

# TENDER DOCUMENT FOR SELECTION OF AN EVENT MANAGEMENT AGENCY

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

LOCATED AT BABA KHARAK SINGH MARG, NEW DELHI

BEING ORGANISED FROM 10<sup>th</sup> TO 18<sup>th</sup> FEBRUARY, 2018



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

Uploaded on Website of NMDFC on 2<sup>nd</sup> January, 2018  
Last Date for Submission of Bids up to 11.00 Hrs on 24<sup>th</sup> January 2018

Details about Tender: Tender Notice No. \_\_\_\_\_ of 2018

Department Name	:	National Minorities Development & Finance Corporation (NMDFC)
Address	:	The Assistant General Manager (Projs), NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Phone: 91-11-22441438, 22441453.
Name of Work	:	Engaging Agency for Fabrication, Designing & Branding of Pavilion & Stalls of Ministry of Minority Affairs at Baba Kharak Singh Marg, New Delhi as per the Scope of Work.
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<i>Amount Details</i>		
Bid Processing Fee	:	Rs.2,500/- in form of Demand Draft (Non Refundable)
Bid Processing Fee Payable to	:	Non-refundable DD in favour of “National Minorities Development & Finance Corporation”
EMD (INR)	:	Rs. 1,00,000/- (Rupees one lakh only)
EMD in favour of	:	(Rupees One Lac only) by DD or Bank Guarantee in favour of “National Minorities Development & Finance Corporation” from any Nationalised Bank. Bank Guarantee should be valid for a period of 180 days from the date of opening of Bid.
Expected Cost of the Work	:	Rs. 1.00 Cr.(Rupees One Crore only) + GST as applicable.
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	02/01/18
Bid Document Downloading End Date	:	23/01/18 at 18.00 hrs
Last Date & Time for Submission of Technical Bid & Financial Bid.	:	24/01/18 at 11.00 hrs
Date of Tender opening	:	24/01/18 at 12.00 hrs
Bid Validity Period	:	90 days from opening of price bid
Submission of certain documents, etc.	:	Submission of EMD, Bid Processing Fees, Technical Bid and Financial Bid along with other Documents from 02/01/18 at 15.00 hrs. up to 24/01/2018 at 11.00 hrs in the office of NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi - 110092.
Remarks	:	Tenders will be opened on 24 <sup>th</sup> January, 2018 at 12.00 hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria, design of Ministry Pavilion, Gates, Layout of the Exhibition area, etc. as mentioned in the Tender Document under the heading “Instructions to Bidders”. Only those bidder/bidders who meet eligibility criteria & their design are found to be impressive being in-line with the theme of the Exhibition “Crafts Aur Cuisines Ka Sangam” and approved by the competent authority, will be shortlisted for next stage. The results will be uploaded on to the website of NMDFC ( <a href="http://www.nmdfc.org">www.nmdfc.org</a> ) and also on the Notice Board of Corporate office of NMDFC at 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092 on 24.01.2018 at 18.00 Hrs. Bidders who meet the qualification criteria will be called “Technically Eligible bidder” and they will be invited for

	<p>making presentation on 25.01.201 before Tender Evaluation Committee/Expert. Thereafter, their Financial Bids will be opened on 29.01.2018 at 12.00 Hrs. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting. The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score. In case of any clarification, the bidders may contact Sh. K. Sudesh, Manager (Finance), NMDFC at 011-22441438.</p>
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## INVITATION FOR OPEN TENDER

National Minorities Development & Finance Corporation (NMDFC) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is organising Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' under the USTTAD scheme of the Ministry of Minority Affairs from 10<sup>th</sup> to 18<sup>th</sup> February, 2018. The exhibition is to be put up in the open space at Baba Kharak Singh Marg, Opposite Emporia Complex, by putting up 100-125 number of Stalls for Artisans for showcasing Handloom/Handicraft items and 30-35 nos. of Food stalls & Sweet Junction Stalls of Pagodas Style with water proofing. The Size of Pagoda Style Food Stalls will be 10 fts x 10 fts and Sweet Junction Stalls would be 5 fts x 5 fts, while the stalls for Artisans would measure 6 fts x 6 fts with front counter. Each artisan stall should be covered from the top and three sides and must have One table, Two chairs, One Electrical power point, 4 lights – tube light & focus lights, 4 glass racks on side walls for each artisan stall, etc. Food Stalls are to be given three tables with frills & plastic sheets & two chairs each along with 4 lights – tube light & focus lights. In the eating area in front of food stalls, rectangular long tables of 4fts height with daily changeable plastic sheets with frills are to be provided. Extra Two Power Point connections are to be provided in each Food Stall. The Event Management Agency (EMA) shall be required to Design, Fabricate & undertake Branding of the Pavilion of the Ministry of approximately 100 sqr. mtrs in the earmarked space. Office cum control room for NMDFC of approximately 100 sqr fts would also need to be erected. One Stage of about 600 sqr fts at the back portion of the stairs connecting the underpass with the Hanuman Mandir for cultural program with Green room (with mirrors, hangers, chairs, with partitioned changing facility to be erected for the cultural program complete with requisite lighting, ambience & sound system, etc.

