



Bid Document for Selection of Programme Implementing Agency (PIA) to Organize
Hunar Haat at Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th
February, 2022

Published on 13th January, 2022
Last Date of Submission of Bid 20th January, 2022 up to 1600 Hrs

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

Bid Summary

Name of Bid Publishing Organization	Maulana Azad National Academy for Skills(MANAS)
Address & Contact Number	Maulana Azad Bhawan Chelmsford road, Opposite New Delhi Railway Station, Paharganj side, New Delhi-110055. Phone:-011-47005650/51/52. Email id - dir-manas@nic.in Website - www.manassd.ind.in
Name of Work	Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Hunar Haat under USTTAD Scheme of Ministry of Minority Affairs, Government of India at Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022.
Joint Venture\Consortium	Not Applicable
Bid Processing Fee	Rs.5,000/- in form of Demand Draft (Non-Refundable)
Mode of Bid Processing Fee	Non-Refundable DD in favour of "Maulana Azad National Academy for Skills" payable at New Delhi.
Earnest Money Deposit (EMD)	Rs.6,50,000/- (Rupees Six Lakh Fifty Thousand only)
Mode of EMD	By DD or Bank Guarantee in favour of "Maulana Azad National Academy for Skills" from any Nationalised Bank. Bank Guarantee should be valid for a period of 365 days from the date of opening of Bid.
Estimated Cost of the Work	Rs.3.20 Crore + Applicable Taxes (Approximately)
Bid Publication Date	13.01.2022
Last Date & Time for Submission of Technical Bid & Financial Bid	20.01.2022 at 1600 Hours
Date of opening of Bids & Presentation	21.01.2022 at 1100 Hours - Technical Bid 21.01.2022 at 1130 Hours – Presentation by PIA 21.01.2022 at 1300 Hours – Financial Bid
Bid validity period	90 days from Opening of Financial Bid
Bid Addressed to:	Director – MANAS, Maulana Azad Campus, Chelmsford Road, Opposites New Delhi Railway Station Entry Gate, Paharganj Side, New Delhi – 110055. Ph. 011-47005650/51/52. Email id - dir-manas@nic.in
Bid Component	1. Technical Bid 2. Financial Bid 3. Bid Processing fees & Earnest Money Deposit
Remarks	The Bid documents will be submitted properly in sealed envelopes separately.

I. Introduction:

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

Maulana Azad National Academy for Skills (MANAS) is organising “Hunar Haat” exhibition at **Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022** under the USTTAD scheme of the Ministry of Minority of Affairs.

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

The entry to the event would be free and would be open to the general public from **4th to 13th February, 2022** from **1000 Hours to 2200 Hours** every day. The PIA shall be required to develop concept, design, fabricate, branding and manage the entire exhibition area including Artisan, Food/Sweet Stalls, Stage Ministry Pavilion at **Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022**.

II. Submission of Bid:

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

The **First Envelope** should contain the Bid Processing Fee of **₹5,000/-** (Non Refundable) & EMD of **₹6,50,000/- (Rupees Six Lacs Fifty Thousand only)** in form of Demand Draft drawn in favour of “**Maulana Azad National Academy for Skills**” payable at New Delhi or Bank Guarantee with validity of 365 days from the date of opening of bid.

The **Second Envelope** should contain the Technical Bid in sealed envelope complete with Concept and Design of the Proposed Exhibition site with Stalls, Branding and Design of all material to be put up as per Scope of Work including Ministry Pavilion, Gates, Artisan Stalls, Food/Sweet Stalls, Layout of the Exhibition area etc. **The PIA may visit to Expo Ground, New Port Area, Uppalam, Puducherry** to ascertain the actual position of the Venue and plan according to the layout. The PIA will ensure that there is no Cost component mentioned in the Technical Bid. The Proposed venue would be handed over to the PIA on **10 days before start of the event** for preparation & installation of Stalls, Decoration, etc. The PIA will furnish the undertaking for completion of the Work latest by **11:00AM of 01.02.2022** and handover the venue to MANAS. Original printed document with signature & seal of the submitting PIA shall be considered as authentic.

