



Bid Document for Selection of Programme Implementing Agency (PIA) to Organize Hunar Haat at Shilp Haat, Prayagraj, Uttar Pradesh from 1st to 10th November, 2019.

Published on 17th October, 2019

Last Date of Submission of Bid 22nd October, 2019 up to 1130 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	Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Hunar Haat under USTTAD Scheme of Ministry of Minority Affairs, Government of India at Shilp Haat, Prayagraj, Uttar Pradesh from 1 st to 10 th November, 2019.
Joint Venture\Consortium	Not Applicable
Bid Processing Fee	Rs.5,000/- in form of Demand Draft (Non Refundable)
Mode of Bid Processing Fee	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 Lakh only)
Mode 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.1.00 Crore
Bid Dates	17.10.2019
Bid Document Download Start Date	17.10.2019
Bid Document Download End Date	22.10.2019
Last Date & Time for Submission of Technical Bid & Financial Bid.	22.10.2019 at 1130 Hours
Date of Bid opening	22.10.2019 at 1230 Hours
Bid validity period	90 days from opening of Price 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.
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I. 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” exhibition at **Shilp Haat, North Central Zone Cultural Centre, 14, CSP Singh Marg, Adjacent to Circuit House, Prayagraj, Uttar Pradesh 211001** from **1st to 10th November, 2019** 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 consists 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 1st to 10th November, from 10:00AM 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 Shilp Haat, North Central Zone Cultural Centre, 14, CSP Singh Marg, Adjacent to Circuit House, Prayagraj, Uttar Pradesh 211001.

II. 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 Shilp Haat, North Central Zone Cultural Centre, 14, CSP Singh Marg, Adjacent to Circuit House, Prayagraj** 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 28.10.2019 for preparation & installation of Stalls, Decoration, etc. The PIA will furnish the **Undertaking for completion** of the Work latest by **12:00 Noon of 31.10.2019** 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 22.10.2019 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 Committee on 22.10.2019 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 22.10.2019 at 5:00PM. Representative(s) of bidders are also invited to attend the Financial Bid opening meeting in MANAS office.

III. Scope of Work:

The Scope of work for organizing the Hunar Haat at Shilp Haat, Prayagraj is mentioned below:

S. No.	Particulars	
1	Theme Based Pavilion-	
1.1	Welcome Gate Theme Based.	2 Theme Based Gates with Size of 25 Ft width X 20 Ft. Height. 2 Box Gate with 25Ft width X 20Ft Height.
1.2	Flower Decoration	All Entrance and Exit Gates to be Decorated for the Inaugural Function. Flora Design, One Big Floral Centrepieces. 15 No. of Bouquet of Fresh Flowers. 25 No. of Single Rose properly wrapped.
1.3	Pavilion Decoration	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 in and around Pavilion, Decorative Hanging Kettles, etc.
1.4	Attraction Points and visitors engagement Area	3 Abreaction/ Selfie Points with different themes. 3 Visitors entertainment area has to be created - Audio/Visual Games/Activities. 1 India Map at the entrance with Mascots Kids Play
1.5	Floor Decoration	Entire Pavilion of Hunar Haat shall be covered by the New Neat & Clean Grey Colour Carpet. Red Card Shall be used from Entry Gate to Pavilion. 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. One Big Size (around 3-4 Sq Mt.) Rangoli theme based on inauguration day. Total Carpet area would be around 60,000 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	White Metal Lights - 150 No. LED Par Can Light with Multiple Colour - 50 No. LED Halogen Light - 30 No. LED Serial Light - 15,000 No. Sky Beam Light - 4 No. Whole venue to be lit up properly, if required the PIA would install more light as per requirement of the Venue.
1.7	Music & Sound	PA System with ample amount of Speakers to be installed for Public Announcement and playing Continuous Music by Following the General Guidelines for Music of the Local Authority. Appropriate Music & Sound System for Cultural Programme at Venue JBL Top – 8 JBL Base – 8 Amplifier – 2, Mixer – 2 Smoke Machine – 2 Nos.