2. NMDFC wishes to appoint an **Event Management Agency (EMA)** for organizing Hunar Haat exhibition with the theme titled '**CRAFT AUR CUISINE KA SANGAM**' under the USTTAD scheme of the Ministry of Minority Affairs from 10<sup>th</sup> to 18<sup>th</sup> February, 2018 in open Space at Baba Kharak Singh Marg, Opposite Emporia Complex, Connaught Place, New Delhi. The Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' would consist of Showcasing of Handloom/Handicraft Items by Artisans from Minority Communities and Ethnic Traditional Cuisines practiced by Minorities from across the country besides, organizing of daily cultural programs. The entry to the event would be free and would be open to the general public from **11.00 am to 10.00 pm** every day. The Event Management Agency (EMA) shall be required to develop concept, design, fabricate, undertake branding & manage the entire exhibition area including Stalls & Pavilion of the Ministry in the open Space of Baba Kharak Singh Marg, Opposite Emporia Complex, Connaught Place, New Delhi. The scope of work is as given in the subsequent paragraphs in the bid document. The estimated cost is Rs. 1.00 Cr (Rupees One Crore only) plus applicable taxes (GST). Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website "<http://www.nmdfc.org>". The bidder can approach NMDFC for any clarification with regard to submitting its bid up to 23<sup>rd</sup> January 2018.

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

- The **First Envelope** should contain the Bid Processing Fee of **Rs.2,500/-(Non Refundable)** & EMD of **Rs. 1,00,000/- (Rupees One Lac only)** in the form of Demand Drafts drawn in favour of "**National Minorities Development & Finance Corporation**" payable at Delhi or Bank Guarantee in prescribed format 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 & Design of the proposed Exhibition Site with Stalls, Branding & Design of all material to be put up as per the scope of work including Ministry Pavilion, Gates, Layout of the Exhibition area, etc, Copy of Work Orders bringing out Relevant Experience of the Agency in organising similar Events, Experience of working with at least One PSU/Govt./ Reputed Private Sector Organization during last 3 years, CA Certificate/Financial Statements for Annual Turnover, Photographs of the Events organised by them as proof, etc. for bringing out the fact that they meet the Eligibility Criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. There should be no mention of the prices in the Technical Bid Document. Original printed document with signature & seal of the submitting company shall be considered as authentic. Filling up prices in Part II will disqualify the Bidder.
- The **Third Envelope** should contain the **Financial Bid only**. Services offered should be strictly as per specifications mentioned in this Tender Document.
- The first, second & third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted through Speed Post/Courier and also by hand by depositing in the Tender Box kept at the reception in the corporate office of NMDFC.

4. Tenders will be opened on 24<sup>th</sup> January, 2018 at 12.00 hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria, design of Ministry Pavilion, Gates, Layout of the Exhibition area, etc. as mentioned in the Tender Document under the heading “Instructions to Bidders”. Only those bidder/bidders who meet eligibility criteria & their design are found to be impressive being in-line with the theme of the Exhibition “Crafts Aur Cuisines Ka Sangam” and approved by the competent authority, will be shortlisted for next stage. The results will be up-loaded on to the website of NMDFC ([www.nmdfc.org](http://www.nmdfc.org)) and also on the Notice Board of Corporate office of NMDFC at 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092 on 24.01.2018 at 18.00 Hrs. Bidders who meet the qualification criteria will be called “Technically Eligible bidder” and they will be invited for making presentation on 25.01.2018 before Tender Evaluation Committee/Expert. Thereafter, their Financial Bids will be opened on 29.12.2017 at 12.00 Hrs. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting. The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score.

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# Scope of work

1. The Event Management Agency (EMA) would use ethnic elements and items for ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event. Only new/fresh items to be used.
2. The selected bidder would be responsible for designing and creation of theme based ambience during the Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' at Baba Kharak Singh Marg, at platform outside State Emporia Building.
3. The lay out plan and design including welcome gate and material to be used will have to be approved from NMDFC/Ministry of Minority Affairs beforehand.
4. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work so that the Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' is fully set up by the evening on 8<sup>th</sup> February, 2018. The bidder would be handed over the site latest by 3<sup>rd</sup> February, 2018.
5. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land owning agency i.e. NDMC by the last evening of the event.
6. The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
7. The selected bidder would be required to coordinate with the Managers of the various Emporia's at Baba Kharak Singh Marg and take their permission while setting up stalls in front of their Emporia for smooth & un-interrupted running of the show.
8. The selected bidder would be required to tie up with the NDMC, Local Police, Traffic Police etc, so that the work of Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Delhi Fire Service, Excise Department, ET, FSSAI, Taxation department (VAT), Labor Department, Licensing Branch, Delhi Police, Delhi Traffic Police, Health Department, NDMC like horticulture, Enforcement, electricity, civil etc. would be the responsibility of selected bidder. NMDFC would however facilitate the selected bidder in getting these permissions/Licenses.
9. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, chair, tables, canopies, public address system and sound system for cultural items during the event, control rooms with adequate support staff, supervisors, water proofing of stalls, arrangement to close the stall from front side, round the clock fool proof security with required gadgets, cleanliness, etc.
10. The selected bidder shall also arrange for 2 Fire Tenders and One Ambulance with Doctor/Nursing Staff to be stationed at the venue during the course of the exhibition from 11.00 A.M to 10.00 P.M from 10<sup>th</sup> to 18<sup>th</sup> February, 2018.
11. About 100-125 Octonom style stalls of size 6 fts x 6 fts for the artisans are to be put up for the Artisans with proper tin shade on iron frame for covering the stalls from the top. Awning (canopy) in front of each Octonom Style Stall is to be provided for shade. Each artisan stall must have One table, Two chairs, 4 glass Racks on side walls, one electrical point, 4 lights – tube light & focus lights, etc.
12. The EMA shall also construct 30-35 Pagoda Style Food Stalls/Sweet Junction Stalls for the Culinary Experts. The size of each Pagoda style food stalls would be **10 fts x 10 fts for culinary experts & 5 fts x 5 fts for Sweet junction Pagoda Style stalls**. Food Stalls are to be given three tables with frills & plastic sheets & Two chairs each along with 4 lights – tube light & focus lights. In the eating area