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

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

Technical Bid will be opened on **21.01.2022 at 1100 Hours** at Maulana Azad Campus, Chelmsford Road, New Delhi, the representative(s) of the bidders are invited to attend the bid opening meeting.

Each bidder shall have to make a Presentation on proposed concept and design development by them for the exhibition as per scope of work before the Tender Evaluation Committee (TEC) on **21.01.2022 at 1130 Hours** Maulana Azad Campus, Chelmsford Road, New Delhi however. The final date and time for presentation will be intimated by MANAS separately.

The Financial Bids will be opened on **21.01.2022 at 1300 Hours**. Representative(s) of bidders are also invited to attend the Financial Bid opening meeting in MANAS office.

III. Scope of Work:

The Scope of work for organizing the Hunar Haat at **Expo Ground, New Port Area, Uppalam, Puducherry, from 4th to 13th February, 2022** is mentioned below:

S. No.	Particulars	
1	Cost of Organizing Events (Stalls) -	
1.1	Stalls for Arts & Crafts	<ul style="list-style-type: none"> • Arts & Crafts Stalls – 250 No. of stalls covered, waterproof roof in Pagoda with the minimum size of 10X10 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items on wooden platform. The size of 20 crafts stalls may increase as per the actual requirements. • Arts & Crafts stalls to be decorated using all the promotional collateral of Hunar Haat with exact size of the constructed Stalls, like side walls, back wall side pillars, stall fascia. • 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, 2 LED Halogen Light, One Fan, One dustbin, 2 Iron Rack, Three side wall branding of Flex on wooden frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 240 stalls. If required additional Tables and chairs will be provided to the artisans/ culinary experts. • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo, name of Hunar Haat, Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman.

		<ul style="list-style-type: none"> • 500 Ml bottle of sanitizer containing in each craft Stall and the same will be refilled once consumed. No cost will be charged to the Artisans/ Craftsmen and Culinary Artists. • The PIA will ensure the sanitization of the product and Stalls twice in a day without any fail. The safety norms and procedure of the government/ departments has to be maintained by the PIA. • Stall Facia, Table Facia will be as per actual size of the Stalls and tables, the same has to be approved by the MANAS before installation.
1.2	Stalls for Cuisine/ Sweets	<ul style="list-style-type: none"> • 50 No. of stalls covered, waterproof roof in Pagoda with the size of 10ft X10ft for food & sweets on wooden platform. • Food & Sweet stalls to be decorated using all the promotional collateral of Hunar Haat with exact size of the constructed Stalls, like side walls, back wall side pillars, stall facia. • 3 tables with white cover and frills, 2 chairs, 3 electrical point & 2 power points, 2 LED Halogen Light, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, Carpet, etc. for food stalls. • 500 Ml. bottle of sanitizer containing in each Food & Sweet Stall and the same will be refilled once consumed. No cost will be charged to the Artisans/ Craftsmen and Culinary Artists. • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo, name of Hunar Haat, Ministry of Minority Affairs, Name of Culinary, Place of Culinary artist. • Food preparation area is to be created near each food stalls duly cordoned off by masking/ partition with ethnic designs. • The PIA will ensure the sanitization of the product and Stalls twice in a day without any fail. The safety norms and procedure of the government/ departments has to be maintained by the PIA. • Stall Facia, Table Facia will be as per actual size of the Stalls and tables, the same has to be approved by the MANAS before installation.
1.3	Food Court	<ul style="list-style-type: none"> • Four Theme based Food Courts are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, Hand Knitted Wooden Cot, etc.) for Minimum of 50 person at a time considering the Social Distancing Norms of the concerned Ministry/ State Government/ Department/ Local Authority/ etc. • Food Court will be sanitized in every half an hour, PIA will ensure that each table and chair, stool, cot, etc. are being sanitized immediately after used by any visitor. • Hand Sanitizer should be made available at each table during the visiting hours. • Proper decoration of the Food Court should be done by using different props and electrical bulbs.
1.4	Amrut Mahotsav Pavilion	<ul style="list-style-type: none"> • The PIA will create a separate pavilion on the theme of Amrut Mahotsav – celebrating 75 years of independence.

