

**National Backward Classes Finance & Development Corporation
(A Govt. of India Undertaking, Ministry of Social Justice and Empowerment)**

No : NBCFDC/Admn/NMBA Event//2025

Date : 26.09.2025

NOTICE INVITING TENDER

Ministry of Social Justice & Empowerment(MoSJE), Government of India is organising “Nasha Mukta Bharat Abhiyaan(NMBA)” event scheduled to be held tentatively in last week of October, 2025 or first week of November, 2025. Programme is to be organized at Bharat Madapam, New Delhi. National Backward Classes Finance and Development Corporation (NBCFDC) on behalf of MoSJE is inviting offers from Programme Implementing Agencies(PIA) to organize the event.

The Tender document and details of the tender are available at GeM portal and our website <http://nbcfdc.gov.in> Interested Bidders need to apply online on GeM Portal only. The last date of submission of tender is **08.10.2025 (18:00 Hrs)**.

Chief General Manager (HR & Admn)

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION
(A Govt of India Undertaking, Ministry of Social Justice and Empowerment,)

Tender for the Selection of Programme Implementing Agency (PIA) to Organize NMBA Event:

Venue Branding, Gates branding/decoration, Signages. other Artistic Installation etc., Registration and Help Desks, Requirements in Plenary Hall (decoration/other arrangements etc.), Requirements in Multiple Hall requirements (customized stalls, wooden platforms, branding, chairs, tables etc.), Catering Setup requirements, Medical and Fire Services, Genset installation in both halls/pre function area for uninterrupted power supply, Transport services, Other related miscellaneous/contingencies services etc.

Published on 26.09.2025

Last Date of Submission December of Bid: 08.10.2025 upto 18:00 Hrs.

Name of Bid Publishing Organization	National Backward Classes Finance and Development Corporation (NBCFDC)
Address & Contact Number	CGM (HR & Admn), National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.Tel. 011-45854400
Name of Work	Engagement of Programme Implementing Agency (PIA) for Venue Branding, gates, signages. other artistic installation etc., Registration and Help Desks, Requirements in Plenary Hall (decoration/other arrangements etc.), Requirements in Multiple Hall requirements (customized stalls, wooden platforms, branding, chairs, tables etc.), Catering Setup requirements, Medical and Fire Services, Genset requirement in both halls/pre function area for uninterrupted power supply, Transport services, Other related miscellaneous/contingencies services etc. for “Nasha Mukh Bharat Abhiyaan(NMBA)” event under Ministry of Social Justice & Empowerment, Government of India.
Tender Fee	Bidders shall submit non-refundable Tender fee of Rs. (10000+1800/- (GST @ 18%) = Rs. 11800/- (Rupees Eleven Thousand Eight Hundred only) via RTGS/NEFT/electronic mode to NBCFDC Account No. 1445101026928 Branch Hauz Khas Market, New Delhi – 110016, Branch Code 1445 with IFSC Code CNRB0001445. The Cost of Tender shall not be entertained in any other form and shall be denominated in Indian Rupees only. Proof of payment/UTR shall be submitted as part of the bid.

Earnest Money Deposit (EMD)	<p>Rs. 35.00 Lakh/- (Rupees Thirty Five Lakh only) (5% of estimated work cost) by way of DD/Pay Order in favour of “National Backward Classes Finance and Development Corporation (NBCFDC)” or through NEFT in following account:</p> <p>National Backward Classes Finance and Development Corporation (NBCFDC) SB A/c No- 1445101026928 IFSC Code- CNRB0001445 Canara Bank , A-27, Hauz Khas Market Branch New Delhi-110016.</p>
Estimated Cost of the Work:	Rs 7.00 Cr. (Seven Crores only) (Taxes inclusive)
Bid Published Dates	26.09.2025
Bid Document Download Start Date	26.09.2025
Bid Document Download End Date	08.10.2025 (18:00 Hrs.)
Pre Bid meeting	<p>01.10.2025 (1430 Hrs.)</p> <p>National Backward Classes Finance and Development Corporation 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016</p>
Last Date & Time for Submission of Technical Bid & Financial Bid.	08.10.2025 at 18:00 Hrs.
Date of opening of Technical Bid / Pre-qualification/ eligibility qualification	09.10.2025 at 11:00 Hrs.
Presentation on proposed concept and design development	10.10.2025 at 14:00 Hrs.
Date of opening of Financial Bid	13.10.2025 (As per GeM terms)
Bid validity period	180 days from opening of Financial Bid
Bid Addressed to:	<p>CGM(Hr/Admn)</p> <p>National Backward Classes Finance and Development Corporation</p> <p>5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016.</p>
Bid Component	<ol style="list-style-type: none"> 1. Technical Bid - with all the Annexures and Supporting Documents 2. Financial Bid – as per the prescribed format. 3. Proof of Earnest Money Deposit 4. Proof of Tender fee

1. SUBMISSION OF BIDS

- Bids are invited in two Bid System, (1) Technical and (2) Financial and shall be submitted for undertaking the work as mentioned above and as per the Scope of Work.
- Bids shall be uploaded on GeM Portal on or before due date.
- EMD of Rs. 35.00 Lakh (Rupees Thirty Five Lakh only) in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means i.e. RTGS/NEFT in favour of National Backward Classes Finance Development Corporation, payable at Delhi and receipts of same should also be uploaded by the Bidder along with Technical Bid before the last date and time of submission. The bids will be considered only for Bidders those who have submitted EMD or proof of exemption of payment of EMD, on or before the scheduled date and time in prescribed form. Technical Bids of all the received tenders will be opened on pre scheduled date, time. **The benefits provision of Public Procurement Policy-2012/GFR of M/o Finance will be applicable to the desired Bidder as per norms.**