- in front of food stalls, rectangular long tables of 4fts height with daily changeable plastic sheets with frills are to be provided. Extra Two Power Point connections are to be provided in each Food Stall.
13. Provision for cooking area behind every food stall has to be created with water facility/ dustbin etc.
  14. The bidder will have to facilitate the culinary experts coming from different parts of the country to get cooking & serving wares, cooking gas, raw material, etc.
  15. The selected bidder has to ensure that the whole complex is properly lit and all food stalls have sufficient electricity and power points.
  16. All the electrical cables and wires should be properly insulated. There should not be any loose wires. Gen set installation for the event would be the responsibility of the selected bidder with the required permission of the Ministry of environment.
  17. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.
  18. Removal of garbage from the site and its disposal to the nearest NDMC dustbin is the responsibility of selected bidder.
  19. The selected bidder would also be responsible for constructing a stage and green room at the back side of the stairs connecting the underpass with Hanuman Mandir. The artists for the cultural programs shall be arranged by NMDFC. All the expenditure on ambience creation, sound & light arrangements for the cultural program would be the responsibility of the selected bidder. Permissions required IPRS. PPL etc. for cultural program has to be taken by the event manager and cost if any shall be borne by the selected bidder.
  20. Publicity panel/standees & directional signages, hoardings, continuous flex panels on the outside of tin barricade. White cloth masking/partitions with tribal print/USTTAD logo along with Hoarding on Scheme & Programs of Ministry/NMDFC would be put up on the inside of the tin barricade, entrance gates, behind stage and at other prominent places in the venue. The design & content for the same would be provided by NMDFC.
  21. It shall be the responsibility of the selected bidder to set up temporary work station/office for executing the work of Hunar Haat exhibition titled **‘CRAFT AUR CUISINE KA SANGAM’**.
  22. The selected bidder shall have to put-up Octonom type office with top cover/shade for the staff of NMDFC. The location to be decided in consultation with NMDFC.
  23. It may please be noted that NMDFC shall provide the name of artisans and food vendors/cuisine experts. The Event Manager will not entertain any artisan/food vendor directly. In case it is found that un-authorized stall/vendor is put up inside the venue, it will be the responsibility of the vendor to evict such un-authorized vendor/stall. Failure by the EMA to evict such un-authorized vendor/stall will be viewed very seriously and heavy penalty would be charged from the vendor and deducted from its Performance Bank Guarantee.
  24. The entire venue has to be covered by Steel Barricading especially in areas which are open from the outside, for security reason.
  25. The selected bidder shall be required to take insurance cover of Rs.1.50 crs for the period of the exhibition i.e., 10<sup>th</sup> to 18<sup>th</sup> February,2018. The insurance shall be taken to cover any untoward incident (theft, fire, bomb blast, etc) leading to loss of life, assets by the artisan, visitor, officials, worker, etc.

26. The Scope of Work is summarized here below:-

<b>S. No.</b>	<b>Particulars</b>
1.	<p>Ambiance creation with component detail and its number are to be mentioned/enclosed.</p> <ol style="list-style-type: none"> <li>1. 2 Welcome theme based pillar gates (size 10ft width x20ft height).</li> <li>2. Whole venue to be lit up properly.</li> <li>3. Flower decoration for the inaugural function on Gate, Ministry Pavilion along with bouquet.</li> <li>4. Entire Exhibition area is to be decorated to provide ethnic look in line with the theme of the Crafts Aur Cuisines Ka Sangam with cloth triangular Jhandis, Kite, dropdowns lanterns/umbrellas, Colorful Drapes, serial lights, Signages, buntings, Box Type Hoardings of size 5 fts x 5 fts and height 10 fts, (atleast 6 in no.) etc.</li> <li>5. 4 Artistic theme corners to be created in the exhibition venue.</li> <li>6. Red Carpet from the Gate to the Ministry Pavilion/Stage area.</li> <li>7. PA system with speakers in entire venue for public announcement.</li> <li>8. White Metal Lights; LED Parcan Lights, LED Serial Lights; Halogen Lights, etc as per requirement.</li> <li>9. 2 Guards in traditional dress for the inauguration function.</li> <li>10. Shahnai Vadak for the inauguration program.</li> </ol>
2.	<p>30-35 Pagoda Style Food Stalls/Sweet Junction Stalls for the Culinary Experts. The size of each Pagoda style food stalls (25-28 stalls) would be 10 fts x 10 fts for culinary experts &amp; 5 fts x 5 fts for Sweet junction Pagoda Style stalls ( 5 – 7 stalls) with water proof Pagodas with 3 tables, 2 chairs, 2 electrical power points, 4 lights – tube light &amp; focus lights, etc. and eating area in front of food stalls with rectangular long serving tables (4 fts height) with daily changeable plastic sheets with frills, cooking facility at the back of each stall, etc. Adequate space between stalls for free movement of visitors. Only new and clean material to be used for construction of Pagodas. Uniform Facia with Hunar Haat Logo, Name of Ministry on each stall indicating name/name of food item/place of the culinary artist.</p>
3.	<p>100-125 Octonom style stalls of size 6 fts x 6 fts for the artisans are to be put up for the Artisans with proper tin shade on iron frame for covering the stalls from the top. Awning (canopy) in front of each Octonom Style Stall is to be provided for shade from sun. Each artisan stall must have One table, 2 chairs, 4 glass Racks on side walls, one electrical point, 4 lights – tube light &amp; focus lights, Carpet, Fascia with name/art/place of vendor. There should be arrangement for front cover for closing the stall from the front for safety of the articles of the artisans.</p>
4	<p>One Octonom Style Office cum control room for NMDFC officials of 100 sqr ft size with light, electric points, chairs, tables, sofas, fans for executing work of exhibition. The stall is required to be covered from the top by tine shade on iron frame and provision for closing the stall from the front side.</p>
5	<p>One Stage at the back portion of the stairs connecting the underpass with the Hanuman Mandir with Green room (with mirrors, hangers, chairs, with partitioned changing facility to be erected for the cultural program complete with requisite lighting, ambience &amp; sound system, etc.</p>
6.	<p>20 No of persons Housekeeping Male/Female (supervisors and housekeeping/sweepers from 8.00 AM to 11.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material &amp; adequate Garbage pickup arrangement.</p>