		<p>LED Spot Light – 12 Nos. Follow spot – 1 Nos.</p> <p>If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.</p>
1.8	Other arrangements	<p>Flash Mob activity during the event: 1 Musical Dhol Nagada Group and 1 Shehnai Badak Group for Inauguration of Event.</p> <p>Folk Dance Groups during (10 Days) the Hunar Haat, by different performing artists from different states.</p> <p>10 Shawls for Welcome of Hon'ble Minister and VIP Guests.</p> <p>Opening Ribbon Cut Arrangements</p>
2	Stalls, Open Area, Office cum Control Room and Stage.	
2.1	Stalls for Arts & Crafts	<p>Arts & Crafts Stalls – 52 No. Octonom Style waterproof Stalls of size of – 8ft X 8ft in the Multi-purpose Hall on the Ground Floor for Artisans for showcasing/ selling of Handloom/ Handicraft Items.</p> <p>1 Tables, 2 Chairs, 2 Electrical Point & 2 Power Points, 4 Focus LED white lights, One Fan, Two side wall of Flex on wooden frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 100 stalls (48 Already Constructed & 52 To be installed by PIA).</p> <p>Theme based Stalls to be created with proper 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.</p> <p>Awnings are to be provided for shade in front of each food stalls.</p> <p>PIA would make the provision of 5-10 additional stall, which can be used as per requirement and directions of MANAS. The Cost of additional stalls would be calculated as per guidelines accordingly.</p>
2.2	Stalls for Cuisine/ Sweets	<p>20 No. of Octonom Pagoda Style waterproof Stalls of size of – 10ft X 10ft for Food and 5 No. of Octonom Pagoda Style waterproof Stalls of size of – 6ft X 6ft for Sweets on wooden platform with 3 tables with white cover and frills, 2 chairs, 2 electrical point & 2 power points, 4 Focus LED white lights, One Fan, two side wall of flex on wooden frames, front cover for closing stall at night for safety, Carpet, etc.</p>

		<p>Awnings are to be provided for shade in front of each food stalls.</p> <p>Theme based Stalls to be created with proper 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.</p> <p>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.</p>
2.3	Food Court	Gazebo Food Court is to be created in open area with sitting arrangements (Decorative Mudda Table & Chairs) for Minimum of 50 persons at a time and around 4 – 5 Table of 4 Ft Height.
2.4	Id & Uniform	<p>300 number of Photo I-Cards with Logo strip printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. 300 Number of Caps & T-Shirts each, 200 number of Aprons & 500 number of Hand gloves for the culinary experts. The Caps, T- Shirts & Aprons will have Logo of Hunar Haat.</p> <p>40 No. of Caps & T-Shirts for the use of Staff/ Officials with different colour. The same would be finalized with consultation of MANAS.</p>
2.5	Working Office	One Working Office, VIP Lounge is to be created in 600 Sq Ft Area with wooden flooring, Electrical Points, Computer Table, High back Chairs, Sofas, with proper Light Arrangements, 2 Split Air Conditions.
2.6	Stage & Green Room	<p>One stage size of 33ft X33ft on Already existing Swarn Jayanti Munch Along with 2 Green Rooms for Gents and Ladies (with mirrors, handers, Charis, Changing Room, Light, sound and other necessary items/equipments as required). Proper Carpeting on the Floor.</p> <p>A LED Backdrop size of 20ftX10ft at the back stage. Side LED panels with light frame with the size of 10ft height X 12 Ft width. Masking of both side of Stage. Black Masking of the Back side of the stage has to be.</p> <p>Seating Arrangements for minimum of 200 visitors, Two Seater Sofa-5 in front row along with central table. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes.</p> <p>Podium with proper branding, 5 No. of Cordless Mike for inauguration function.</p>

3	Ushers & Housekeeping/ Sanitation Staff	<p>4 Ushers (Two Girls in Saree & Two Boys in Corporate Attire) for Inaugural Function with Good Communication Skills.</p> <p>At any point of time 10 Sanitation Staff (5 Male & 5 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets from 1st to 10th November, 2019. The Washrooms has to be cleaned properly every half an hour from 8:00AM to 10:00PM. 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.</p> <p>4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other 9 days.</p> <p>20 No. of Housekeeping Staff with Supervisors (Male & Female) from 8:00AM 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.</p> <p>Fogging for mosquitos to be done on daily basis in the evening, after visiting hours.</p> <p>If required, PIA will provide the additional manpower for above mentioned activates.</p>
4	Security and Fire & Medical Arrangements	
4.1	Security Arrangements	<p>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.</p> <p>3 No. of Door Frame Metal Doctors along with 3 Frisking Cabin for Female.</p> <p>6 No. of Hand Held Frisking Devices (HHFDs).</p> <p>2 Baggage X-Ray Machine at entry gate (Baggage Scanner).</p> <p>25 No. of Walkie - Talkie</p> <p>25-30 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.</p> <p>PIA will make the arrangement of Wheel Chairs at the all Entry Gates for the Dibyangs.</p>
4.2	Fire & Medical Arrangements	100 No. of Fire Extinguishers or as per required norms, 10 water drums, 50 Sand Buckets on Stands and other fire fights