		<ul style="list-style-type: none"> • LED along with speakers to be placed in the pavilion to display the stories Freedom Fighters. • PIA will submit all the documentary evidence in terms of photographs, videos etc. to MANAS/MAEF/MoMA after completion of event in Hard Drive for the records. • Dedicated selfie-points also be created in the Amrut Mahotsav pavilion. • Acrylic Cut-out for Amrut Mahotsav Logo be created – size will be decided by MANAS and approval be obtained before finalization.
2	Promotion and Publicity at Venue:	
2.1	Photography & Videography	<ul style="list-style-type: none"> • 2 Photographer & 3 HD Video Camera for the inaugural function. One Photographer & 3 Videographer for other days from 1000 Hours to 2200 Hours. The live streaming of (Stalls/food Court and cultural programme) 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. • 1 Laptop with configuration of 8GB RAM, Corei5 8th Generation, Window 10 minimum or as required at the time for testing of live streaming and 2 Laptops for office use with same configuration. • 4G/5G Internet Broadband with Wifi facilities – 1GBPS to be providing during the Hunar Haat for Live streaming and virtual inauguration of the Hunar Haat event. • 2 Photographer & 4HD Video Camera to be deployed two days before start of the event for shooting of Hunar Haat event for live streaming and virtual tour. The photographers/ videographers should be very professional and should have the experience of filming and portfolio and product shooting. • HD Video Mixer, HD Video Recorder, Liveu will be required for live streaming of the Hunar Haat Programmes. • Two room to be created for product shoot with required background. The room should have proper lighting as required by the Photographers for photoshoot of the products. The room would also be utilized for the live streaming for the event during entire Hunar Haat. • Drone Cameras is also required on daily basis for recording and live streaming. • Soft copy of video/photos to be given in Hard Disc on daily basis to MANAS. • Promo/ Teaser Videos/Posters will be created by the PIA for promotion on social media platform before start of the Hunar Haat event. • Post event videos/creatives to be created by the PIA after successful completion of the Hunar Haat event.
2.2	Publicity & Awareness	<ul style="list-style-type: none"> • Designing & fabrication of Welcome & Collage Standees (100 Nos of size 3 Ft. x 6 Ft.) on wooden frames. • 1000 number of Pole branding of size 6X3 Ft. for pulling on all electric poles leading to the venue.

