 Photographers & 2 Videographers for the inaugural function. One Photographer & One Videographer for other days from 11:00am to 10:00pm. • Drone Cameras is also required on daily basis for recording and live streaming. • Soft copy of video/photos to be given in Hard Disc on daily basis to MANAS. • Promo videos/photographs will be created by the PIA and handed over to MANAS. 	
9	Publicity & Awareness	<ul style="list-style-type: none"> • Designing & fabrication of Welcome & Collage Standees (100 Nos of size 3 Ft. x 6 Ft.) on wooden frames. • Guide Map of the entire Pavilion at the Main Entry Gate of the Hunar Haat. • 300 number of Pole branding of size 5Ft X 3ft for pulling on all electric poles leading to the venue. • 250 Pole branding at the Venue, size of 4Ft X 3Ft. • 250 number of Publicity Panels of size 6 Ft x 8 Ft. • 50 number of Publicity Panels of size 10 Ft. x 8 Ft. • Table Facia (250 Nos of size 2.5ft. x 4 ft.). • Facia on craft stall (200 Nos of size 3 ft. x 1.5 ft. in Frame to be placed). • Facia on food stall (45 Nos of size 10ft. x 1.5ft.). • Sweet junction Facia (10 Nos of size 6 ft. x 1.5 ft.). • 100 number of Publicity Panels of size 16 Ft. x 8 Ft. • Direction Panels (20 Nos of size 3 ft. x 2 ft.). 	

		<ul style="list-style-type: none"> • 200 Double Mistral pole mounted flags 2X4Ft. each with Hunar Haat Branding. • Flex Banners for Food/Sweet stalls (25 Nos of size 3 ft. x 4 ft.) in the exhibition area, etc. Pole buntings etc. • The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex. • 250 coloured Certificate with Hunar Haat branding and Printing of Name and other details. • 1500 Invitation Cards printed as per design. • Floor Decals entire Hunar Haat pavilion. 	
10	Media Promotion	<ul style="list-style-type: none"> • PIA will release the newspaper advertisement for cultural events on alternate days of the Hunar Haat event starting from 12th February, 2020. • PIA will do the radio publicity before and during the event. • The content would be finalized by the MANAS/the Ministry. • PIA will do social media promotion like Facebook, Google, etc. 2 Social media person to be deployed on site for entire Hunar Haat event. Creatives/ Original pictures of the Hunar Haat to be posted daily during the Hunar Haat. The PIA would also make the provision for paid promotion of the ongoing Hunar Haat event. The amount for paid promotion shall be finalized in consultation with MANAS. • The PIA will ensure that the live feed of the Hunar Haat cultural programmes on Facebook on daily basis. 	
11	Cultural Programme		
11.1	Artists	<ul style="list-style-type: none"> • The PIA would propose the list of Artists for cultural Programme who would be performing on each evening from 6:00PM to 10:00PM for the period of 13th to 23rd February, 2020. The 	

		<p>Cultural Programmes like Quwali, Bollywood/ Punjabi Playback Singers, etc.</p> <ul style="list-style-type: none"> • The Cultural Programme and Name of Artists would be finalized by the MANAS/ Ministry of Minority Affairs, after submitting the List of Artists by PIA. • The PIA will organize different cultural activities like Kathputli Dance, Folk Dance, etc. on each evening of Hunar Haat from 13th to 23rd February, 2020. • The PIA will make all necessary arrangements i.e. travel & stay arrangements etc. of all the artists. 	
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The above cost is exclusive of applicable GST. Payment to the Agency will be released after deduction of TDS as applicable.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure - D

Obligation/Compliance to be ensured by Bidder

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

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure - E

Indemnity Undertaking

I on behalf of M/s..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & No-Technical working on behalf of M/s..... will abide by all safety rules and procedures. I declare that I M/s..... will be responsible for any safety violations/accident etc. The, MANAS will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the, MANAS 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