



**LIMITED SHORT TERM TENDER FOR SELECTION  
OF EVENT MANAGEMENT AGENCY ALREADY  
EMPANELLED WITH MAEF**

FOR DESIGNING, FABRICATION AND BRANDING OF  
SPACE & SETTING UP OF  
STAGE, VIP PAVILION & YOGA PERFORMING SPACE  
FOR ORGANISING

**INTERNATIONAL YOGA DAY**

**At Venue in Fatehpur Sikri, U.P**

On  
Tuesday, 21<sup>st</sup> June, 2022



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 11<sup>th</sup> JUNE, 2022

Last Date for Submission of Bids up to 14.00 Hrs on 15.06.2022

**Details about LIMITED Tender: LIMITED Tender Notice No. 484 of 2022**

Department Name	:	National Minorities Development & Finance Corporation (NMDFC)
Address	:	The Deputy General Manager (Fin), NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Phone: 91-11-22441438, 22441453.
Name of Work	:	Engaging Agency to Conceptualize, Design, Plan, Coordinate, Manage, Execute to Organize 8th International Yoga Day at Open Venue at Fatehpur Sikri, U.P on 21st June, 2022 (Tuesday) as per the Scope of Work.
Tender Currency Type	:	Single. Joint Venture/Consortium is not applicable.
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<b>Amount Details</b>		
Bid Processing Fee	:	Rs.5,000/- in form of Demand Draft (Non Refundable)
Processing Fee Payable to	:	Non-refundable DD in favour of “National Minorities Development & Finance Corporation”
EMD (INR)	:	EMAs are exempt from submitting EMD. However, the EMAs are required to submit Bid Security Declaration enclosed with this Tender Notice as Annexure- 6.
Expected Cost of the Work	:	Rs. 165.00 lacs (Rupees One Crore Sixty Five Lacs) + GST as applicable. Cost includes Cultural Program payments to Artists and other related expenses.
<b>Tender Dates</b>		
Bid Document Downloading Start Date	:	11/06/2022
Bid Document Downloading End Date	:	15/06/2022 at 11.00 hrs
Last Date & Time for Submission of Bid.	:	15/06/2022 at 14.00 hrs
Date & Time of Tender opening	:	15/06/2022 at 14.30 hrs
Bid Validity Period	:	90 days from opening of price bid
Submission of related documents, etc.	:	Submission of Bid Security Declaration in lieu of EMD, Bid Processing Fees, Technical Bid and Financial Bid along with other Documents from 12/06/2022 at 15.00 hrs. upto 15/06/2022 at 14.00 hrs in the office of NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi - 110092.
Remarks	:	<p>Tenders will be opened on 15<sup>th</sup> June, 2022 at 14.30 hrs. Representatives of the bidders are invited to attend the bid opening meeting. As part of Technical Bid, the bidders will submit the detail of the layout plan for the <b>OPEN VENUE</b> of size approximately <b>4.00 lacs Sqr Fts with proposed yoga area of 3.00 lacs sqr fts</b> along with theme based Ministry Pavilion, theme based Stage, Gates, etc. Further, pictures are to be submitted of the theme based Ministry Pavilion, theme based Gates, theme based Stage, Theme Areas/Selfi-Points, Ambience creation of the open space, as mentioned in the Scope of Work of Tender Document. Each bidder shall have to make a presentation on the <b>proposed concept &amp; design developed by them for the International Yoga Day based on site visit</b> &amp; as per scope of work before the Tender Evaluation Committee (TEC) on 16<sup>th</sup> June, 2022 starting from 10.30 A.M in the office of NMDFC, or as specified by NMDFC. Thereafter, Financial Bids of only those Bidders will be opened on 16.06.2022 at 14.00 Hrs who secure 80 marks or more during Technical evaluation &amp; presentation. The final date &amp; time would however be intimated by NMDFC separately. Representatives of bidders are invited to attend the Financial Bid opening meeting. <b>The selection will be based on Two Stage CQCBS method and the work will be awarded to bidder with the Highest Score.</b></p> <p>In case of any clarification, the bidders may contact Sh. K. Sudesh, Dy. Gen Manager (Finance), NMDFC at 22441438.</p>

## INVITATION FOR LIMITED 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) has been tasked to organise 8<sup>th</sup> International Yoga Day as part of iconic event of 'Azadi Ka Amrit Mahotsav' on Tuesday, the 21<sup>st</sup> June in open space at Fatehpur Sikri, U.P. The Event Management Agency (EMA) shall be required to Design, Fabricate & Branding of theme based Ministry Pavilion. Office cum control room for NMDFC would also need to be erected. Besides, stage with **LED Backdrop** (P2), Changing Rooms separate for ladies & gents, JBL/Bose sound system, P.A System, Fans/Coolers (as per requirement), etc for the International Yoga program. The stage should be adequately lit-up.