7.	<p>Security arrangements</p> <p>a. 15 No of Security Guards (13 Male, 2 Female) with 1 Security supervisor during day time &amp; 30 Guards (all males) with Two Supervisors for night shift;</p> <p>b. 2 Nos of Door Metal Detectors ; c. 2 Nos of Baggage X,-Ray machines;</p> <p>d. 2 Frisking cabin for females &amp; e. 10 Nos of Walky Talky</p>
8.	<p>Complete Tin Sheet Barricading for boundary of Entire Exhibition Area open to road &amp; other openings on side of State Emporiums for Security purpose and entire Tin Sheet barricade is to be covered on the inside facing the venue and outside facing the road with branding of flex hoarding put up on steel frames about Schemes of Ministry/NMDFC and Theme related pictures. Only New &amp; Clean material to be used. White cloth masking/partitions with tribal print/USTTAD logo may also be put up on the exposed area on inside of the tin barricade, boundary wall, entrance gates, behind stages, other prominent places, etc. The design &amp; content for the same would be provided by NMDFC.</p>
9.	<p>Welcome &amp; Collage Standees (15 Nos of size 3 fts x 6 fts); Table Facias (100-125 Nos of size 2.5 fts x 3 fts); facia on craft stall (100-125 Nos of size 10 fts x 1.5 fts); facia on food stall (25-28 Nos of size 10 fts x 1.5 fts); facia on sweet junction (5-7 Nos of size 5 fts x 1.5 fts); Direction Panels (10 Nos of size 3 fts x 3 fts); Flex Banners for Food Stalls (30-35 Nos of size 4 fts x 4 fts); in the exhibition area, 4 fts x 20 fts Square Tower Type standees for branding – 5 Nos, etc.</p>
10.	<p>32 nos Good Quality CCTV Head Moving Cameras of HD Quality complete with monitoring system and recording backup for entire 9 days x 24 Hrs. (with control room setup and responsible Monitoring team)</p>
11.	<p>4. No. of silent Generators with capacity 125 KV 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 EMA. Payment for electricity based on actual consumption shall be made by NMDFC.</p>
12.	<p>1 LED-walls (Size 12x12ft) with sound, stand &amp; Technician for running live feed of coverage of day's activities/schemes of Ministry/NMDFC, etc.</p>
13.	<p>No of specific items</p> <ol style="list-style-type: none"> <li>1. 50 Fire extinguishers with fitness certificates, 25 Water Drums, 50 Sand Buckets on stands etc.</li> <li>2. Two Fire Tenders during the period of the exhibition.</li> <li>2. Electrical panel board and installations,</li> <li>3. Dustbins, - 15 drums with Bin</li> <li>4. One separate First Aid Canopy with doctor, nursing staff with required medicine/first aid material.</li> <li>5. One Ambulance with doctor &amp; nursing staff during the period of the exhibition.</li> </ol>
14.	<p>4 nos -Chemical toilets (2 Gents, 1 Ladies &amp; 1 especially abled) with sanitation staff for cleaning and maintaining hygiene.</p>
15.	<p>2 water tankers for each day to facilitate vendors for cooking &amp; cleaning.</p>
16.	<p>Designing and Fabrication of NMDFC/Ministry front side open Pavilion of 100 sqr mtrs. The Agency shall provide one 10 fts x 8 fts LED TV wall, 15 LED Sand witched Display of 5 fts x 3 fts for display of schemes of Ministry/NMDFC with photographs, Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table &amp; two chairs, Air conditioned VIP room with 8 seater Sofa sets for seating of VIP Guests along with photographs of events/schemes of Ministry inside the VIP seating area, 20 LED Metal Lights, Live Demonstration Area for Artisans, Floor Carpet/Wooden Floor, Good Quality Visitor Book with Pen,</p>

	separate Pantry with provision for Tea/coffee arrangement & Drinking water (200 ml bottles) for guests, etc.
17	4 Ushers for Inaugural function & 2 Ushers for other days.
18	Photo I-Card with Logo strip printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with jacket and string. (150 Number)
19	Provide T-Shirts (four each) & Caps (two each) printed with Hunar Haat Logo to all the Artisans & Culinary Experts. 4 sets of Aprons printed with Hunar Haat Logo & 20 sets of Gloves to each Culinary Experts/Staff.
20	Take insurance cover of Rs.1.50 crs for the period of the exhibition i.e., 10 <sup>th</sup> to 18 <sup>th</sup> February,2018. The insurance shall be taken to cover any untoward incident (theft, fire, bomb blast, etc) leading to loss of life, assets by the artisan, visitor, officials, worker, etc.