		<p>required arrangements as per the specification and guidelines issued by the concerned authorities.</p> <p>One Fire Brigade Van from 10:00AM to 10:00PM daily. PIA can approach Fire Brigade office of requisitioning Fire tender with crew.</p> <p>One Separate First Aid Canopy near at best suited place along with Qualified Doctor - 1 and Nurse - 1 and necessary medicines, etc.</p>
5	Power Backup	<p>4. No. of Silent Generators with capacity of 62KW 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. Payment for temporary electricity consumption is to be borne by MANAS as per actual bill.</p>
6	Water Arrangements	<p>PIA will ensure uninterrupted water supply by providing 2 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.</p> <p>PIA has to arrange the Drinking Water Dispenser for the VIP Visitors.</p>
7	Toilet Arrangements	<p>Separate Toilets for ladies & gents constructed at the venue be made functional by deploying sanitation staff for cleaning/sanitizing for maintaining hygiene.</p> <p>Two Chemical Toilet for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene.</p> <p>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.</p> <p>If required, additional Portable Toilets to be installed for visitors</p>
8	Photography & Videography	<p>2 Photographer & 2 Videographer for the inaugural function. One Photographer & One Videographer for other days.</p> <p>Drone Cameras will be used on inauguration day and on Sundays.</p> <p>Soft copy of video/photos to be given in Hard Disc on daily basis to MANAS.</p> <p>Promo videos/photographs will be created by the PIA and handed over to MANAS.</p>

9	Publicity & Awareness	<p>Designing & fabrication of Welcome & Collage Standees (50 Nos of size 3 Ft. x 6 Ft.) on wooden frames.</p> <p>1 Digital Guide Map of the entire Pavilion at the Main Entry Gate of the Hunar Haat.</p> <p>250 number of Pole branding of size 5fts x 3fts for pulling on all electric poles leading to the venue.</p> <p>100 number of Publicity Panels of size 6 Ft x 8 Ft.</p> <p>60 number of Publicity Panels of size 10 Ft x 8 Ft.</p> <p>Table Facias (100 Nos of size 2.5 fts x 3 fts)</p> <p>Facia on craft stall (100 Nos of size 10 fts x 1.5 fts)</p> <p>Facia on food stall (25 Nos of size 10fts x 11.5fts)</p> <p>Sun Board Facia on sweet junction (5 Nos of size 6 fts x 1.5 fts)</p> <p>Direction Panels on wooden frames (20 Nos of size 3 fts x 3 fts)</p> <p>Flex Banners for Food/Sweet Stalls (25 Nos of size 4 fts x 4 fts) in the exhibition area, etc. Pole buntings etc.</p> <p>The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex.</p>
10	Civil Work	<p>Painting/whitewash of the venue wherever required.</p> <p>Artistic Painting on the Stage and prominent visible areas of the venue.</p> <p>Masking work wherever required to be done by PIA at the venue.</p>
11	Cultural Programme	<p>The Indicative list of Artists are mentioned below:</p> <ol style="list-style-type: none"> 1. Sh. Suresh Wadekar, Singer 2. Sh. Vishal Kothari, Singer 3. Sh. Raja Sagoo, Singer 4. Preeti & Pinki Group, Singer 5. Sh. Posh Peechatt, Singer 6. Sh. Aniket Ghosh, Rapper 7. Sh. Kashif Nizami, Sufi & Qawali Singer 8. Sh. Mickey Singh Narula, Singer 9. Sh. Rahul Joshi, Singer 10. Ms. Rekha Raj, Sufi Singer

		<p>11. Ms. Sheetal Aggarwal, Singer 12. Ms. Gurdeep Mehndi, Singer 13. Ms. Sanjeevni, Singer 14. Sh. Vicky Chandra, Singer 15. Ms. Tarannum Malik, Singer 16. Mr. Pankaj Chaturvedi, Singer 17. Sh. Ahsaan Qureshi, Comedian 18. Sh. Raju Shrivasta, Comedian</p> <p>The Artist Fees would be paid to PIA on Actual Basis.</p> <p>The PIA will make all necessary arrangements i.e. travel & stay arrangements etc. of all the artists.</p>
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The estimated cost of organizing the Hunar Haat would be Rs.1.00 Crore plus applicable taxes.