2. INSTRUCTION TO BIDDERS

- i. Bidders are advised to study all instructions, forms, requirements, appendices and other information in tender/bid document carefully. Submission of the bid/proposal shall be deemed to have done after careful study and examination of the render/bid document with full understanding of its implications.
- ii. The bidder may visit/examine the site and its surrounding to assess the accessibility and asses the scope of work before submitting their offer. No claims later on shall be entertained.
- iii. The tenders received, will be opened by the committee constituted for the purpose.
- iv. The Bidder shall quote the bid amount in Indian Rupees. This bid amount shall be entered in figures as well as in words. In case of difference in bid amount between words and figures, amount mentioned in words shall be treated as valid.
- v. **After conclusion of award of contract process, NBCFDC reserves the right to add or delete any part of scope of work, if situation demands and the amount shall be re-calculated accordingly, as per the price quoted for individual items in financial bid.**
- vi. If the Bidder deliberately gives wrong information in his tender, NBCFDC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded and shall forfeit the amount.
- vii. The successful Bidder shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of NBCFDC.
- viii. No deviations to the tender conditions shall be accepted whatsoever.
- ix. The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
- x. **Timely completion of the work shall be the essence of the contract. In case of any delay, penal**

provisions as specified in the tender shall apply. Furthermore, as this is a highly prestigious event, any failure or non-compliance in execution of the assigned job/work shall render the PIA liable for blacklisting.

- xi. The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of NBCFDC.
- xii. All the materials and left out consumables shall be taken back by the successful Bidders after the completion of the Event. Successful Bidder shall be responsible for any demurrages/left out materials.
- xiii. The quoted rates shall include all prices including transportation of men & materials to and from the site as and when required and other incidental charges. The amount of work is inclusive of execution, handling, loading, unloading, supervising, overheads, services, housekeeping etc. taxes including GST. **The successful Bidder shall coordinate with concerned authorities for all statutory compliances/clearances, etc.**
- xiv. The Service Provider shall ensure the regular supervision and control by the Bidders himself AND/OR by his authorized representatives on the personnel deployed by him for NBCFDC work and necessary directions should flow from the Bidders to his workforce for undertaking the tender obligations.
- xv. The Bidder shall submit for verification all relevant records/documents to NBCFDC as asked for.
- xvi. The Bidder shall indemnify NBCFDC/MOSJ&E against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- xvii. All Statutory taxes/TDS at the prevailing rates as applicable from time-to-time shall be deducted from Bidder's bills as per rules.
- xviii. In Bidder fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the NBCFDC or on behalf of the NBCFDC within the scope of the contract, or shall contravene the provisions of the contract, the NBCFDC may give notice in writing to the Bidder for termination of the contract. Bidder shall be responsible for all losses due to this. Further, the tender shall be executed at risk and cost of Bidder. In case the Bidder fails to complete the work within time, the Performance Guarantee shall be forfeited.
- xix. NBCFDC reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders for rejection grounds taken by NBCFDC.
- xx. EMD of Successful Bidder will be refunded without any interest at the award contract period. EMD of un- successful Bidders will be refunded within Sixty days from award of contract.

- xxi. All the bills for payments due to successful Bidders as per the rates and terms of the Contract agreed by Service Provider shall be submitted within 30 days. The payment will be released only after completion of due approval process. NBCFDC reserves the right to hold the payment up to the amount for the works which are observed to be not complying with the tender terms & conditions.
- xxii. The shortlisted agencies shall be asked to make a presentation before the Committee of NBCFDC/MOSJ&E officials at NBCFDC Head Office located at 5th Floor, NCUI Building, August Kranti Marg, New Delhi- 110016. The date and time of the presentation shall be conveyed accordingly. For this presentation, a marking scheme shall be adopted for technical fulfilment.
- xxiii. NBCFDC reserves the right to modify or change any of the terms & conditions applicable to the tender before bid opening through corrigendum/addendum, which will be available on NBCFDC website.
- xxiv. The Tender shall be awarded on a Quality and Cost Based System (QCBS) with weightage for Technical and Financial in the ratio of 70:30 respectively. The NBCFDC does not bind itself to accept the lowest offer. Tender highly responsive to the terms and conditions meeting work timelines considering whole part of tender may be accepted by NBCFDC and Bidder shall be bound to perform the same at the prices offered in Bid.
- xxv. Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the Bidders, who resort to canvassing, will be rejected.
- xxvi. The NBCFDC reserves the right to increase/decrease the order value depending on the needs and requirement.
- xxvii. All the requisite arrangements enlisted in the Scope of Work are required to be of standard quality.
- xxviii. As the items are interlinked to each other therefore comparison of the financial bid shall be on the basis of Total Price (inclusive of all taxes etc.) quoted by the Bidder. As all item are interlinked to each other, no comparison of individual items will be made .The individual item charge is only for reference purpose of this office and may use in case any item is increased/ decreased during the period of contract.
- xxix. Financial bids of technically qualified Bidder found meeting all terms & conditions and presentation with minimum 70% score, shall be opened with prior intimation to all technically qualified Bidders. Successful Bidders will be decided based on the lowest offer.
- xxx. Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
- xxxi. Bidder shall submit an undertaking on letter head that his Bidding Company has never been black listed by any Ministry of Government of India and its Departments & Other Govt. Organizations. Scanned copy should be uploaded online along with bid documents and original should be submitted at NBCFDC office.