2. NMDFC wishes to appoint an **Event Management Agency (EMA) from amongst the EMAs empanelled with MAEF by floating this Limited Short Term Tender** for organizing 8<sup>th</sup> International Yoga Day as part of Iconic Event under 'Azadi Ka Amrit Mahotsav' on Tuesday, the 21<sup>st</sup> June, 2022 at open space in Fatehpur Sikri. The Event Management Agency (EMA) shall be required to develop concept, design, fabricate, branding & manage the entire 8<sup>th</sup> International Yoga Day event. The scope of work is enclosed as **Annexure-A**. The estimated cost is Rs. 165.00 lacs (Rupees One Crore Sixty Five Lacs only) plus applicable taxes. 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 13.06.2022.

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.5,000/-(Non Refundable)** in form of Demand Drafts/FDs drawn in favour of "National Minorities Development & Finance Corporation" payable at Delhi. The EMAs would also be required to submit Bid Security Declaration in lieu of EMD as enclosed with this Tender Notice as **Annexure – 6**.

The **Second Envelope** should contain the Technical Bid in sealed envelope complete with Concept & Design for organising 8<sup>th</sup> International Yoga Day, Branding & Design of all material to be put up as per the scope of work including Ministry Pavilion, Stage, Gates, Layout plan, etc, **Undertaking MUST BE ENCLOSED to the effect to complete the entire work as per scope of work by the evening of 20<sup>th</sup> June, 2022. The venue would be made available to the EMA in the morning of 17<sup>th</sup> June, 2022.** There should be **no mention of the prices in the Technical Bid Document. Filling up/Disclosing prices in Technical Bid document will disqualify the Bidder.** Original printed document with signature & seal of the submitting company shall be considered as authentic.

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. It may also be mentioned here that any delay in submission of Bids beyond the stipulated time/date due to any reason whatsoever shall not be entertained by NMDFC.

4. Tenders will be opened on 15<sup>th</sup> June, 2022 at 14.30 hrs. Representatives of the bidders are invited to attend the bid opening meeting. As part of Technical Bid, the bidders will submit the detail of the layout plan for the **OPEN VENUE** of size approximately **4.00 lacs Sqr Fts with proposed yoga area of 3.00 lacs sqr fts** along with theme based Ministry Pavilion, theme based Stage, Gates, etc. Further, pictures are to be submitted of the theme based Ministry Pavilion, theme based Gates, theme based Stage, Theme Areas/Selfi-Points, Ambience creation of the open space, as mentioned in the Scope of Work of Tender Document. Each bidder shall have to make a presentation on the **proposed concept & design developed by them for the International Yoga Day based on site visit** & as per scope of work before the Tender Evaluation Committee (TEC) on 16<sup>th</sup> June, 2022 starting from 10.30 A.M in the office of NMDFC, or as specified by NMDFC.

Thereafter, Financial Bids of only those Bidders will be opened on 16.06.2022 at 14.00 Hrs who secure 80 marks or more during Technical evaluation & presentation. The final date & time would however be intimated by NMDFC separately. Representatives of bidders are 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