IV. 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.

V. Obligations of MANAS

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

VI. Criteria for Selection of Bidders

The Selection of PIA will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria (based on presentation) will be 70 while Financial

Criteria will be 30. 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. $(L-1 \text{ divided by } Lx) \text{ multiplied by } 100$ wherein X is the bid quoted by L2, L3, L4.
- b. Composite Score of the Bidders:-

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

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.

- c. The Technical Evaluation shall be based on the presentation made by the bidder before the Committee 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.
- d. Financial Score (30 Marks) - The Financial Bid is to be quoted in the prescribed format as at Annexure-B.
- e. 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.
- f. 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 MANAS reserves the right to declare one as Preferred Bidder whose, Presentation Score is highest among such Bidder who has secured exactly the same Composite Score.

VII. Other Conditions:

- a. **Liquidated Damages:**

The entire work as listed in the scope of work is to be completed by 12.00 Noon on 31.10.2019. The bare space will be handed over to the PIA on 28.10.2019 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 31.10.2019.

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 program, 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 Lakh 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
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1 st	Issue of Work Order (on submission of Bank Guarantee/FD of Equal Amount	30%
2 nd	On Successful Inauguration	30%
3 rd	After Successful Completion of the Event and Submission of Utilization Certificate for 1 st & 2 nd Instalment.	40%

- 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 contract. 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.

VIII. 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, natural calamities 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 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 MANAS will be final and conclusive.

IX. 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 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.

X. 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 under USTTAD scheme of the Ministry of Minority Affairs at Shilp Haat, Prayagraj, Uttar Pradesh.

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 1st to 10th November, 2019 at Ship Haat, Prayagraj, Uttar Pradesh 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 1st to 10th November, 2019** at **Ship Haat, Prayagraj, Uttar Pradesh** 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.
2. Theme of Hunar Haat Pavilion (Decoration, Flooring etc.)
3. Stalls (Craft & Food) designs and Quality
4. Light & Sound
5. Initiation Cards
6. Promotional & Awareness Materials
7. Preparedness of the PIA to undertake the work and complete by 31.10.2019
8. Media Management
9. Cultural Programme Management
10. Fire, Health & Security Arrangements
11. All other arrangements as indicated in Scope of Work.

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 1st to 10th November, 2019** at **Ship Haat, Prayagraj, Uttar Pradesh** 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

S. No.	Particulars	Quantity	Price
1	Theme Based Pavilion-		
1.1	Welcome Gate Theme Based.	2 Theme Based Gates with Size of 25 Ft width X 20 Ft. Height. 2 Box Gate with 25Ft width X 20Ft Height.	
1.2	Flower Decoration	All Entrance and Exit Gates to be Decorated for the Inaugural Function. Flora Design, One Big Floral Centrepieces. 15 No. of Bouquet of Fresh Flowers. 25 No. of Single Rose properly wrapped.	
1.3	Pavilion Decoration	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 in and around Pavilion, Decorative Hanging Kettles, etc.	
1.4	Attraction Points and visitors engagement Area	3 Abreaction/ Selfie Points with different themes. 3 Visitors entertainment area has to be created - Audio/Visual Games/Activities. 1 India Map at the entrance with Mascots Kids Play	
1.5	Floor Decoration	Entire Pavilion of Hunar Haat shall be covered by the New Neat & Clean Grey Colour Carpet. Red Card Shall be used from Entry Gate to Pavilion. 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. One Big Size (around 3-4 Sq Mt.) Rangoli theme based on inauguration day.	

		Total Carpet area would be around 60,000 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	<p>White Metal Lights - 150 No.</p> <p>LED Par Can Light with Multiple Colour - 50 No.</p> <p>LED Halogen Light - 30 No.</p> <p>LED Serial Light - 15,000 No.</p> <p>Sky Beam Light - 4 No.</p> <p>Whole venue to be lit up properly, if required the PIA would install more light as per requirement of the Venue.</p>	
1.7	Music & Sound	<p>PA System with ample amount of Speakers to be installed for Public Announcement and playing Continuous Music by Following the General Guidelines for Music of the Local Authority.</p> <p>Appropriate Music & Sound System for Cultural Programme at Venue</p> <p>JBL Top – 8 JBL Base – 8 Amplifier – 2, Mixer – 2 Smoke Machine – 2 Nos. LED Spot Light – 12 Nos. Follow spot – 1 Nos.</p> <p>If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.</p>	
1.8	Other arrangements	<p>Flash Mob activity during the event: 1 Musical Dhol Nagada Group and 1 Shehnai Badak Group for Inauguration of Event.</p> <p>Folk Dance Groups during (10 Days) the Hunar Haat, by different performing artists from different states.</p> <p>10 Shawls for Welcome of Hon'ble Minister and VIP Guests.</p> <p>Opening Ribbon Cut Arrangements</p>	
2	Stalls, Open Area, Office cum Control Room and Stage.		