- xxxii. Non-submission of eligibility documents as evidence of eligibility shall lead to disqualification.
- xxxiii. The successful bidder shall submit Performance Guarantee in favour of National Backward Classes Finance Development Corporation (NBCFDC) @ 5% of tender cost having validity of 90 days.
- xxxiv. No mobilization advance shall be paid to the successful Bidder.
- xxxv. The entire work shall be executed as per the direction of In-charge nominated by the NBCFDC.
- xxxvi. MD, NBCFDC or his authorized representative is the Competent Authority.
- xxxvii. NBCFDC reserves the right, at its sole discretion, to modify, amend, or cancel the entire tender process at any stage, without assigning any reason thereof.
- xxxviii. The basis of points calculation for the purpose of selection of successful bidder is mentioned below:
 - a) Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology.
 - b) The weightage for the 'Quality' is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty).
 - c) Minimum qualifying marks in the Technical Bid is 70.
 - d) The weightage of Technical bid and Financial bid shall be 70:30.
 - e) The marks shall be allocated by the committee.
 - f) Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B)
 - g) In the event of two or more bids having the same highest Evaluated Bid Score(B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract.

3. ELIGIBILITY/PRE-QUALIFICATION CRITERIA FOR TECHNICAL BID:-

The Bidder has to submit the documentary evidences along with technical bid only for the following:

- i. Bidder must be a registered company/firm/agency in India under Companies Act/Partnership Act/LLP Act/Societies Registration Act, etc. and having Valid PAN, GST registration and up-to-date tax compliance.
- ii. The bidder should have operational office in Delhi/NCR
- iii. The Bidder shall have minimum Ten(10) years of experience in the field of organizing Conferences/Exhibitions and large-scale high level event management and handling delegates stay, food arrangements etc. in national events, exhibitions etc.
- iv. Bidder had managed at least one high level prestigious event of VVIP i.e. (Hon'ble President/Hon'ble Vice President/Hon'ble PM) during last three years failing which bid will be rejected out rightly (Supporting Work Order/Completion Certificate be attached). Further, bidders who have organized additional such high level prestigious events (Hon'ble President/ Hon'ble Vice President/Hon'ble PM) will be given more preference.
- v. The bidder should have successfully completed at least minimum 3 events of value more than Rs. 2.0 Cr. (each event) in the past 3 years.
- vi. The Bidder shall have minimum average turnover of last three years as Rs. 14.00 Cr. The firm shall enclose necessary supporting documents for aforesaid turnover. Audited Financial Statements (Balance sheet and P&L) for the last three years i.e. 2022-23, 2023-24 and 2024-25 to be furnished.

- vii. Copy of GST registration Certificate as per Govt norms.
- viii. Proof of EMD for Rs. 35.00 Lakh (Rupees Thirty Five Lakh only) in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means in favour of National Backward Classes Finance and Development Corporation, payable at Delhi.
Or
Proof for exemption from EMD and Tender Fee under Public Procurement Policy.
- ix. The Bidder should be a registered entity.
- x. **The Bidder should have a manpower of at least 75 people (Please attach list).**
- xi. The Bidder should have worked with at least 5 different Government Departments/Ministries/Central or State Government and having experience of organizing similar event.
- xii. Authorization letter in favour of authorized signatory.
- xiii. An undertaking that bidder have not been blacklisted/debarred during last three years by Central/State Govt. and their associated departments.
- xiv. Bidder should have experience in liaison with various Govt. Departments/Agencies such as Police/Health/Fire/Electricity etc., for necessary approvals to organize such type of event. (A declaration on letter head of the company with official seal)

4. TENTATIVE SCHEDULE:

Event Day (Date will be communicated to selected bidder later on) – Inauguration of event, Cultural program, Other related sessions, Running tea, lunch, etc.

5. SCOPE OF WORK AND FINANCIAL SPECIFICATION OF ITEMS of BID

A. General Scope of Work for the Event

Sl. No.	Description
1	Helpdesk
1.01	Helpdesk outside Bharat Mandapam Gate no. 1 and 7
1.02	Setup of help desk at all Delhi airports and main railway stations with backdrop and other arrangements for receiving the guest including Space Booking and Rental Charges as per actuals or borne by the Department
1.03	Setup of helpdesk at hotels / guest houses with proper backdrop of receiving of guests and smooth check in and other movement process (2 persons at each hotels / guest houses)
2	Venue Branding, gates, signages, Artistic installations etc.
2.01	Main Gate: Designing, fabrication & installation of Welcome gate in Gate no. 1 & 7 as per requirement. 2D/3D art work, Letters for branding and with other constructions per required.