		<ul style="list-style-type: none"> • 1,00,000 Carry Bag with Hunar Haat & Local to Global branding. • 250 Pole branding at the Venue, size of 4Ft X 3Ft • 400 number of Publicity Panels of size 6 Ft X 8 Ft. • 300 number of Bunting with PVC Pole with the size of 8Ft X 3Ft. • 500 number of Publicity Panels of size 10 Ft X 8 Ft and 50 number of Publicity Panels of size 16 Ft. x 8 Ft. • Table Facia, Stall Facia (Food & Sweet and Craft) will be as per the actual size of the already constructed and Octonom stalls. The PIA will do the actual measurement of each stall and prepare the Facia accordingly in wooden frame. The designs, size and content will be finalized by MANAS. The Table Facia will also be in wooden frame. • Direction Panels (100 Nos. of size 3 Ft x 2 Ft). • All the Entry gate poles to be decorated by placing the frame on both side as per the actual size of the gates. • 150000 stickers of different sizes with branding of Hunar Haat and Local to Global. The quantity of each size will be communicated by MANAS. • 10000 catalogue of Hunar Haat (8000-Hindi & 2000-English). • 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. • 500 Invitation Cards and Parking stickers printed as per design and E-Invitation. • Floor Decals (Welcome, COVID-19 Social Distancing and directional) entire Hunar Haat venue. • Three LED wall 8X6Ft. displaying the precautionary measures on COVID-19 as per the guidelines/ norms issued from time to time.
2.3	Social/ Electronic / Print Media Promotion	<ul style="list-style-type: none"> • PIA will release the newspaper advertisement for cultural events on daily basis of the Hunar Haat event starting from inauguration day. • PIA will do the radio publicity before and during the event. • PIA will do the TV/audio visual advertisements/ publicity before and during the Hunar Haat event. • PIA will ensure and provide the edited videos. • The content would be finalized by the MANAS/the Ministry. • Making arrangements for the visits of the Bloggers, Youtubers to visit the Hunar Haat and create publicity on social media platform. • The PIA will have to start the social media activities one week prior to start of the Hunar Haat event. The Social Media should be done very aggressively on all digital mediums like Facebook, twitter, Instagram, Google, YouTube, Whatsaap activities, etc. • The social media promotion should be monitored on regular basis and compliance report must be submitted to MANAS on daily basis. • Pre-launch activities 5-6 daily post on each social media platform one week before start of the events, key highlights of the Hunar Haat, participation of traditional Arts & Crafts and Culture, etc. • A dedicated manpower will be deployed at the venue for the entire duration of the Hunar Haat for the Live Coverage on Social Media like Facebook, Instagram, twitter, YouTube etc. The dedicated manpower

		<p>will cover all the important events like inauguration of the event, cultural programme activities, daily visitor feedback, etc.</p> <ul style="list-style-type: none"> • A dedicated team will be deployed for above indicated activities for the social media by the PIA. The Social Media team will directly report to the MANAS/ Ministry officials during the Hunar Haat event. • A paid promotion campaign will be carried out by the PIA for the promotion of Hunar Haat website. • A dedicated budget will be decided by MANAS/MAEF before start of the social media campaign. A utilization certificate would be furnished by the PIA in this regard. • All the social media post would be promoted at national level, if required international level also.
3	Theme based ambience creation	
3.1	Welcome Gate Theme Based.	<ul style="list-style-type: none"> • 2 Theme Based wooden/MDF Gates with Size of 75 Ft. width X 35 Ft. Height and 2 Box Gate with the size 30Ft. X 40Ft. Size of the gate may vary as per the actual requirement and availability of space.
3.2	Flower Decoration	<ul style="list-style-type: none"> • All Entrance and Exit Gates to be decorated with props and flowers for the Inaugural Function. Flora Design, One Big Floral Centrepieces.
3.3	Venue Decoration	<ul style="list-style-type: none"> • A theme based Decoration for entire Pavilion like Carnival, Retro, Mela Theme, Nature, Culture etc. by using the following indicative items in sufficient quantity. • Balloons, Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi-colour Flags of Hunar Haat in and around Pavilion, Decorative Hanging Kettles, etc. • Pathways and aisle should be decorated from all sides. • Trees and Poles to be decorated by using serial lights, props, etc. • Repair & painting work at the venue will be done by the PIA. • Dias arrangement will be done by the PIA for the inauguration of the event. • Necessary arrangements will also be made for the Press Conference on inauguration day. • PIA will do the fencing / masking of the venue wherever required or as directed by the MANAS. • 50 No. of Heaters (LPG Heaters with stand), if required PIA will arrange more LPG Heaters.
3.4	Attraction Points and visitors engagement Area	<ul style="list-style-type: none"> • 15 Selfie Points with different themes as approved by MANAS. • 1 Digital Selfie Booth with Printer for instant printing of the photographs of the Visitors. • Acrylic Hunar Haat Cut Out in Hindi with font size of 10X6Ft. (excluding platform height).
3.5	Floor Decoration	<ul style="list-style-type: none"> • Entire Pavilion of Hunar Haat event shall be covered by the New Neat & Clean Dark Grey Colour Carpet. New Red Carpet Shall be used from Entry Gate to VIP Pavilion. • Total Carpet area would be around 3,00,000 Sq. Ft. This may vary as per actual requirement of the venue. The PIA would provide the additional Floor Carpet if required.