# **INSTRUCTIONS TO THE BIDDERS**

## **I. PROPOSED PROJECT**

National Minorities Development & Finance Corporation (NMDFC) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is organising Hunar Haat exhibition titled ‘**CRAFT AUR CUISINE KA SANGAM**’ under the USTTAD scheme of the Ministry of Minority Affairs from 10<sup>th</sup> to 18<sup>th</sup> February, 2018. The exhibition is to be put up in the open space at Baba Kharak Singh Marg, Opposite Emporia Complex, by putting up 100-125 number of Stalls for Artisans for showcasing Handloom/Handicraft items and 30-35 nos. of Food stalls & Sweet Junction Stalls of Pagodas Style with water proofing. The Size of Pagoda Style Food Stalls will be 10 fts x 10 fts and Sweet Junction Stalls would be 5 fts x 5 fts, while the stalls for Artisans would measure 6 fts x 6 fts with front counter. Each artisan stall should be covered from the top and three sides and must have One table, Two chairs, One Electrical power point, 4 lights – tube light & focus lights, 4 glass racks on side walls for each artisan stall, etc. Food Stalls are to be given three tables with frills & plastic sheets & two chairs each along with 4 lights – tube light & focus lights. In the eating area in front of food stalls, rectangular long tables of 4fts height with daily changeable plastic sheets with frills are to be provided. Extra Two Power Point connections are to be provided in each Food Stall. The Event Management Agency (EMA) shall be required to Design, Fabricate & undertake Branding of the Pavilion of the Ministry of approximately 100 sqr. mtrs in the earmarked space. Office cum control room for NMDFC of approximately 100 sqr fts would also need to be erected. One Stage of about 600 sqr fts at the back portion of the stairs connecting the underpass with the Hanuman Mandir for cultural program with Green room (with mirrors, hangers, chairs, with partitioned changing facility to be erected for the cultural program complete with requisite lighting, ambience & sound system, etc.

## **II. ELIGIBILITY CRITERIA**

- a) Experience of working with at least One PSU’s/Govt. Sector/Reputed Private Sector during last 3 years.
- b) Relevant experience of organizing at least two similar Exhibition/Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU’s/Private)
- c) At least One similar assignment executed with value of more than Rs. 1.25 crs including projects like Exhibition, Foundation day/Jubilee celebration/functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.
- d) Financial turnover of the company should not be less than Rs. 50.00 crs crores each during last three financial years. CA Certificate along with complete financial statements to be submitted.

## **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 NMDFC after the bid due date/time prescribed in the Tender Document shall be rejected.
- h). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- i). Bids shall remain valid for 90 days after the date of Bid opening prescribed by NMDFC. A Bid valid for a shorter period shall be rejected as non-responsive.

**IV. CRITERIA FOR SELECTION OF BIDDERS**

The selection of EMA will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria will be 70 while Financial Criteria will be 30. The agency who quotes lowest in the financial bid shall be given 30 marks. The financial quotes of other bidders shall be computed as follows

(L-1 divided by Lx) multiplied by 100 wherein X is the bid quoted by L 2, L3, L 4.

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

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

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

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

**2. The Technical Selection shall be evaluated as per the following evaluation criteria:-**

- a. Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.
- b. Relevant experience of organizing at least two similar Exhibition/Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private)
- c. At least One similar assignment executed with value of more than Rs. 1.25 crs including projects like Exhibition, Foundation day/Jubilee celebration/functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.
- d. Financial turnover of the company should not be less than Rs. 50.00 crs crores each during last three financial years. CA Certificate along with complete financial statements to be submitted.

**All the event management agencies are hereby requested to develop concept and design as per Scope of Work. The agencies are further requested to visit the venue before submitting a layout plan. The map of the venue is enclosed with this Tender Document for facilitating reference. For any further assistance & clarification, Sh. Kumar Sudesh, Manager (Fin), NMDFC may be contacted on 9868710999.**

The Design and Concept shall be selected as per the following criteria:-

### **Technical Score is Maximum 100 Marks.**

Sr.	Criteria	Documentary evidence	Marks Assigned
1	The Agency should have Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.	Enclose Work order copy.	3 marks if worked with only 1 PSU/Govt sector/ Reputed Private Sector in last 3 yrs. 5 marks if worked with more than 1 PSUs/Govt Sector in last 3 yrs.
2	Relevant experience of organizing at least two similar Exhibition/ Festival/ Event/ Entertainment/ IEC Projects during last 3 years (with Govt./PSU's/Private)	Work Order & Photographs is to be attached for authenticating claim.	5 marks if organised two similar exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs. 10 marks if organised more than two exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs.
3	Organised at least One similar assignment executed with value of more than Rs. 1.25 crs for Exhibition, Foundation day/ Jubilee celebration/ functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years..	Work Order & Photographs is to be attached for authenticating claim.	5 marks if organised one similar exhibition/ Foundation day/ Jubilee celebration/ functions, Award function, Product launches in value of more than Rs.1.25 crs during last 3 yrs. 10 marks if organised more than One exhibition/ Foundation day / Jubilee celebration/ functions, Award function, Product launches of value more than Rs.1.25 crs during last 3 yrs.
4	Financial turnover of the company should be at least Rs. 50.00 crores each during last three financial years.	Audited Financial Report / Chartered Account certificate indicating minimum annual financial turnover from similar works.	5 marks if turnover in upto than Rs.50.00 crs each during last 3 years. 15 marks if turnover is more than Rs.100.00 crs during each of last 3 yrs.
5	Whether Model/Prototype of Proposed Ministry Pavilion, Gates, Stall & Table Facias, Overall set-up plan in the exhibition venue submitted.	Please provide the model/prototype of the Ministry Pavilion, Gates, Stall & Table Facias, Overall set-up plan in the exhibition venue of open space in front of State Emporia, Baba Kharak Singh Marg, Cannought Place, N Delhi.	10 marks if prototype submitted. Nil Marks if not submitted.
6	Proposed approach, Themes, Concepts in the form of a presentation elaborating execution details for the project to be assessed on resource deployment, quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.	Presentation Made to Tender Evaluation Committee/Experts.	Max 50 marks
T O T A L			100 Marks. This will be reduced to 70 marks.