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

1. The Event Management Agency (EMA) would use ethnic elements and items for ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event. Only new/fresh items to be used.
2. The selected bidder would be responsible for designing and creation of theme based ambience during the 8<sup>th</sup> International Yoga Day as part of Iconic Event under 'Azadi Ka Amrit Mahotsav' in open space at Fatehpur Sikri, U.P on Tuesday, the 21<sup>st</sup> June, 2022.
3. The lay out plan and design including welcome gates and material to be used will have to be approved from NMDFC/Ministry of Minority Affairs beforehand.
4. 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 8<sup>th</sup> International Yoga Day as part of Iconic Event under 'Azadi Ka Amrit Mahotsav' in open space at Fatehpur Sikri, U.P is set-up in the evening of 20<sup>th</sup> June, 2022. The bidder would be handed over the site latest by 17<sup>th</sup> June, 2022.
5. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the space/land owning agency after the event.
6. The selected bidder has to ensure that the movement space within the venue provides for ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible. Fire exits must be provided with prominent signs.
7. The selected bidder would be required to tie up with the District Administration, Police Department, Traffic Police, Fire Department, Municipal Corporation, etc so that the work of organizing the 8<sup>th</sup> International Yoga Day is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Fire Service, Labor Department, Licensing Branch, Local Police, Traffic Police, Health Department, Municipal Corporation, Electricity board, etc. would be the responsibility of selected bidder. NMDFC would however facilitate the selected bidder in getting these permissions/Licenses.
8. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, fire brigade, fire retardant spray, sand buckets, chair, tables, canopies, public address system, sound system for the event, control rooms with adequate support staff, supervisors, fool proof security with required gadgets, adequate number of house-keeping staff for maintaining cleanliness, etc.
9. All the electrical cables and wires should be properly insulated and placed at the back of stalls fully secured from human contact. Wires of proper current carrying capacity should be used and ensure there is no power outage due to overheating or burning of wires. There should not be any loose wires. Silent Gen sets installation of required capacities for the event would be the responsibility of the selected bidder with the required permission from concerned agencies.
10. 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.
11. Removal of garbage from the site and its disposal to the nearest municipal corporation dustbin is the responsibility of selected bidder.
12. The selected bidder would also be responsible for constructing a theme based stage.
13. Publicity panel/standees & directional signages in English/Hindi, hoardings, flex branding panels would need to be carried out by the selected EMA. Pole branding would also need to be put up in the vicinity of the venue. **The Flex to be used for branding must be of STAR QUALITY for Good Get-up of printing.**
14. **The EMA shall also ensure that due publicity on Social Media and through Newspaper Advertisement is started from 17<sup>th</sup> June, 2022. The creative & media plan in this regard should be got approved from NMDFC/Ministry.**
15. The selected bidder shall have to put-up First Aid Room in the venue. The EMA shall ensure to follow the SOPs as prescribed by the MHA/Min of Health & Family Welfare/State Govt/Local Authorities.
16. A control Room is also required to be set-up for coordinating & maintaining the event. Staff of the EMA are to be placed here for properly maintaining & operating of the event.
17. The area from the main entrance gate to Ministry Pavilion and from gate to stage/dais for inaugural function is to be covered by Red Carpet. Open area to be covered by grey carpet
18. Extensive Promotion of the event on Social Media using digital platforms with arrangement for live feeds. Radio Jingles to be played on FM Channels, Advertisement on Local Cable Network. This will help to create awareness about Yoga amongst general public.
19. Adequate arrangement of Photographer and Videographer for covering the program live on social media, 5-6 T.V channels including Doordarshan.

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

S.No.	particulars	
A.	<b>Publicity Content plus rental</b>	
i.	Publicity & Awareness: <ul style="list-style-type: none"> <li>&gt; Designing &amp; fabrication of Welcome &amp; Collage Standees (100 Nos of size 3 Ft. x 6 Ft.) on wooden frames.</li> <li>&gt; Pole branding, Wall Branding, Venue Branding total 1.50 lacs sqr fts of various sizes..</li> <li>&gt; Direction Panels (100 Nos. of size 3 Ft x 2 Ft).</li> <li>&gt; E-invitation cards and 100 car stickers printed as per design and invitation.</li> <li>&gt; Floor decals (Welcome, Covid-19 social distancing and directional) entire International Yoga venue.</li> </ul> All the flex used for branding must be of Star Quality for Good get-up with fine quality printing. No faded / poor quality of printing on flex will be installed in and outside of the venue.	
ii.	Photography & videography with Drone: <ul style="list-style-type: none"> <li>&gt; 2 Photographers &amp; 4 HD Video Cameras for the International Yoga Day.</li> <li>&gt; The live streaming of the event will be done through these video cameras with switcher console with operator with computer system. These cameras should be with HDMI port along with the cable as per actual requirement during the event.</li> <li>&gt; 1 Laptop with configuration of 8GB RAM, Core i5 8<sup>th</sup> Generation, Window 10 minimum or as required at the time for testing of live streaming and 2 Laptops for office use with same configuration.</li> <li>&gt; 4G/5G Internet Broadband with Wifi facilities - 1GBPS to be providing during the International Yoga Day for Live streaming and virtual inauguration of the above event.</li> <li>&gt; HD Video Mixer, HD Video Recorder, live streaming of the Yoga Day Programmes on social media channels &amp; 5-6 T.V channels including Doordarshan.</li> <li>&gt; Drone Cameras is also required for recording and live streaming.</li> <li>&gt; Soft copy of video/photos to be given in Pen Drive to NMDFC.</li> <li>&gt; Promo/ Teaser Videos/Posters will be created by the PIA/Firms/Company for promotion on social media platform before start of the 8<sup>th</sup> International Yoga Day event.</li> <li>&gt; Post event videos/creatives to be created by the PIA/Firms/Company after successful completion of the International Yoga Day event.</li> </ul>	
iii.	Social / Electronic / Print Media Promotion: <ul style="list-style-type: none"> <li>&gt; PIA/Firms/Company will do the radio publicity before and during the event.</li> <li>&gt; PIA/Firms/Company will do the TV/audio visual advertisements/ publicity before and during the International Yoga Day event.</li> <li>&gt; Live streaming of the 8<sup>th</sup> International Yoga Day on 5-6 TV channels &amp; Doordarshan.</li> <li>&gt; PIA/Firms/Company will ensure and provide the edited videos.</li> <li>&gt; The content would be finalized by the NMDFC/the Ministry.</li> <li>&gt; Making arrangements for the visits of the Bloggers, You tubers to visit the International Yoga Day and create publicity on social media platform.</li> <li>&gt; The PIA/Firms/Company will have to start the social media activities from 17<sup>th</sup> June prior to start of the International Yoga Day event. The Social Media should be done very aggressively on all digital mediums like Facebook, twitter, Instagram, Google, YouTube, Whatsaap activities, etc.</li> <li>&gt; Pre-launch activities 10-15 daily post on each social media platform from 17<sup>th</sup> June, 2022 before start of the events.</li> <li>&gt; A dedicated manpower team will be deployed at the venue for the entire duration of the International Yoga Day for the Live Coverage on Social Media like Facebook, Instagram, twitter, YouTube etc. The dedicated manpower team will cover all the important events like inauguration of the event, activities, visitor feedback, etc.</li> <li>&gt; All the social media post would be promoted at national level, if required international level also.</li> </ul>	
B.	<b>Other works</b>	Qty.
i.	Elevated Stage (Covered under German Hanger, Red Carpet, Podium, Ethnic Masking, VIP Chairs, Centre Table with white cover & frills, Dustbin,etc) Size 48x32x4. Water Bottle with Paper Glass. Emcee with TA/DA having experience in handling Govt. programs.	01
ii.	AC Tower 4 Ton	08
iii.	LED Screens as Backdrop for stage 30x14 (size as required), Live Stream Riser (8x4x6) – 5 number. Media Riser (24 x 8 x6)	01
iv.	LED Screens for ground 12 x 8 with riser along with black masking	960 sqr fts
v.	Screen Platform 4x16	08