		<ul style="list-style-type: none"> • New Carpets to be used for covering entire Hunar Haat pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority. • Marking for social distancing on floor in entire venue using floor decals.
3.6	Light	<ul style="list-style-type: none"> • Tower LED Lights (5 lights in each tower) - 350 No. • LED Par Can Light with Multiple Colour - 350 No. • LED Halogen Light with Poles- 1500 Nos. • LED Serial Light – 1,00,000 Nos. • LED Multicolour Bulb Light – 3,00,000 Nos of Bulb. • Sky Beam Light - 8 Nos. • Follow Spot Light – 4 Nos. • LED Spot Light – 20 Nos. • Smoke Machine – 4Nos. • Box Truss – with 100 LED Par, 40 Moving Head, 8 Blinder, 12 Boom White, 10 Profile. • Whole venue to be lit up properly, it should look like Stadium in night, if required the PIA would install more light as per requirement of the Venue.
3.7	Music & Sound	<ul style="list-style-type: none"> • PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/sound of the Local Authority. • Appropriate Music & Sound System for Cultural Programme at Venue. • JBL Top – 12, Line Array – 16, JBL Base – 10, Amplifier – 10, Mixer – 2, 12 Stage Monitor. • 6 No. of cordless Mike for inauguration function. • If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.
3.8	Working Office & VIP Lounge/ Pavilion	<ul style="list-style-type: none"> • One working office is to be created in 1000 Sq. Ft. Area with Electrical Points, 5 Computer Table, High Back Chairs with proper Light Arrangements. • Multi-Functional Printer may also be provided at the site for the office use. • 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. • P2 LED wall of 6X8 Walls with Decorative Frame and 1 LED TV in VIP area for the launch of the Hunar Haat website. Any other arrangements is required for the launch of the website shall be facilitated by the PIA. • Arrangements for the Press Conference at the time of Inauguration of Hunar Haat event and closing of the event. Backdrop, seating arrangements for media person. • The VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps on inauguration day.

		<ul style="list-style-type: none"> • The scheme of the Ministry would be displayed properly by using 15 Acrylic Sandwich LED Panels. • Catering services will be arranged for the inauguration day for VVIP/VIP Guests, Media/Press, etc. A branded Coffee vending machine to be installed in the VIP Pavilion for 9 days. A serving staff in proper uniform should also be deployed for 9 days. Number of serving staff will be as per the requirement and direction of the MANAS on the day of inauguration. • The VIP Lounge/ Working Officer will be sanitized twice in a day during the Hunar Haat events. All the necessary health kit like face mask, face shield, hand sanitizers will be made available to all the officials/ organizers. • 15 Executive Class chairs and 10 glass centre table for VIP pavilion, if required PIA will make arrangements for more chair & table. These setup will be separate from the Stage Tables & Chairs.
3.9	Stage & Green Room	<ul style="list-style-type: none"> • One theme based stage size of 60ft. X 36ft. in waterproof German Hanger completely covered as per actual size of ground. • PIA will arrange the Zimmy zip Camera setup for the stage during the Hunar Haat event at Venue. • Proper Maintenance of already constructed separate Green Rooms (Ladies & Gents) with mirrors, hangers, Charis, Changing Room, Light and other necessary items/equipments as required. Proper Carpeting on the Floor to be maintained. Toilets to be cleaned and upkeep on daily basis with all the sanitization and cleaning equipments for ladies and gents. • A LED Backdrop size of 30ftX22ft at the back stage. Two Side LED panels with light frame with the size of 12Ft. height X 14 Ft. width for live streaming. Masking of both side of Stage wherever required. Living streaming to be made in all the LED walls. • 10 LED Screen for live streaming of the event with the size of 8X10Ft. • 1 LED Screen for live streaming of the event with the size of 10X12Ft. • Seating Arrangements for visitors, hanging decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes. • Podium with proper branding of Hunar Haat and Local to Global, Vocal for Local.
3.10	Parking Space	<ul style="list-style-type: none"> • The PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Hunar Haat should also be done in Parking Area.
4	Utilities:	
4.1	Security Arrangements	<ul style="list-style-type: none"> • 60 No. of Security Guards (40 Male & 20 Female), 3 Security Supervisors during visiting hours of Hunar Haat and 15 Security Guards (10 Male & 5 Female) in nights in proper uniform and required equipments along with Face Shield, Face Mask, Hand Gloves with Hunar Haat Branding. • 8 No. of Door Frame Metal Doctors along with 4 Frisking Cabin for Female. • 4 Bouncers on each day during the Cultural Programme.