The quantity and details of various components may also be indicated during presentation. The hard copy as well as the soft copy of the presentation may also be given to NMDFC after the presentation.

#### **f. Financial Score**

**30 Marks**

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

- g. NMDFC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NMDFC can accept OR reject the financial bids without assigning any reason and decision of the NMDFC will be final & binding in this regard. In case of any ambiguity while comparing

the rates offered by the bidders, NMDFC reserves all the rights to decide on the issue of identifying selected bidder.

#### **h. Special Conditions for Evaluation**

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

#### **V. OTHER CONDITIONS:-**

- a). **Liquidated Damages**:- The entire work as listed in the scope of work is to be completed by the evening of 8<sup>th</sup> February, 2018. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Guarantee provided by the agency.

Further, in case of delay to deliver the work within stipulated program, NMDFC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NMDFC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee. Moreover, NMDFC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

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

- (i). The Bidder shall furnish, EMD of Rs. 1,00,000/- (Rupees One Lac only) in form of Demand Drafts drawn in favour of "National Minorities Development & Finance Corporation" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of bid in a separate envelope. Only after the confirmation of valid EMD, the Technical Bid will be opened.
- (ii). No interest shall be paid on EMD.
- (iii). EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.
- (iv). The successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing the Performance Bank Guarantee.
- (v). The EMD may be forfeited either in full or in part, at the discretion of NMDFC, on account of one or more of the following reasons:-
- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
  - b) Bidder does not respond to requests for clarification of their Bid.
  - c) Bidder fails to co-operate in the Bid evaluation process, and
  - d) In case of a successful Bidder, the said Bidder fails:
    1. to sign the Agreement in time; or
    2. to furnish Performance Guarantee.

#### **c). Performance Guarantee**

- (i). The selected bidder shall submit Performance Guarantee / Demand Draft equal to 10% of the contract price to the Asst. Gen. Mgr, NMDFC at the time of signing of Agreement and shall be issued as per the given format and shall be issued from any Scheduled Bank.

- (ii). The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the exhibition.
- (iii). If the selected bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited and his bid will be held void.
- (iv). Format of Performance Guarantee will be provided to the shortlisted bidder along with the LOI.

**d). Payment Terms**

1<sup>st</sup> payment as indicated below shall be treated as advance payment which shall be given only against irrevocable bank guarantee of the payment under consideration from scheduled bank as per approved format. The stages of payment shall be as under:-

Stage	Mile Stones	Amount (%)
1st	Issue of Work Order (on submission of Bank Guarantee/FD of Equal Amount)	30%
2nd	On successful inauguration	30%
3rd	After successful completion of the event	40%

**e). Additional Conditions:-**

- i). NMDFC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- ii). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- iii). In case of any dispute, decision of competent authority will be final and binding.
- iv). The bidder must furnish a declaration to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.
- v). The format for Technical Bid & submission of relevant documentary evidence is enclosed as **Annexure-4**. Bidders are requested to submit their technical bid strictly in the enclosed format.

**VI. Force Majeure**

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

**VII. Arbitration**

- (a) If a dispute of any kind whatsoever arises between the NMDFC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- (b) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the NMDFC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.

- (c) Arbitration proceedings shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator as determined by the arbitrators shall be shared equally by the NMDFC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- (e) All arbitration awards shall be in writing and shall state the reasons for the award.
- (f) Penalty/Liquidate Damages shall not fall under the Arbitration clause.

**VIII) 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 NMDFC.

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

- a).Annexure-1 :-Technical Proposal Submission Letter
- b).Annexure-2 :- Financial Bid Format
- c).Annexure-3 :- Profile of the Bidder
- d).Annexure-4 :- Format for Submission of Technical Bid
- e).Annexure-5 :- Obligation / Compliance to be Ensured by Bidder
- f). Annexure-6 :- List of Similar Work Executed in Last Three Years
- g).Annexure-7 :- History of Litigation
- h).Annexure-8 :- Indemnity Undertaking



**ANNEXURE-1**  
**TECHNICAL PROPOSAL SUBMISSION LETTER**

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

[Location, Date]

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Pavilion & stalls of NMDFC for organising Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' being organised at Baba Kharak Singh Marg, Opposite Emporia Complex, Connaught Place, New Delhi under USTTAD Scheme of Ministry of Minority Affairs, GOI from 10<sup>th</sup> to 18<sup>th</sup> February, 2018 at as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal & Financial Bid.