vi.	Yoga Mats	5000 in number
vii.	Jumbo Cooler	50
viii.	Generator 125KW: Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the PIA/Firms/Company.	4 (as per requirement)
ix.	Sound System: ^ PA System with ample number of Good Quality Speakers to be installed for Public Announcement and playing Music during International Yoga Day by following the General Guidelines for Music/sound of the Local Authority. ^ Appropriate Music & Sound System for International Yoga Day at Venue. ^ JBL Top - 12, Line Array - 16, JBL Base - 10, Amplifier - 10, Mixer - 2, 12 Stage Monitor. ^ 5 No. of cordless Mike for the event.	Number As per area requirement
x	The entire area of Stage & Yoga performance area is to be covered under German Hanger to provide protection to the VIPs and the participants performing Yoga from direct sunlight.	Size of the German Hanger as per area requirement. Two hangers of size 30 mtr x 100 mtrs
x.	VIP Lounge (Sofa, Carpeting, Table, AC etc.): > Theme based VIP Lounge/ Pavilion is to be created in 3000 Sq. Ft. in German Hanger Area with Electrical Points, Office Table, High Back Traditional Chairs, Sofas, with proper Light Arrangements, 2 Tower Air Conditions, side tables, centre tables. > Arrangements for the Press Conference. Backdrop, seating arrangements for media person. > The VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps etc. > Catering services will be arranged for VVIP/VIP Guests, Media/Press, etc. > All the necessary health kit like face mask, face shield, hand sanitizers will be made available to all the officials/organizers.	
xi.	Wall masking with 10-12 ft height with new cloth (white/black) with proper chunnat as required	2000 sqr mtrs
xii.	Theme Based Entry Gates made of MS Pipe with flex.	4
xiii.	Traffic regulation, parking, Barricading and Security arrangements at site: The PIA/Firms/Company will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of International Yoga Day should also be done in Parking Area.	As per requirement
xiv.	Reception Counter with truss & carpeting & table, chair, cooler/fan	01
xv.	Flower work: All Entrance and Exit Gates to be decorated with props and flowers for the event. Flora Design, One Big Floral Centre pieces.	
xvi.	Changing rooms separate for Gents & Ladies	10
xvii.	Drinking Water and Refreshments: > PIA/Firms/Company has to arrange the packed drinking water bottles and refreshment for the VIP Officials and participants.	5500 persons
xviii.	Bouquets, Welcome arrangements for VIP etc.	As per requirement
xix.	Fire safety arrangements with Fire Brigades to be arranged.	
xx	Accommodation for Yoga Instructors	10 rooms in 3 nearby star hotel.
xxi	Transportation for officials from Delhi to Fatehpur Sikri & back and local visit	10 vehicles
xxii	Yoga dress comprising of T-shirts with cap and lower with logo & print to be decided in consultation with Ministry/NMDFC. Different sizes of T-shirt & lower for males & females to be provided. 4 Color logo printing to be decided in consultation with Ministry/NMDFC. Sample to be provided.	5000
xxiii	VIP Yoga suit complete with T-shirt, Cap & Lower with logo in 4 colour print with different sizes. 8 Big size Umbrella for VIPs in case it rains.	200