		<ul style="list-style-type: none"> • 2 Baggage X-Ray Machine at entry gate (Baggage Scanner). • 50 No. of Walkie - Talkie • 100 Nos. of CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Hunar Haat Duration 24X7, with Control Room setup and responsible Monitoring Team. • The PIA will make the arrangement of Wheel Chairs, E-Cycle at the all Entry Gates for the Dibyangs. • The PIA will ensure the gathering person at any point of time as per the guidelines/ norms issued by the concerned Ministry, State Government and Local Authorities/ Department. • The PIA will make necessary arrangements for issuance of E-Pass for the Visitors through website and at venue. E-Pass machine will be installed at the venue.
4.2	Fire Arrangements	<ul style="list-style-type: none"> • 300 No. of Fire Extinguishers or as per required norms, 50 water drums, 50 Sand Buckets on Stands and other fire fights required arrangements as per the specification and guidelines issued by the concerned authorities. • One Fire Brigade Van from 10:00AM to 11:00PM daily. PIA can approach Fire Brigade office of requisitioning Fire tender with crew.
4.3	Medical Arrangements	<ul style="list-style-type: none"> • One Separate First Aid in covered, waterproof roof near at best suited place along with one qualified Doctor & Nurse and necessary medicines, equipments etc. • The PIA will organize the COVID-19 testing camp from two days before start of the Hunar Haat event. Each and every participants, officials, organizers, support staff, security staff, housekeeping staff, visitors and any other person directly involved in organization of Hunar Haat event, will be tested negative before entering into Hunar Haat venue. A ward in Octonom structure covered with Pagoda waterproof roof to be created for testing. • One Isolation ward in Octonom structure covered with Pagoda waterproof roof near Frist Aid, in case of COVID-19 emergency along with oxygen cylinders. • 50000 Cotton Face Mask with Hunar Haat & Local to Global branding as approved by MANAS. • 15 Non-Contact Digital Infrared Forehead Thermometer Gun with LED Display. • Sanitization of the entire venue should be done in every One Hour on daily basis during the Hunar Haat event. The PIA will ensure the quality/specifications of Sanitizer used for sanitization, as per the Norms/Guidelines issued by the Ministry of Health and Family Welfare, Ministry of Home Affairs, State Government, Local Authorities/Departments. • If required, PIA will provide the additional manpower for above mentioned activities during the event. • All the manpower deployed at the venue for House Keeping, Office Boys/ Multi Task Staff and Sanitation should be wearing PPE suite,