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment immediately from the date of issue of letter of award and undertake to complete the assignment by the evening of 8<sup>th</sup> February, 2018.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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

**ANNEXURE -2**  
**FINANCIAL BID FORMAT**

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

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

[Location, Date]

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Pavilion & stalls of NMDFC for organising Hunar Haat exhibition titled '**CRAFT AUR CUISINE KA SANGAM**' being organised under USTTAD Scheme of Ministry of Minority Affairs, GOI from 10<sup>th</sup> to 18<sup>th</sup> February, 2018 at Baba Kharak Singh Marg, Opposite Emporia Complex, Connaught Place, New Delhi, as per the Terms of Reference given in this Tender Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

**FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATION & BRANDING FOR ORGANISING HUNAR HAAT EXHIBITION AT BABA KHARAK SINGH MARG, OPPOSITE EMPORIA COMPLEX, CONNAUGHT PLACE, NEW DELHI FROM 10<sup>TH</sup> TO 18<sup>TH</sup> FEBRUARY 2018**

S. No.	Particulars	Amt in Rs.
1.	<p>Ambiance creation with component detail and its number are to be mentioned/enclosed.</p> <ol style="list-style-type: none"> <li>1. Welcome theme based pillar gates (size 10ft width x20ft height).</li> <li>2. Whole venue to be lit up properly.</li> <li>3. Flower decoration for the inaugural function on Gate, Ministry Pavilion along with bouquet.</li> <li>4. Entire Exhibition area is to be decorated to provide ethnic look in line with the theme of the Crafts Aur Cuisines Ka Sangam with cloth triangular Jhandis, Kite, dropdowns lanterns/umbrellas, Colorful Drapes, serial lights, Signages, buntings, Box Type Hoardings of size 5 fts x 5 fts and height 10 fts, (at least 6 in no.) etc.</li> <li>5. 4 Artistic theme corners to be created in the exhibition venue.</li> <li>6. Red Carpet from the Gate to the Ministry Pavilion/Stage area.</li> <li>7. PA system with speakers in entire venue for public announcement.</li> <li>8. White Metal Lights; LED Parcan Lights, LED Serial Lights; Halogen Lights, etc as per requirement.</li> <li>9. 2 Guards in traditional dress for the inauguration function.</li> <li>10. Shahnai Vadak for the inauguration program.</li> </ol>	
2.	<p>30-35 Pagoda Style Food Stalls/Sweet Junction Stalls for the Culinary Experts. The size of each Pagoda style food stalls (25-28 stalls) would be 10 fts x 10 fts for culinary experts &amp; 5 fts x 5 fts for Sweet junction Pagoda Style stalls ( 5 – 7 stalls) with water proof Pagodas with 3 tables, 2 chairs, 2 electrical power points, 4 lights – tube light &amp; focus lights, etc. and eating area in front of food stalls with rectangular long serving tables (4 fts height) with daily changeable plastic sheets with frills, cooking facility at the back of each stall, etc. Adequate space between stalls for free movement of visitors. Only new and clean material to be used for construction of Pagodas. Uniform Facia with Hunar Haat Logo, Name of Ministry on each stall indicating name/name of food item/place of the culinary artist.</p>	
3.	<p>100-125 Octonom style stalls of size 6 fts x 6 fts for the artisans are to be put up for the Artisans with proper tin shade on iron frame for covering the stalls from the top. Awning (canopy) in front of each Octonom Style Stall is to be provided for shade from sun. Each artisan stall must have One table, 2 chairs, 4 glass Racks on side walls, one electrical point, 4 lights – tube light &amp; focus lights, Carpet, Fascia with name/art/place of vendor. There should be arrangement for front cover for closing the stall from the front for safety of the articles of the artisans.</p>	
4	<p>One Octonom Style Office cum control room for NMDFC officials of 100 sqr ft size with light, electric points, chairs, tables, sofas, fans for executing work of exhibition. The stall is required to be covered from the top by tine shade on iron frame and provision for closing the stall from the front side.</p>	

5	One Stage at the back portion of the stairs connecting the underpass with the Hanuman Mandir with Green room (with mirrors, hangers, chairs, with partitioned changing facility to be erected for the cultural program complete with requisite lighting, ambience & sound system, etc.	
6.	20 No of persons Housekeeping Male/Female (supervisors and housekeeping/sweepers from 8.00 AM to 11.00 PM and Sweepers in night for cleaning and washing) with House-keeping Material & adequate Garbage pickup arrangement.	
7.	Security arrangements a. 15 No of Security Guards (13 Male, 2 Female) with 1 Security supervisor during day time & 30 Guards (all males) with Two Supervisors for night shift; b. 2 Nos of Door Metal Detectors ; c. 2 Nos of Baggage X,-Ray machines; d. 2 Frisking cabin for females & e. 10 Nos of Walky Talky	
8.	Complete Tin Sheet Barricading for boundary of Entire Exhibition Area open to road & other openings on side of State Emporiums for Security purpose and entire Tin Sheet barricade is to be covered on the inside facing the venue and outside facing the road with branding of flex hoarding put up on steel frames about Schemes of Ministry/NMDFC and Theme related pictures. Only New & Clean material to be used. White cloth masking/partitions with tribal print/USTTAD logo may also be put up on the exposed area on inside of the tin barricade, boundary wall, entrance gates, behind stages, other prominent places, etc. The design & content for the same would be provided by NMDFC.	
9.	Welcome & Collage Standees (15 Nos of size 3 fts x 6 fts); Table Facias (100-125 Nos of size 2.5 fts x 3 fts); facia on craft stall (100-125 Nos of size 10 fts x 1.5 fts); facia on food stall (25-28 Nos of size 10 fts x 1.5 fts); facia on sweet junction (5-7 Nos of size 5 fts x 1.5 fts); Direction Panels (10 Nos of size 3 fts x 3 fts); Flex Banners for Food Stalls (30-35 Nos of size 4 fts x 4 fts); in the exhibition area, 4 fts x 20 fts Square Tower Type standees for branding – 5 Nos, etc.	
10.	32 nos Good Quality CCTV Head Moving Cameras of HD Quality complete with monitoring system and recording backup for entire 9 days x 24 Hrs. (with control room setup and responsible Monitoring team)	
11.	4. No. of silent Generators with capacity 125 KV 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 EMA. Payment for electricity based on actual consumption shall be made by NMDFC.	
12.	1 LED-walls (Size 12x12ft) with sound, stand & Technician for running live feed of coverage of day's activities/schemes of Ministry/NMDFC, etc.	
13.	No of specific items 3. 50 Fire extinguishers with fitness certificates, 25 Water Drums, 50 Sand Buckets on stands etc. 4. Two Fire Tenders during the period of the exhibition. 2. Electrical panel board and installations, 3. Dustbins, - 15 drums with Bin 4. One separate First Aid Canopy with doctor, nursing staff with required medicine/first aid material. 5. One Ambulance with doctor & nursing staff during the period of the exhibition.	