2.1	Stalls for Arts & Crafts	<p>Arts & Crafts Stalls – 52 No. Octonom Style waterproof Stalls of size of – 8ft X 8ft in the Multi-purpose Hall on the Ground Floor for Artisans for showcasing/ selling of Handloom/ Handicraft Items.</p> <p>1 Tables, 2 Chairs, 2 Electrical Point & 2 Power Points, 4 Focus LED white lights, One Fan, Two side wall of Flex on wooden frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 100 stalls (48 Already Constructed & 52 To be installed by PIA).</p> <p>Theme based Stalls to be created with proper 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.</p> <p>Awnings are to be provided for shade in front of each food stalls.</p> <p>PIA would make the provision of 5-10 additional stall, which can be used as per requirement and directions of MANAS. The Cost of additional stalls would be calculated as per guidelines accordingly.</p>	
2.2	Stalls for Cuisine/ Sweets	<p>20 No. of Octonom Pagoda Style waterproof Stalls of size of – 10ft X 10ft for Food and 5 No. of Octonom Pagoda Style waterproof Stalls of size of – 6ft X 6ft for Sweets on wooden platform with 3 tables with white cover and frills, 2 chairs, 2 electrical point & 2 power points, 4 Focus LED white lights, One Fan, two side wall of flex on wooden frames, front cover for closing stall at night for safety, Carpet, etc.</p> <p>Awnings are to be provided for shade in front of each food stalls.</p> <p>Theme based Stalls to be created with proper 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.</p> <p>Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/ partition with ethnic designs. Only</p>	

		New material to be used for constructions of stalls.	
2.3	Food Court	Gazebo Food Court is to be created in open area with sitting arrangements (Decorative Mudda Table & Chairs) for Minimum of 50 persons at a time and around 4 – 5 Table of 4 Ft Height.	
2.4	Id & Uniform	300 number of Photo I-Card with Logo strip printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. 300 Number of Caps & T-Shirts each, 200 number of Aprons & 500 number of Hand gloves for the culinary experts. The Cap, T- Shirt & Apron will have Logo of Hunar Haat. 40 No. of Caps & T-Shirts for the use of Staff/ Officials with different colour. The same would be finalized with consultation of MANAS.	
2.5	Working Office	One Working Office, VIP Lounge is to be created in 600 Sq Ft Area with wooden flooring, Electrical Points, Computer Table, High back Chairs, Sofas, with proper Light Arrangements, 2 Split Air Conditions.	
2.6	Stage & Green Room	One stage size of 33ft X33ft on Already existing Swarn Jayanti Munch Along with 2 Green Rooms for Gents and Ladies (with mirrors, handers, Charis, Changing Room, Light, sound and other necessary items/equipments as required). Proper Carpeting on the Floor. A LED Backdrop size of 20ftX10ft at the back stage. Side LED panels with light frame with the size of 10ft height X 12 Ft width. Masking of both side of Stage. Black Masking of the Back side of the stage has to be. Seating Arrangements for minimum of 200 visitors, Two Seater Sofa-5 in front row along with central table. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes. Podium with proper branding, 5 No. of Cordless Mike for inauguration function.	
3	Ushers & Housekeeping/ Sanitation Staff	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	

		<p>Washroom/ Restrooms/ Toilets from 1st to 10th November, 2019. The Washrooms has to be cleaned properly every half an hour from 8:00AM to 10:00PM. 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.</p> <p>4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other 9 days.</p> <p>20 No. of Housekeeping with Supervisors (Male & Female) from 8:00AM 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.</p> <p>Fogging for mosquitos to be done on daily basis in the evening.</p> <p>If required, PIA will provide the additional manpower for above mentioned activates.</p>	
4	Security and Fire & Medical Arrangements		
4.1	Security Arrangements	<p>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.</p> <p>3 No. of Door Metal Doctors along with 3 Frisking Cabin for Female.</p> <p>6 No. of Hand Held Frisking Device.</p> <p>2 Baggage X-Ray Machine at entry gate.</p> <p>25 No. of Walky Talky</p> <p>25-30 No. 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 setup and responsible Monitoring Team.</p> <p>PIA will make the arrangement of Wheel Chairs at the all Entry Gates for the Dibyangs.</p>	