		<p>rubber gloves, face shield and Face Mask with branding of Hunar Haat and Local to Global.</p> <ul style="list-style-type: none"> • The PIA will regularly provide the Medical/Health Kit like Face Mask, Face Shield, Gloves, PPE Kit, Sanitizers, etc. to all the participants, officials, organizers, etc. during Hunar Haat event. • A sanitization Tunnel should be created at the entrance gate of the Hunar Haat. Each visitors, participants, officials, organizers has to be sanitized properly before entering in Hunar Haat venue.
4.4	Power Backup	<ul style="list-style-type: none"> • 4 No. of Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the PIA.
4.5	Water Arrangements	<ul style="list-style-type: none"> • PIA will ensure uninterrupted water supply for the artisans/ culinary experts if required water tankers will be made available facilitate the vendors for cooking and cleaning. • PIA has to arrange the packed drinking water bottles for the VIP Lounge/ Pavilion and Officials as per the requirement on daily basis.
4.6	Toilet Arrangements	<ul style="list-style-type: none"> • All constructed Toilets (ladies & gents) at the venue be made functional by deploying sanitation staff for cleaning/ sanitizing for maintaining hygiene. If any repair and maintenance work is required the same has to be carried out the PIA two days prior to start of the Hunar Haat event. • One Mobile VIP Toilet Van with sanitation staff for cleaning/sanitizing for maintaining hygiene. • All necessary required Items like Liquid Soap, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Hunar Haat. • 25 Portable Toilets to be installed for visitors. • The PIA will ensure the COVID – 19 guidelines/norms for the use of Public Toilets issued by the concerned Ministries, State Government, Local Authorities/ Departments from time to time.
4.7	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> • 4 Ushers (Two Girls in Saree & Two Boys in Corporate Attire) for Inaugural Function with Good Communication Skills. The ushers should be wearing the Mark and Gloves all the time. • At any point of time 30 Sanitation Staff (15 Male & 15 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets 4th to 13th February, 2022 from 10:00AM to 11:00PM. The Washrooms has to be cleaned properly every half an hour from 9:00AM to 11:00PM. All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat & clean every time during the Hunar Haat event. • 4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other days of Hunar Haat. • 30 No. of Housekeeping Staff with Supervisors (Male & Female) from 9:00AM to 11:00PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items.

		<ul style="list-style-type: none"> • PIA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done. • Fogging for mosquitos to be done on daily basis in the evening, after visiting hours.
4.8	E- Payment option	<ul style="list-style-type: none"> • The PIA will make the necessary arrangements for e-payment/ cashless transaction during the Hunar Haat by providing necessary tools/ applications through Banks. • The PIA will ensure that there should be no fraudulent/ theft with the participants/ visitors during enabling the e-payment gateway.
5	Cultural Programme	
5.1	Artists/ Anchor	<ul style="list-style-type: none"> • The PIA would propose the list of Artists/Anchor for cultural Programme who would be performing on each evening from 6:00PM to 10:00PM from 4th to 13th February, 2022. • The Cultural Programme and Name of Artists would be finalized by the MANAS after submitting the List of Artists/Anchor by the PIA. • The payment to the Artists/ Anchor will be made by the MAEF/MANAS/PIA to the individual artists/anchor. • Some Local Artists may be encouraged during the Cultural Events and State Government, Zonal Cultural Council and any other Central/ State level cultural organizations may be consulted. • The PIA will organize different cultural activities like Kathputli Dance, Folk Dance, etc. on each evening of Hunar Haat from 4th to 13th February, 2022. • The PIA will make all necessary arrangements i.e. travel & stay arrangements etc. of all the artists. • One Mega Cultural event also be organized by the PIA. The name of artist will be finalized by MANAS.
5.2	Opening & Closing Ceremony of Hunar Haat event	<ul style="list-style-type: none"> • The PIA would propose details of Opening & Closing Ceremony for proposed Hunar Haat event. • Details of the Activities/ Artist involved in opening & closing ceremony has to be submitted.
6	Miscellaneous:	
6.1	Other arrangem ents	<ul style="list-style-type: none"> • Opening ceremony event on day of Inauguration of Hunar Haat Event. 2-3 cultural folk dance group. • 15 Shawls for welcome of VVIP/VIP Guests. • All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, etc. • One Large size Hunar Haat branding Gas Balloon to be anchored with rope at the height of 100 Ft.
6.2	Id & Uniform	<ul style="list-style-type: none"> • 350 Nos. of Photo I-Cards QR Based with Logo string printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. • 300 Nos. of Blank ID Cards with logo of Hunar Haat for Helper • 50 Nos. of Id-Cards with logo of Hunar Haat, Name of Officials, etc. for the officials with Lanyard and String. • 100 Nos. of Id-Cards with logo of Hunar Haat for the Media with Lanyard and String.