14	4 nos -Chemical toilets (2 Gents, 1 Ladies & 1 especially abled) with sanitation staff for cleaning and maintaining hygiene.	
15	2 water tankers for each day to facilitate vendors for cooking & cleaning.	
16	Designing and Fabrication of NMDFC/Ministry front side open Pavilion of 100 sqr mtrs. The Agency shall provide one 10 fts x 8 fts LED TV wall, 15 LED Sand witted Display of 5 fts x 3 fts for display of schemes of Ministry/NMDFC with photographs, Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table & two chairs, Air conditioned VIP room with 8 seater Sofa sets for seating of VIP Guests along with photographs of events/ schemes of Ministry inside the VIP seating area, 20 LED Metal Lights, Live Demonstration Area for Artisans, Floor Carpet/Wooden Floor, Good Quality Visitor Book with Pen, separate Pantry with provision for Tea/coffee arrangement & Drinking water (200 ml bottles) for guests, etc.	
17	4 Ushers for Inaugural function & 2 Ushers for other days.	
18	Photo I-Card with Logo strip printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with jacket and string. (150 Number)	
19	Provide T-Shirts (four each) & Caps (two each) printed with Hunar Haat Logo to all the Artisans & Culinary Experts. 4 sets of Aprons printed with Hunar Haat Logo & 20 sets of Gloves to each Culinary Experts/Staff.	
20	Take insurance cover of Rs.1.50 crs for the period of the exhibition i.e., 10 <sup>th</sup> to 18 <sup>th</sup> February,2018. The insurance shall be taken to cover any untoward incident (theft, fire, bomb blast, etc) leading to loss of life, assets by the artisan, visitor, officials, worker, etc.	

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

Signature of the Bidder with Seal

## ANNEXURE – 3

### PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since _____	
	2. Since _____	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

## FORMAT FOR SUBMISSION OF TECHNICAL BID

Sr.	Criteria	Documentary evidence	List of Documents Enclosed Along with Page Nos.	Whether Relevant Document Provided	Marks Assigned
1	The Agency should have Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.	Enclose Work order copy.		Yes / No	3 marks if worked with only 1 PSU/Govt sector/ Reputed Private Sector in last 3 yrs. 5 marks if worked with more than 1 PSUs/Govt Sector in last 3 yrs.
2	Relevant Relevant experience of organizing at least two similar Exhibition/ Festival/ Event/ Entertainment/ IEC Projects during last 3 years (with Govt./PSU's/Private)	Work Order & Photographs is to be attached for authenticating claim.		Yes / No	5 marks if organised two similar exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs. 10 marks if organised more than two exhibitions/ programs with PSU/Govt. Sector/ Reputed Pvt Sector during last 3 yrs.
3	Organised at least One similar assignment executed with value of more than Rs. 1.25 crs for Exhibition, Foundation day/ Jubilee celebration/ functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years..	Work Order & Photographs is to be attached for authenticating claim.		Yes / No	5 marks if organised one similar exhibition/ Foundation day/ Jubilee celebration/ functions, Award function, Product launches in value of more than Rs.1.25 crs during last 3 yrs. 10 marks if organised more than One exhibition/ Foundation day / Jubilee celebration/ functions, Award function, Product launches of value more than Rs.1.25 crs during last 3 yrs.
4	Financial turnover of the company should be at least Rs. 50.00 crores each during last three financial years.	Audited Financial Report / Chartered Account certificate indicating minimum annual financial turnover from similar works.		Yes / No	5 marks if turnover in upto than Rs.50.00 crs each during last 3 years. 15 marks if turnover is more than Rs.100.00 crs during each of last 3 yrs.
5	Whether Model/Prototype of Proposed Ministry Pavilion, Gates, Stall & Table Facias, Overall set-up plan in the exhibition venue submitted.	Please provide the model/prototype of the Ministry Pavilion, Gates, Stall & Table Facias, Overall set-up plan in the exhibition venue of open space in front of State Emporia, Baba Kharak Singh Marg, Cannought Place, N Delhi.		Yes / No	10 marks if prototype submitted. Nil Marks if not submitted.
6	Proposed approach, Themes, Concepts in the form of a presentation elaborating execution details for the project to be assessed on resource deployment, quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.	Presentation Made to Tender Evaluation Committee/Experts.			Max 50 marks
	<b>TOTAL</b>				100 Marks. This will be reduced to 70 marks.

Signature of the Bidder with seal

## ANNEXURE -5

## OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER

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

Signature of the Bidder with seal



**ANNEXURE -6**

**LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS**

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.– Completion dt.)

NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt. – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of Authorised Signatory of Bidder

Dated

Official Seal

ANNEXURE -7

HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in this schedule will not be given and comes to notice subsequently will result in disqualification of the bidder.

ANNEXURE -8

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 & Non-Technical working on behalf of M/s ..... will abide by all safety rules and procedures. I declare that I M/s ..... will be responsible for any safety violations/ accident etc. The AGM (Projs), NMDFC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure The AGM (Projs), NMDFC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at .....

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

-----  
Name of Indemnifier                      Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