2.02	Gate at Bharat Mandapam: Designing, fabrication & installation of VVIP gate with flower decoration to welcome PM
2.03	Design, Printing & Installationa of venue branding including Backdrop, Standee, banner, partitional panels, directional signages etc
2.04	Designing, printing and installation of Vinyl Branding (with 3M pasting) on sun 3 mm board for podiums, Table facia, and another area as required.
2.05	Design and fabrication of theme based / artistic installations at multiple locations, using of unique material and modern art ideas.
3	Registration Desk and Manpower
3.01	Setup for Registration desk counter and backdrop branding, category name, Q-manager, furniture, power points etc at multiple locations.
3.02	Printing of lanyards & Badges with multi color event logo and multiple category with QR code reading, no use of plastic in the badge unit, the badges to be printed at site and well laminated with 300 GSM of paper & properly laminated (badges with QR code to be distributed in hotels / guest houses)
3.03	Providing of experienced manpower for registration along with stationery as required
3.04	RFID scanning points: with manpower and scanner
3.05	Volunteers at Gate
3.06	Female ushers to deploy at multiple locations / Halls
3.07	Professional event management staff to deploy at multiple locations / Halls
3.08	Delegate Kit Containing the items: Eco Friendly Bag with conclave branding, Scribbling Pad, Basic Stationary - Pen, Pencil, Eraser, L - folder
3.09	Delegate Kit Containing the items: Durable branded / premium quality bag (Minimum 20 L) with conclave branding, with all conference details, Writing Pad / Diary, Basic Stationary - Pen, Pencil, Eraser,
3.10	Media Kits containing the items: Jute bags, Pen, Notepad with event branding
3.11	Digital Kiosk for signage and programme schedule
4	Requirements for Plenary Hall
4.01	Flower decoration of entire venue through using fresh flowers
4.02	Development of hall associated with foyer area for Inaugural, Cultural and Valedictory function, setup of large stage with customised and thematic backdrop (Provision of LED wall of P 2 quality 60'x20' ht with riser, watch out server, switcher, cables and accessories), dais seating arrangement, speaker, Inaugural lamp, name plates, podium, delay screens, seating arrangement for 3000 delegate & VIP, camera set up, flower decoration, power back up, UPS, Green room, media gallery, branding in the hall including associated area, red carpet at the entrance etc. - other necessary arrangement as per requirement of PM / SPG protocol for Inaugural Day.
4.03	Making of 2.5 min AV film for the main event
4.04	Technology and software development for registration process through QR Code.
4.05	High quality Sound Systems suitable for cultural activity also: (DNB J Series /Alaquastics KARA 2 Series or equivalent) : line array speakers, top, base, Side fill, delay speakers, monitors, 64 Channel digital Audio mixer (Dijico), lapel / cordless / Podium / tables / stand Microphones as per requirement, Audio / Video Distribution Box, 32 channel media box, cable and Jacks etc. Back-up sound system and other necessary arrangement as per requirement of PM / SPG protocol on Inaugural Day
4.06	Stage lighting with aluminium truss including LED par, Sharpy and other technical lighting as per requirements
4.07	Provision of internal view cutter partition panels with self support structure up to 10-12 feet height to segregate the hall for multiple session, business meetings etc.

4.08	Seating signage stands
4.09	Female anchor and Sign Language Interpreter for event day
4.10	QR based entry related requirement
5	Requirements for Multipurpose Hall
5.01	Customized wooden fabricated stalls of 3x3M (or as per requirement) each, 100 mm raised wooden platform, table with branding, chairs, lights, company name etc - as per design
5.02	New nonwooven carpet flooring entire hall
6	Requirements for Leader's Lounge
6.01	Dinning area for VVIPs (250 Pax): including all necessary furniture, linen, table décor, sit-down setup and seating with serving arrangements, flower decor, etc.
7	Requirement for Catering
7.01	Providing and setup of buffet counter, bristo table and other requirement from the caterer side.
7.02	QR based entry related requirement
8	Other Related Services
8.01	Internet connectivity
8.02	Conservancy and housekeeping - Providing & hiring of cleaning staff each day for conservancy and maintenance of the entire event areas & surrounding areas including, Staff should be in proper uniform with consumable items like garbage bags, dustbin, etc dumping out of material from the venue.
8.03	Fire Services - Provision in entire event area including kitchen, food court and surrounding areas with firefighting equipment like 10 Kg ABC type fire extinguishers, Sand buckets, and Fire tender during setup and event days
8.04	Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine
8.05	Walkie Talkie
8.06	Provision of Wheel Chairs for disabled people.
8.07	Parking Management: Providing and hiring of parking marshall overall planing and deployment of manpower at the drop-off point, gates and at the road to avoid kiosk and traffic jam during the event.
8.08	Necessary Permission for the entire event
9.0	Photography/Videography
9.01	Photography and Videography of event with multi camera setup during the event to cover all aspects of the event including of Inaugural and other activity. Provision of live feed for delay screen.
9.02	Providing and setup of Live streaming of the entire event and exhibition hall with web based streaming software broadcasting along with recording of events.
9.03	Recording of the event to be shared in Hard Disk(2 copies).
10	Electrical
10.01	Providing, testing, commission of entire cable distribution including of internal and external, PD panels, MCB boxes, provision single / three phase power supply for participants, main stage and other areas.
10.02	5/15 Amp power points as per requirement
10.03	Genset for Plenary Hall including backup Providing, testing, commission of for sound proof genset for back up including of cable distribution etc.
10.04	Genset for Plenary Hall – rest 2 days Providing, testing, commission of for sound proof genset for back up including of cable distribution etc.

10.05	Providing genset for caterer's requirements, exhibition hall (multipurpose hall), Doordarshan Van/FM/Community Radion including of laying of cable and fuel for 12 Hrs of shift Per Day
11	Accommodation, Transport and Travel requirements
11.01	Booking of 3 star property in near by the ITPO with double occupancy & one measure meal included
11.02	Booking of 4 star property in near by the ITPO with single occupancy & one measure meal included
11.03	Booking of 5 star property in near by the ITPO with single occupancy & one measure meal included
11.04	Taxi service: SUV for guest movement from Hotel to venue (12 hours 120 km per day)
11.05	Bus service: 30/40 seater bus for delegate movement from Hotel to venue (12 hours 80 km per day)
11.06	Providing and hiring of professional manpower, compiling the data, coordinate with the delegate, manage smooth pick up / drop-off, deployment of manpower one week prior to the event, at the organiser's office and at the hotel
12	Internet lease line
12.01	Dedicated and uninterrupted internet line(s) as per requirement (for testing during pre event as well as on the event day)
13	Cultural Programme (MoSJE/NMBA/Apex Corporations related activities)
13.01	Cultural activities performance for event day
14	Digital Outreach through live broadcast/online streaming platforms
15	Post-event content
15.01	Post event delivery to the Client includes:
	- Attendance statistics
	- High-resolution event photos (raw + edited)
	- Interviews or testimonial footage
	- Website or landing page performance (visits, clicks, sign-ups)
	- Attendee feedback forms summary
	- Final versions of all designs used (banners, invites, screen content)
16.00	Concept and Planning
16.01	Developing overall Concept & Content generation, Designing Artwork on the said content. The concept designs and matter shall be utilised for developing all required creative for branding, print, digital, electronic and social media advertising, Information Booklet, etc.