4.2	Fire & Medical Arrangements	<p>100 No. of Fire Extinguishers or as per required norms, 10 water drums, 50 Sand Buckets on Stands and other required arrangements as per the specification and guidelines issued by the concerned authorities.</p> <p>One Fire Brigade Van from 10:00AM to 10:00PM daily. PIA can approach Fire Brigade office of requisitioning two Fire Brigades.</p> <p>One Separate First Aid Canopy near at best suited place along with Qualified Doctor – 1 and Nurse – 1 and necessary medicines, etc.</p>	
5	Power Backup	<p>4.No. of Silent Generators with capacity of 62KW 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. Payment for temporary electricity consumption is to be borne by MANAS as per actual bill.</p>	
6	Water Arrangements	<p>PIA will ensure uninterrupted water supply by providing 2 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.</p> <p>PIA has to arrange the Drinking Water Dispenser for the VIP Visitors.</p>	
7	Toilet Arrangements	<p>Separate Toilets for ladies & gents constructed at the venue is to be made functional by deploying sanitation staff for cleaning/sanitizing for maintaining hygiene.</p> <p>Two Chemical Toilet for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene.</p> <p>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.</p> <p>If required, additional Portable Toilets to be installed for visitors</p>	
8	Photography & Videography	<p>2 Photographer & 2 Videographer for the inaugural function. One Photographer & One Videographer for other days.</p>	

		<p>Drone Cameras will be used on inauguration day and on Sundays.</p> <p>Soft copy of video/photos to be given in Hard Disc on daily basis.</p> <p>Promo videos/photographs will be created by the PIA and handed over to MANAS.</p>	
9	Publicity & Awareness	<p>Designing & fabrication of Welcome & Collage Standees (50 Nos of size 3 Ft. x 6 Ft.) on wooden frames.</p> <p>250 number of Pole branding of size 5ftsx3fts for pulling on all electric poles leading to the venue.</p> <p>100 number of Publicity Panels of size 6 Ft x 8 Ft.</p> <p>60 number of Publicity Panels of size 10 Ft x 8 Ft.</p> <p>Table Facias (100 Nos of size 2.5 fts x 3 fts)</p> <p>Facia on craft stall (100 Nos of size 10 fts x 1.5 fts)</p> <p>Facia on food stall (25 Nos of size 10fts x 11.5fts)</p> <p>Sun Board Facia on sweet junction (5 Nos of size 6 fts x 1.5 fts)</p> <p>Direction Panels on wooden frames (20 Nos of size 3 fts x 3 fts)</p> <p>Flex Banners for Food/Sweet Stalls (25 Nos of size 4 Fts x 4 Fts) in the exhibition area, etc. Pole buntings etc.</p> <p>The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex.</p>	
10	Civil Work	<p>Painting/whitewash of the venue wherever required.</p> <p>Artistic Painting on the Stage and prominent visible areas of the venue.</p> <p>Masking work wherever required to be done by PIA at the venue.</p>	
11	Cultural Programme		

11.1	Artists	<p>The Indicative list of Artists are mentioned below:</p> <ol style="list-style-type: none"> 1. Sh. Suresh Wadekar, Singer 2. Sh. Vishal Kothari, Singer 3. Sh. Raja Sagoo, Singer 4. Preeti & Pinki Group, Singer 5. Sh. Posh Peechatt, Singer 6. Sh. Aniket Ghosh, Rapper 7. Sh. Kashif Nizami , Sufi & Qawali Singer 8. Sh. Mickey Singh Narula, Singer 9. Sh. Rahul Joshi, Singer 10. Ms. Rekha Raj, Sufi Singer 11. Ms. Sheetal Aggarwal, Singer 12. Ms. Gurdeep Mehndi, Singer 13. Ms. Sanjeevni, Singer 14. Sh. Vicky Chandra, Singer 15. Ms. Tarannum Malik, Singer 16. Mr. Pankaj Chaturvedi, Singer 17. Sh. Ahsaan Qureshi, Comedian 18. Sh. Raju Shrivasta, Comedian <p>The Artist Fees would be paid to PIA on Actual Basis.</p> <p>The PIA will make all necessary arrangements i.e. travel & stay arrangements etc. of all the artists.</p>	
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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.

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