xxiv	Ambulance with doctor & paramedic staff to be arranged. Health/First Aid counter under Pagoda on platform, carpet, doctors/paramedic, equipment, emergency medicines, etc	4 Ambulances
xxv	Toilets for the VIPs (Toilet Van) & Participants to be arranged	2 Toilets for VIPs for Gents & Ladies. 20 sets of toilets for Gents & Ladies. 2 Toilets for differently abled person.
xxvi	Transportation of Participants. District Administration to be approached for providing buses at subsidized rates for ferrying of participants from nearby areas.	As per requirement
xxvii	Security Guards & Parking Supervisors with hand held gadgets. CCTV Cameras	20 Male Guards, 10 Female Guards, 10 Parking Supervisors, 4 Male Bouncers & 3 Female Bouncers, CCTV cameras 32 number
xxviii	Grey & Red colour Carpet in combination in open area of the venue to be neatly pasted	3.00 lacs sqr fts
xxix	House Keeping Staff	30 Number
xxx	Ushers	4 females 4 males

	The EMA shall also be carrying out Outdoor Media Publicity of the event from 17 <sup>th</sup> June prior to start of the event. Print Advertisement shall be carried out from 19 <sup>th</sup> to 21 <sup>st</sup> June. The outdoor & Print publicity shall be carried out through DAVP empanelled agencies at DAVP rates and Sites. The EMA shall submit the Media Plan and the Creatives for approval of the competent authority. Payment to EMA shall be made separately for the outdoor & print publicity based on the approved media plan & budget.	
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## 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) has been tasked to organise 8<sup>th</sup> International Yoga Day as part of iconic event of ‘Azadi Ka Amrit Mahotsav’ on Tuesday, the 21<sup>st</sup> June in open space at Fatehpur Sikri, U.P. The Event Management Agency (EMA) shall be required to Design, Fabricate & Branding of theme based Ministry Pavilion. Office cum control room for NMDFC would also need to be erected. Besides, stage with **LED Backdrop** (P2), Changing Rooms separate for ladies & gents, JBL/Bose sound system, P.A System, Fans/Coolers (as per requirement), etc for the International Yoga program. The stage should be adequately lit-up.

### **II. 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 Bid Security Declaration in lieu of EMD (as per Annexure-6) is not provided by the bidder.
- c). If the bidder tries to put any influence.
- 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). Any bid received after the bid due date/time prescribed in the Tender Document.
- g). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- h). If Price is indicated in the Technical Document.
- i). Bids shall remain valid for 90 days after the date of Bid opening prescribed by NMDFC. A Bid valid for a shorter period shall be rejected as non-responsive.

### **III. Obligations of NMDFC**

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

### **IV. Criteria for Selection of Bidders**

#### **Selection Criteria**

The selection of EMA will be through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria (based on presentation) will be 70 while Financial Criteria will be 30. The 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.

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

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

<b>Bidder's Scores</b>		<b>Weightage</b>	<b>Weighted Score</b>
<b>(A)</b>	Technical Score	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 Preferred Bidder.

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

#### **c. Financial Score**

**30 Marks**

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

- c. NMDFC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. In case of any ambiguity while comparing the rates offered by the bidders, NMDFC reserves all the rights to decide on the issue of identifying selected bidder.

**d. Special Conditions for Evaluation**

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

## GENERAL TERMS & CONDITIONS

### **I. OTHER CONDITIONS:-**

- a). **Liquidated Damages:-** The entire work as listed in the scope of work is to be completed by 6.00 P.M on 20<sup>th</sup> June, 2022. The bare space will be handed over to the EMA in the morning of 17<sup>th</sup> June, 2022 and the entire work of setting up of event as per the work order is to be completed accordingly by 6.00 P.M on 20<sup>th</sup> June, 2022. 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). In the light of directions issued by the Ministry of Finance Vide OM Nos-F.9/4/2020-PPD dated 12.11.2020, all the bidding agencies are exempt from submission of Earnest Money Deposit (EMD) for participation in the bidding process for branding, managing & setting up of the event. The bidding Agencies shall however have to submit Bid Security Declaration on their Letter Head duly Signed and Stamped by the Authorised Signatory of the Company in the format enclosed as **Annexure-6**.
- (ii). The Bidder shall be debarred from participating in bidding process with NMDFC for a period of 2 years on account of one or more of the following reasons:-
- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
  - b) Bidder does not respond to requests for clarification of their Bid.
  - c) Bidder fails to co-operate in the Bid evaluation process, and
  - d) In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

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

- (i). The selected bidder shall submit Performance Guarantee / Demand Draft equal to 3% of the contract price or as mentioned in the LOI to the Dy. Gen. Mgr,(Fin), NMDFC at the time of signing of Agreement, in the given format, issued from any Scheduled Bank.
- (ii). The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the exhibition.
- (iii). 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 shortlisted bidder along with the LOI.