Note :

- (i) **NBCFDC reserves the right to add/delete any part of scope of work, if situation demands and the amount/payment shall be re-calculated accordingly, as per the price quoted for individual item in financial bid.**
- (ii) **NBCFDC reserves the right, at its sole discretion, to modify, amend, or cancel the entire tender process at any stage, without assigning any reason thereof.**

B. Event Branding:

- Design, Printing & Fabrication of Backdrop, Standees, Pole Branding, banners, directional signage for venue branding etc. on star flex material with solvent/eco-solvent printing (Including printing, pasting and installation)

- Hoardings at the prominent places to be installed in the city area. The agency shall identify prominent locations in and around the city for hoardings. Quote should include on printing, mounting & rentals of hoardings.
- The Agency is required to develop the creative and carry out the production & installation of pole banners on existing light poles near by the event venue.
- Contents of all branding material including hoardings, banners, other branding, etc. shall have to be vetted by the Organizer before publishing in any form.

C. Designing and Printing:

- Designing and Printing of event brochure/booklet, Program schedule etc.
- Designing and Printing of Back Drop, Banners, Signage, Standees, Invitation Cards, ID cards, Table Tops and Folders.
- Media Kit and brief, Press release.

6. SPECIAL TERMS AND CONDITIONS

- The Bidders should submit a detailed proposal as per the Scope of work which should include details of deliverable and overall execution of work.
- All bidders should submit the relevant documents only as specified in qualifying criteria as well as in other terms and conditions.
- All statutory clearances including the NOCs/clearances from concerned authorities are to be obtained by the selected bidder before execution of work.
- Event implementation period: The Bidder can start utilizing his resources immediately after awarding the contract for timely implementation of event. However, if due to any unforeseen reasons, if the site is not available, the bidder shall be capable to execute the work in a shorter period. No additional payments shall be made on this account.

7. PAYMENT

The Fund would be released to the PIA in Four following installments:

Milestone payment	Deliverables	Percentage
1.	Issue of Work Order, acceptance of LoA and on submission of Performance Bank Guarantee(PBG)/FD of Equal Amount as per terms & condition of PBG	20%
2.	After successful completion of the event	80%

- a) The bidder must comply with the terms and conditions of the contract. No deviations shall be entertained.
- b) The Financial Bid should give the detailed cost break-up or per piece cost of article or service provided.
- c) In case of deficiency of services, NBCFDC reserves the right to make deductions from RA bill/security deposit.
- d) Payment would be released on submission of original bills/invoice and all statutory deductions be made as per applicable law.

8. TECHNICAL & FINANCIAL BID OPENING AND EVALUATION

5.1 EVALUATION PROCEDURE

- i. The bids received shall be assessed and evaluated based on the qualification & experience criteria specified elsewhere in the tender.
- ii. An evaluation committee will undertake the evaluation of all the tenders based on the eligibility/qualification criteria for technical bid.
- iii. The Bidders must meet all eligibility/qualifying criteria. Any Bidder not meeting any of the requirements for technical bid will not be short-listed for the opening of Financial Bid.
- iv. After opening of technical bids, the Bidders meeting all the eligibility/qualification criteria have to make presentation about the arrangements to the committee. The committee will evaluate the Bidder's presentation and will award the marks/score based on the defined parameters.
- v. The calculation method for awarding the contract is mentioned in Clause 2 (xxxviii)- Instruction to Bidders.

5.2 Evaluation committee will have the discretion of defining its own criteria for marking

9. TAXES AND DUTIES

Bidder shall be entirely responsible for all taxes, duties, license fees, etc. incurred of the Contracted Goods & services to the NBCFD/MoSJE. No tax or duty will be payable by the NBCFDC/MoSJE.

10. EARNEST MONEY DEPOSIT (EMD):

- a. The Bidder shall furnish, EMD of **Rs. 35.00 Lakh (Rupees Thirty Five Lakh Only)** in form of Demand Drafts drawn in favour of "NBCFDC" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid. (EMD 5% of Estimated cost of work)
- b. No interest shall be paid on EMD.
- c. The bidder should submit his Complete Bank Account detail for refund of EMD.
- d. As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of EMD should furnish documentary proof / certificate in support of the claim for EMD exemption issued by the appropriate authority of Government of India.
- e. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder.
- f. The Successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- g. The EMD may be forfeited either in full or in a part, at the discretion of NBCFDC, on account of one or more of the following:
 - i. The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
 - ii. Bidder does not respond to request for clarification of their Bid.
 - iii. Bidder fails to co-operate in the Bid evaluation process, and
 - iv. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

11. PERFORMANCE BANK GUARANTEE

- a. The successful bidder will be required to submit a Performance Bank Guarantee issued by any scheduled commercial bank for 5% of the contract value valid for a period of three (3) months after the completion date of event.

- b. The Bank Guarantee may be invoked by NBCFDC in case of failure of vendor to adhere to the terms & conditions of the contract.
- c. In case of delays in execution of project, NBCFDC may seek extension of the Performance Bank Guarantee for common rate period which will require to be acceded to by the vendor.

12. LIQUIDATED DAMAGES

The time schedule is required to be strictly adhered to and followed as per Scope of Work. 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, penalty would be applicable at the rate of 0.5% 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 and to be deducted from the bill/invoice per week or part of work value of equal and damages being not higher than 10% of the value of the contract.

Further, in case of delay to deliver the work within stipulated schedule, NBCFDC 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 NBCFDC 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, NBCFDC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

13. PERMISSIONS/NOCs/CLEARANCES/INSURANCE

Obtaining all necessary permissions and clearances including statutory/other related activities shall be responsibility of the entrusted agency with task of execution. These include Civic Authorities, Fire Authorities, Security Authorities etc. and other related Authorities/Agencies. The Agency will ensure the presence of liaison teams, electricians, technical teams etc. throughout the pre event installation/testing/event duration and subsequent dismantling of the logistics in the event area. Proper safety measure be undertaken by all the deployed teams.

14. SAFETY MANAGEMENT AND RESPONSIBILITIES

The agency shall be solely responsible for ensuring the fitness and safety of all the persons deployed at work. A responsible representative be present throughout the installation/testing/event duration and subsequent dismantling of the logistics. The carrying and consumption of intoxicating items/substances etc. is strictly prohibited. The Agency is responsible to ensure that necessary and adequate personal protective equipments are available all the time for the service/personnel working.

15. CLEANINESS

Cleanliness in totality with stress on 'Swachh Bharat Abhiyan' with adequate covered dustbins & other cleanliness arrangements including adequate number of housekeeping staff to maintain the venue clean and hygienic at all the times (pre event installation/testing/event duration and subsequent dismantling of the logistics in the event area). Standard operating procedure to be adopted by the agency to upkeep and provide hygienic environment during the entire duration of the event in and around the venue.

16. SERVICE LEVEL AGREEMENT

The successful bidder shall enter in a Contract/Service Level Agreement with NBCFDC

17. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of the Union of India and will be under the jurisdiction of court in Delhi.

18. ARBITRATION

- a) If a dispute of any kind whatsoever arises between the NBCFDC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NBCFDC 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 NBCFDC 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.

19. FORCE MAJEURE

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

Note :

- (i) **Bid to be submitted through GeM portal only.**
- (ii) **All the bidders require to submit the price break-up in the attached sheet (BOQ)**
- (iii) **NBCFDC reserves the right to add/delete any part of scope of work, if situation demands and the amount/payment shall be re-calculated accordingly, as per the price quoted for individual items in financial bid**
- (iv) **NBCFDC reserves the right, at its sole discretion, to modify, amend, or cancel the entire tender process at any stage, without assigning any reason thereof.**
- (v) **Further announcement(s) if any, will be updated at NBCFDC Website (www.nbcfdc.gov.in).**

Annexure-A**Criteria for Evaluation of Technical bids**

The evaluation of technical bids will be on the following parameters:

S.N.	Particulars	Max Marks	Mark Scored
1.	Number of similar nature of events (attended by Hon'ble President/Hon'ble Vice President/Hon'ble PM) organized for Government of India/PSUs/Autonomous Bodies/Public Listed Company etc. during the past 5 years. The firm should provide credible evidence of the same.	30	
	01 - 03 events :	05	
	04 - 05 events :	10	
	more than 05 events :	30	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	10	
	Average Annual Turnover below 14.0 Crore	0	
	Average Annual Turnover 14.00 Crore and above	10	
3.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed. <ul style="list-style-type: none"> • Less than 40 : 0 marks • 40-60 : 10 marks • 60-75 : 15 marks • More than 75 : 20 marks 	20	
4.	Technical presentation <ul style="list-style-type: none"> • Conceptual plan for event overall theme and layout of the event; particularly optimum utilization of the allocated space (without compromising with norms of quality & safety), maximization of visibility, proposed theme. • Concept design for Entry Arch/Gate and emergency exit plan, Power backup & environment compliance plan, Media Plan & Sample Creatives, Overall Branding by Flex/Digital Prints (Interior and exterior). • Understanding of scope, security sensitivity, licensing, execution plan etc. • Use of technology, sustainability, digital outreach, etc. • Dedicated event professionals, creative/design team, project managers etc. • In-house technical/logistics capability • Operations including registration kit, fire safety, medical emergency, transportation, etc. • Any other innovation, quality improvement, aesthetic upgradation etc. 	40	
	Total Marks	100	

Covering Letter on Letter Head of PIA

To

The Managing Director,
National Backward Classes Finance and Development Corporation (NBCFDC) 5th Floor, NCUI Building,
3, Siri Institutional Area,
August Kranti Marg, New Delhi-110 016.

Sub: Selection of Programme Implementing Agency (PIA) to organize NMBA Programme under Ministry of Social Justice & Empowerment, Government of India at Bharat Madapam, ITPO, Pragati Maidan, New Delhi.

Sir,

We/I, the undersigned, offer to organize NMBA at Bharat Madapam, ITPO, Pragati Maidan, New Delhi w.e.f. (As per finalized date), under Ministry of Social Justice & Empowerment, Government of India 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 NBCFDC 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 180 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

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

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 organize NMBA at Bharat Madapam, ITPO, Pragati Maidan, New Delhi (As per date to be finalized), under Ministry of Social Justice & Empowerment, Government of India on behalf of M/swill abide by all safety rules and procedures.

I declare that hereby that I M/s.....
.....will be responsible for any safety violations/accident etc.at organize NMBA at Bharat Madapam, ITPO, Pragati Maidan, New Delhi (As per date to be finalized), under Ministry of Social Justice & Empowerment, Government of India . NBCFDC will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the NBCFDC that enlisted Manpower deployment will be done at Venue.