### **d). Payment Terms**

The stages of payment shall be as under:-

Instalment	Deliverables	Percentage
1st	<ul style="list-style-type: none"><li>• Issuance of Work Order</li><li>• Acceptance of Work Order</li><li>• Submission of Performance Bank Guarantee /FD/DD of Equal Amount in favour of NMDFC .</li></ul>	40%
2nd	After Successful Completion of the entire work related to organization of the International Yoga Day.	40%
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>• After Successful Completion of the Event and Submission of Utilization Certificates as per GFR and scrutiny thereof.</li></ul>	20%

- e). NMDFC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- f). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- g). In case of any dispute, decision of competent authority will be final and binding.

- h). The bidder must furnish a declaration (**as per Annexure-5**) to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.

## **II. Force Majeure**

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

## **III. Arbitration**

- (a) If a dispute of any kind whatsoever arises between the NMDFC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- (b) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the NMDFC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- (c) Arbitration proceedings shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator as determined by the arbitrators shall be shared equally by the NMDFC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- (e) All arbitration awards shall be in writing and shall state the reasons for the award.
- (f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

## **IV) Cancellation / Postponement of Programme**

In case the organising of the 8<sup>th</sup> International Yoga Day is cancelled or postponed due to any reason, no claims shall be made by the bidder on NMDFC.

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

- a).Annexure-1 :-Technical Proposal Submission Letter
- b).Annexure-2 :- Financial Bid Format
- c).Annexure-3 :- Obligation / Compliance to be Ensured by Bidder
- d).Annexure-4 :- Indemnity Undertaking
- e).Annexure-5 :- Declaration for Non Blacklisted/Non Banned
- f). Annexure-6 :- Bid Security Declaration

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

To:  
Dy. General Manager (Fin)  
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 for organising 8<sup>th</sup> International Yoga Day titled as part of Iconic Event under Azadi Ka Amrit Mahotsav **on Tuesday, the 21<sup>st</sup> June, 2022 at Fatehpur Sikri, U.P** as per the Guidelines, Terms & Conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal & Financial Bid.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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

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

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

To:  
Dy. General Manager (Fin)  
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 for organising 8<sup>th</sup> International Yoga Day titled as part of Iconic Event under Azadi Ka Amrit Mahotsav **on Tuesday, the 21<sup>st</sup> June, 2022 at Fatehpur Sikri, U.P** as per the Terms of Reference given in this Tender Document & within the specified time in accordance with the specifications, design and instructions as per "Instructions to Bidders and General Terms & Conditions". The detail price bid in prescribed format is enclosed herewith.

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

**FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATING & BRANDING FOR ORGANISING 8<sup>TH</sup> INTERNATIONAL YOGA DAY ON 21<sup>ST</sup> JUNE, 2022 AT FATEHPUR SIKRI, U.P**

S.No.	Particulars	Amt in Rs.
A.	<b>Publicity Content plus rental</b>	Amt in Rs.
i.	Publicity & Awareness: <ul style="list-style-type: none"> <li>&gt; Designing &amp; fabrication of Welcome &amp; Collage Standees (100 Nos of size 3 Ft. x 6 Ft.) on wooden frames.</li> <li>&gt; Pole branding, Wall Branding, Venue Branding total 1.50 lacs sqr fts of various sizes..</li> <li>&gt; Direction Panels (100 Nos. of size 3 Ft x 2 Ft).</li> <li>&gt; E-invitation cards and 100 car stickers printed as per design and invitation.</li> <li>&gt; Floor decals (Welcome, Covid-19 social distancing and directional) entire International Yoga venue.</li> </ul>	
ii.	Photography & videography with Drone: <ul style="list-style-type: none"> <li>&gt; 2 Photographers &amp; 4 HD Video Cameras for the International Yoga Day.</li> <li>&gt; The live streaming of the event will be done through these video cameras with switcher console with operator with computer system. These cameras should be with HDMI port along with the cable as per actual requirement during the event.</li> <li>&gt; 1 Laptop with configuration of 8GB RAM, Core i5 8<sup>th</sup> Generation, Window 10 minimum or as required at the time for testing of live streaming and 2 Laptops for office use with same configuration.</li> <li>&gt; 4G/5G Internet Broadband with Wifi facilities - 1GBPS to be providing during the International Yoga Day for Live streaming and virtual inauguration of the above event.</li> <li>&gt; HD Video Mixer, HD Video Recorder, live streaming of the Yoga Day Programmes on social media channels &amp; 5-6 T.V channels including Doordarshan.</li> <li>&gt; Drone Cameras is also required for recording and live streaming.</li> <li>&gt; Soft copy of video/photos to be given in Pen Drive to NMDFC.</li> <li>&gt; Promo/ Teaser Videos/Posters will be created by the PIA/Firms/Company for promotion on social media platform before start of the 8<sup>th</sup> International Yoga Day event.</li> </ul>	
iii.	Social / Electronic / Print Media Promotion: <ul style="list-style-type: none"> <li>&gt; PIA/Firms/Company will do the radio publicity before and during the event.</li> <li>&gt; PIA/Firms/Company will do the TV/audio visual advertisements/ publicity before and during the International Yoga Day event.</li> <li>&gt; Live streaming of the 8<sup>th</sup> International Yoga Day on 5-6 TV channels &amp; Doordarshan.</li> <li>&gt; PIA/Firms/Company will ensure and provide the edited videos.</li> <li>&gt; The content would be finalized by the NMDFC/the Ministry.</li> <li>&gt; Making arrangements for the visits of the Bloggers, You tubers to visit the International Yoga Day and create publicity on social media platform.</li> <li>&gt; The PIA/Firms/Company will have to start the social media activities from 17<sup>th</sup> June prior to start of the International Yoga Day event. The Social Media should be done very aggressively on all digital mediums like Facebook, twitter, Instagram, Google, YouTube, Whatsaap activities, etc.</li> <li>&gt; Pre-launch activities 10-15 daily post on each social media platform from 17<sup>th</sup> June, 2022 before start of the events.</li> <li>&gt; A dedicated manpower team will be deployed at the venue for the entire duration of the International Yoga Day for the Live Coverage on Social Media like Facebook, Instagram, twitter, YouTube etc. The dedicated manpower team will cover all the important events like inauguration of the event, activities, visitor feedback, etc.</li> <li>&gt; All the social media post would be promoted at national level, if required international level also.</li> </ul>	

B.	Other works	Qty.	Amt in Rs.
i.	Elevated Stage (Covered under German Hanger, Red Carpet, Podium, Ethnic Masking, VIP Chairs, Centre Table with white cover & frills, Dustbin,etc) Size 48x32x4. Water Bottle with Paper Glass. Emcee with TA/DA having experience in handling Govt. programs.	01	
ii.	AC Tower 4 Ton	08	
iii.	LED Screens as Backdrop for stage 30x14 (size as required), Live Stream Riser (8x4x6) – 5 number, Media Riser (24 x 8 x6)	01	
iv.	LED Screens for ground 12 x 8 with riser along with black masking	960 sqr fts	
v.	Screen Platform 4x16	08	
vi.	Yoga Mats	5000 in number	
vii.	Jumbo Cooler	50	
viii.	Generator 125KW: Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the PIA/Firms/Company.	4 (as per requirement)	
ix.	Sound System: ^ PA System with ample number of Good Quality Speakers to be installed for Public Announcement and playing Music during International Yoga Day by following the General Guidelines for Music/sound of the Local Authority. ^ Appropriate Music & Sound System for International Yoga Day at Venue. ^ JBL Top - 12, Line Array - 16, JBL Base - 10, Amplifier - 10, Mixer - 2, 12 Stage Monitor. ^ 5 No. of cordless Mike for the event.	Number As per area requirement	
x	The entire area of Stage & Yoga performance area is to be covered under German Hanger to provide protection to the VIPs and the participants performing Yoga from direct sunlight.	Size of the German Hanger as per area requirement. Two hangers of size 30 mtr x 100 mtrs	
x.	VIP Lounge (Sofa, Carpeting, Table, AC etc.): > Theme based VIP Lounge/ Pavilion is to be created in 3000 Sq. Ft. in German Hanger Area with Electrical Points, Office Table, High Back Traditional Chairs, Sofas, with proper Light Arrangements, 2 Tower Air Conditions, side tables, centre tables. > Arrangements for the Press Conference. Backdrop, seating arrangements for media person. > The VIP Lounge/Pavilion is to be decorated with flowers/props/Lanterns/ lamps etc. > Catering services will be arranged for VVIP/VIP Guests, Media/Press, etc. > All the necessary health kit like face mask, face shield, hand sanitizers will be made available to all the officials/organizers.		
xi.	Wall masking with 10-12 ft height with new cloth (white/black) with proper chunnat as required	2000 sqr mtrs	
xii.	Theme Based Entry Gates made of MS Pipe with flex.	4	
xiii.	Traffic regulation, parking, Barricading and Security arrangements at site: The PIA/Firms/Company will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of International Yoga Day should also be done in Parking Area.	As per requirement	
xiv.	Reception Counter with truss & carpeting & table, chair, cooler/fan	01	