We here agree to defend, indemnify, keep indemnified and hold harmless, NBCFDC, against all and any claims, loss, damage, demands or cost including but not limited to taxes/duties damages, expenses, penalties, liabilities, legal cost and any claims of whatever nature, arising from but not limited to any action, omission, willful conduct, negligence and/or breach of any terms or conditions under this tender. We shall always abide by laws of the State and Central Government as applicable/in force from time to time. NBCFDC shall not be responsible for any repercussion on this tender on account of any change in Government Acts, Rules and Regulations, or for any failure on the part of the PIA.

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

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE(During last three financial years ending March 31st 2025)

S.No.	Name of the Event	Name of the Client	Brief Description of the Event including area/number of participants	Date/Duration of Event	Value (Rs.)

Note: Please attach supporting documents with work-order/Completion.Certificate/photographs for the above furnished information.

Seal and Signature of bidder (Name and Designation of
The authorized signatory)

ANNUAL TURN OVER

The firm/agency should have a *minimum average annual turnover of Rs. 14.0 Crore during the last three financial years*

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2022-2023	
2023-2024	
2024-2025	
Total	

Note: The above data is to be supported by copies of the audited balance sheets, income & expenditure accounts and receipts and payments accounts of last three financial years and Certificate from a Chartered Accountant.

Seal and Signature of bidder (Name and Designation of
the authorized signatory)

**NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION
(NBCFDC)**

Format of undertaking to be submitted along with Technical-Bid Undertaking

(To be stamped and signed by the authorized signatory on letterhead of bidder and be attached with Technical Bid.)

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by NBCFDC, without any deviation/ exception/comments/ assumptions.

We hereby confirm that we are not under any liquidation', any 'court receivership' or similar proceedings and bankruptcy'. We hereby confirm that any partner/Director of the entity have not been convicted in any disciplinary proceedings/criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking/Government Organization/NBCFDC. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected/terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Signature with seal of the firm

Place:

Name & Full address :

NBCFDC						
FINANCIAL BID						
Sl. No.	Description	Qty.	Unit	Days	Unit Rate (Rs.)	Amount (Rs.)
1	Helpdesk					
1.01	Helpdesk outside Bharat Mandapam Gate no. 1 and 7	2	No.	2		
1.02	Setup of help desk at all Delhi airports and main railway stations with backdrop and other arrangements for receiving the guest including Space Booking and Rental Charges as per actuals or borne by the Department	1	Job	3		
1.03	Setup of helpdesk at hotels / guest houses with proper backdrop of receiving of guests and smooth check in and other movement process (2 persons at each hotels / guest houses)	1	Job	3		
2	Venue Branding, gates, signages, Artistic installations etc.					
2.01	Main Gate: Designing, fabrication & installation of Welcome gate in Gate no. 1 & 7 as per requirement. 2D/3D art work, Letters for branding and with other constructions as per requirement.	2	No.	-		
2.02	Gate at Bharat Mandapam: Designing, fabrication & installation of VVIP gate with flower decoration to welcome PM	2	No.	-		
2.03	Design, Printing & Installationa of venue branding including Backdrop, Standee, banner, partitional panels, directional signages etc.	50000	Sq-feet	-		
2.04	Designing, printing and installation of Vinyl Branding (with 3M pasting) on sun 3 mm board for podiums, Table facia, and another area as required.	500	Sq-feet	-		
2.05	Design and fabrication of theme based / artistic installations at multiple locations, using of unique material and modern art ideas.	4	Nos	-		
3	Registration Desk and Manpower					
3.01	Setup for Registration desk counter and backdrop branding, category name, Q- manager, furniture, power points etc at multiple locations.	1	Job	-		
3.02	Printing of lanyards & Badges with multi color event logo and multiple category with QR code reading, no use of plastic in the badge unit, the badges to be printed at site and well laminated with 300 GSM of paper & properly laminated (badges with QR code to be distributed in hotels / guest houses)	2500	Badges	-		
3.03	Providing of experienced manpower for registration along with stationery as required	1	Job	2		
3.04	RFID scanning points: with manpower and scanner	8	Pax	2		
3.05	Volunteers at Gate	8	Pax	2		
3.06	Female ushers to deploy at multiple locations / Halls	10	Pax	2		
3.07	Professional event management staff to deploy at multiple locations / Halls	10	Pax	2		
3.08	Delegate Kit Containing the items: Eco Friendly Bag with conclave branding, Scribbling Pad, Basic Stationary - Pen, Pencil, Eraser, L - folder	1500	Kits	-		
3.09	Delegate Kit Containing the items: Durable branded / premium quality bag (Minimum 20 L) with conclave branding, with all conference details, Writing Pad / Diary, Basic Stationary - Pen, Pencil, Eraser,	500	Kits	-		
3.1	Media Kits containing the items: Jute bags, Pen, Notepad with event branding	100	Kits	-		
3.11	Digital Kiosk for signage and programme schedule	6	Nos	2		

4	Requirements for Plenary Hall					
4.01	Flower decoration of entire venue through using fresh flowers	1	No.	1		
4.02	Development of hall associated with foyer area for Inaugural, Cultural and Valedictory function, setup of large stage with customised and thematic backdrop (Provision of LED wall of P 2 quality 60'x20' ht with riser, watch out server, switcher, cables and accessories), dais seating arrangement, speaker, Inaugural lamp, name plates, podium, delay screens, seating arrangement for 3000 delegate & VIP, camera set up, flower decoration, power back up, UPS, Green room, media gallery, branding in the hall including associated area, red carpet at the entrance etc. - other necessary arrangement as per requirement of PM / SPG protocol for Inaugural Day.	1	Job	-		
4.03	Making of 2.5 min AV film for the main event	1	job			
4.04	Technology and software development for registration process through QR Code.	1	job			
4.05	High quality Sound Systems suitable for cultural activity also: (DNB J Series /Alaquastics KARA 2 Series or equivalent) : line array speakers, top, base, Side fill, delay speakers, monitors, 64 Channel digital Audio mixer (Dijico), lapel / cordless / Podium / tables / stand Microphones as per requirement, Audio / Video Distribution Box, 32 channel media box, cable and Jacks etc. Back-up sound system and other necessary arrangement as per requirement of PM / SPG protocol on Inaugural Day	1	Set	-		
4.06	Stage lighting with aluminium truss including LED par, Sharpy and other technical lighting as per requirements					
4.07	Provision of internal view cutter partition panels with self support structure up to 10- 12 feet height to segregate the hall for multiple session, business meetings etc.					
4.08	Seating signage stands	25	Nos	2		
4.09	Female anchor and Sign Language Interpreter for event day	1	Nos	1		
4.1	QR based entry related requirement	8	Pax	2		
5	Requirements for Multipurpose Hall					
5.01	Customized wooden fabricated stalls of 3x3M (or as per requirement) each, 100 mm raised wooden platform, table with branding, chairs, lights, company name etc - as per design	30	Stalls	2		
5.02	New nonwooven carpet flooring entire hall	6000	Sq-mtr	-		
6	Requirements for Leader's Lounge					
6.01	Dinning area for VVIPs (250 Pax): including all necessary furniture, linen, table décor, sit-down setup and seating with serving arrangements, flower decor, etc.	1	Job	-		
7	Requirement for Catering					
7.01	Providing and setup of buffet counter, bristo table and other requirement from the caterer side.	1	Job	2		
7.02	QR based entry related requirement	6	Nos	2		
8	Other Related Services					
8.01	Internet connectivity	1	Job	-		
8.02	Conservancy and housekeeping - Providing & hiring of cleaning staff each day for conservancy and maintenance of the entire event areas & surrounding areas including, Staff should be in proper uniform with consumable items like garbage bags, dustbin, etc dumping out of material from the venue.	1	Lumpsum	-		

8.03	Fire Services - Provision in entire event area including kitchen, food court and surrounding areas with firefighting equipment like 10 Kg ABC type fire extinguishers, Sand buckets, and Fire tender during setup and event days	1	Lumpsum	-		
8.04	Provision of One Ambulance with One Doctor, One Nurse and necessary first aid/medicine	1	Unit	3		
8.05	Walkie Talkie	30	Nos	3		
8.06	Provision of Wheel Chairs for disabled people.	4	Nos	-		
8.07	Parking Management: Providing and hiring of parking marshall overall planing and deployment of manpower at the drop-off point, gates and at the road to avoid kiosk and traffic jam during the event.	1	Job	-		
8.08	Necessary Permission for the entire event	1	Job	1		
9	Photography/Videography					
9.01	Photography and Videography of event with multi camera setup during the event to cover all aspects of the event including of Inaugural and other activity. Provision of live feed for delay screen.	1	Lumpsum	-		
9.02	Providing and setup of Live streaming of the entire event and exhibition hall with web based streaming software broadcasting along with recording of events.	1	Setup	1		
9.03	Recording of the event to be shared in Hard Disk(2 copies).	1		1		
10	Electrical					
10.01	Providing, testing, commission of entire cable distribution including of internal and external, PD panels, MCB boxes, provision single / three phase power supply for participants, main stage and other areas.	1000	KW	-		
10.02	5/15 Amp power points as per requirement	50	Nos	-		
10.03	Genset for Plenary Hall including backup Providing, testing, commission of for sound proof genset for back up including of cable distribution etc.	1	Job	2		
10.04	Genset for Plenary Hall – rest 2 days Providing, testing, commission of for sound proof genset for back up including of cable distribution etc.	1	Job	2		
10.05	Providing genset for caterer's requirements, exhibition hall (multipurpose hall), Doordarshan Van/FM/Community Radion including of laying of cable and fuel for 12 Hrs of shift Per Day	1	Job	2		
11	Accommodation, Transport and Travel requirements					
11.01	Booking of 3 star property in near by the ITPO with double occupancy & one measure meal included	1050	Rooms	2		
11.02	Booking of 4 star property in near by the ITPO with single occupancy & one measure meal included	250	Rooms	2		
11.03	Booking of 5 star property in near by the ITPO with single occupancy & one measure meal included	50	Rooms	2		
11.04	Taxi service: SUV for guest movement from Hotel to venue (12 hours 120 km per day)	300	SUV Car	2		
11.05	Bus service: 30/40 seater bus for delegate movement from Hotel to venue (12 hours 80 km per day)	60	Bus	1		
11.06	Providing and hiring of professional manpower, compiling the data, coordinate with the delegate, manage smooth pick up / drop-off, deployment of manpower one week prior to the event, at the organiser's office and at the hotel	1	Job	-		
12	Internet lease line					

12.01	Dedicated and uninterrupted internet line(s) as per requirement (for testing during pre event as well as on the event day)	As per requirement	2		
13	Cultural Programme				
13.01	Cultural activities performance for event day	As per requirement	1		
14	Digital Outreach through live broadcast/online streaming platforms	As per requirement	1		
15	Post-event content				
15.01	Post event delivery to the Client includes:	1	Job	-	
	- Attendance statistics				
	- High-resolution event photos (raw + edited)				
	- Interviews or testimonial footage				
	- Website or landing page performance (visits, clicks, sign-ups)				
	- Attendee feedback forms summary				
	- Final versions of all designs used (banners, invites, screen content)				
16	Concept and Planning				
16.01	Developing overall Concept & Content generation, Designing Artwork on the said content. The concept designs and matter shall be utilised for developing all required creative for branding, print, digital, electronic and social media advertising, Information Booklet, etc.	1	job	-	