xv.	Flower work: All Entrance and Exit Gates to be decorated with props and flowers for the event. Flora Design, One Big Floral Centre pieces.		
xvi.	Changing rooms separate for Gents & Ladies	10	
xvii.	Drinking Water and Refreshments: > PIA/Firms/Company has to arrange the packed drinking water bottles and refreshment for the VIP Officials and participants.	5500 persons	
xviii.	Bouquets, Welcome arrangements for VIP etc.	As per requirement	
xix.	Fire safety arrangements with Fire Brigades to be arranged.		
xx	Accommodation for Yoga Instructors	10 rooms in 3 nearby star hotel.	
xxi	Transportation for officials from Delhi to Fatehpur Sikri & back and local visit	10 vehicles	
xxii	Yoga dress comprising of T-shirts with cap and lower with logo & print to be decided in consultation with Ministry/NMDFC. Different sizes of T-shirt & lower for males & females to be provided. 4 Color logo printing to be decided in consultation with Ministry/NMDFC. Sample to be provided.	5000	
xxiii	VIP Yoga suit complete with T-shirt, Cap & Lower with logo in 4 colour print with different sizes.	200	
xxiv	Ambulance with doctor & paramedic staff to be arranged. Health/First Aid counter under Pagoda on platform, carpet, doctors/paramedic, equipment, emergency medicines, etc	4 Ambulances	
xxv	Toilets for the VIPs (Toilet Van) & Participants to be arranged	2 Toilets for VIPs for Gents & Ladies. 20 sets of toilets for Gents & Ladies. 2 Toilets for differently abled person.	
xxvi	Transportation of Participants. District Administration to be approached for providing buses at subsidized rates for ferrying of participants from nearby areas.	As per requirement	
xxvii	Security Guards & Parking Supervisors with hand held gadgets. CCTV Cameras	20 Male Guards, 10 Female Guards, 10 Parking Supervisors, 4 Male Bouncers & 3 Female Bouncers, CCTV cameras 32 number	
xxviii	Grey & Red colour Carpet in combination in open area of the venue to be neatly pasted	3.00 lacs sqr fts	
xxix	House Keeping Staff	30 Number	
xxx	Ushers	4 females 4 males	

**Note:-The Price is to be quoted Head wise by the Bidding Agency.**

	The EMA shall also be carrying out Outdoor Media Publicity of the event from 17 <sup>th</sup> June prior to start of the event. Print Advertisement shall be carried out from 19 <sup>th</sup> to 21 <sup>st</sup> June. The outdoor & Print publicity shall be carried out through DAVP empanelled agencies at DAVP rates and Sites. The EMA shall submit the Media Plan and the Creatives for approval of the competent authority. Payment to EMA shall be made separately for the outdoor & print publicity based on the approved media plan & budget.	***
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\*\*\* The EMA shall not be quoting price for outdoor & Print media publicity. The selected EMA shall be required to submit the creatives and media plan for undertaking the outdoor & print publicity. The creatives shall be submitted for approval to the Ministry and based on the approved budget, the selected EMA shall carryout outdoor publicity through DAVP empanelled agency at DAVP rates and sites. The Print Advertisement shall however be carried out through DAVP by the Ministry as per approved budget and Media Plan. .

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**

**OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER**  
(On letter head of the Agency)

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

Signature of the Bidder with seal

INDEMNITY UNDERTAKING  
(On Letter head of the Agency)

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

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

-----  
Name of Indemnifier                      Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

**UNDERTAKING**

(On letter head of the Agency)

NON BLACKLISTED / NON BANNED PARTY

It is hereby certified that M/s \_\_\_\_\_ is not blacklisted/debarred by Govt. of India or its undertakings /any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities / Statutory Body / Autonomous Body as on date.

M/s \_\_\_\_\_ is not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required by National Minorities Development & Finance Corporation (NMDFC) for organizing 8<sup>th</sup> International Yoga Day on Tuesday, the 21<sup>st</sup> June, 2022 at Fatehpur Sikri, U.P.

M/s \_\_\_\_\_ would immediately inform NMDFC in case of any change in the situation any time hereinafter.

For and on behalf of:  
Signature of Authorized  
Representative/ Signatory:  
Name:  
Designation:  
(Seal)  
Date

\*\*\*\*\*

**Bid Security Declaration  
(On Letter Head of the Bidding Agency)**

This is to inform you that M/s. \_\_\_\_\_ (Agency Name) shall not withdraw or Modify its Bid till the validity period of 90 days as mentioned in the Tender Notice bearing no. \_\_\_\_\_.

We maybe barred from being considered/ to participate in future, for a period of 2 years from the last date of submission of this Bid, in any Tender Notice/Assignment to be issued by NMDFC during the said period, in following circumstances:-

- (a). Withdraw the Bid during the period of Bid validity of 90 days.
- (b). Do not respond to requests for clarification of the Bid submitted by us.
- (c). Fail to co-operate in the Bid evaluation process, and
- (d). In case of being a successful Bidder, fails to sign the Agreement in time or fail to furnish Performance Guarantee.

(Signature)

Name of Authorised Signatory:- \_\_\_\_\_

Designation:- \_\_\_\_\_

Office Seal:- \_\_\_\_\_

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_