		<ul style="list-style-type: none"> • 500 Nos. of Chef Caps and 100 Nos. of buffet caps for Food stall vendors. • 1000 Nos. of Caps & 1000 Nos. of T-Shirts. • 250 Nos. of Aprons & 4000 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts & Aprons will have Logo of Hunar Haat. The design and material of the T-shirt, Cap and Aprons would be finalized with MANAS. • 100 Nos. of Caps & T-Shirts for the use of Staff/ Officials. The same would be finalized with consultation of MANAS. Size and Colour would be decided with MANAS.
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IV. Rejection of Bids

The bid will be considered Non Responsive & Summarily Rejected in case it does not fulfil any one or more of the following conditions:-

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

V. Obligations of MANAS

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

VI. Criteria for Selection of Bidders

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

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

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

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

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

- c. The Technical Evaluation shall be based on the presentation made by the bidder before the Tender Evaluation Committee (TEC) covering the proposed concept, approach, theme and design of the exhibition based on the scope of work. The quantity and details of various components, manpower teams may also be indicated during presentation. The soft copy of the presentation may also be given to MANAS after the presentation.
- d. Financial Score (30 Marks) - The Financial Bid is to be quoted in the prescribed format as at Annexure-B.
- e. MANAS reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. The decision of MANAS will be final & binding on the PIAs in this regard. In case of any ambiguity while comparing the rates offered by the bidders, MANAS reserved all the rights to decide on the issue of identifying selected bidder.
- f. Special Conditions for Evaluation: The preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then MANAS reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

VII. Other Conditions:

a. **Liquidated Damages:**

The entire work as listed in the scope of work is to be completed by **1100 Hrs on 01.02.2022.**

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

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

b. Earnest Money Deposit (EMD)

- i. The Bidder shall furnish, EMD of **Rs.6,50,000/- (Rupees Six Lakh Fifty Thousand only)** in form of Demand Drafts drawn in favour of “Maulana Azad National Academy for Skills” payable at Delhi or Bank Guarantee in prescribed format with validity of 365 days of opening of bid.
- ii. No interest shall be paid on EMD.
- iii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Hunar Haat work.
- iv. The Successful Bidder’s EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- v. The EMD may be forfeited either in full or in a part, at the discretion of MANAS, on account of one or more of the following:
 - a. The Bidder withdraws their Bid during the period of Bid Validity of 90 days.
 - b. Bidder does not respond to request for clarification of their Bid.
 - c. Bidder fails to co-operate in the Bid evaluation process, and
 - d. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c. Payment Terms

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

Instalment	Deliverables	Percentage
1 st	<ul style="list-style-type: none">• Issuance of Work Order• Acceptance of Work Order• Submission of Performance Bank Guarantee /FD/DD of Equal Amount in favour of MANAS.	30%
2 nd	<ul style="list-style-type: none">• Completion of the entire work related to organization of the Hunar Haat event• Successful Inauguration of Hunar Haat.	30%
3 rd	After Successful Completion of the Hunar Haat Event	20%
4 th	After Successful Completion of the Event and Submission of Utilization Certificate for 1 st , 2 nd & 3 rd Instalments along with all the supporting bills and invoices and there scrutiny thereof.	20%

- d. MANAS reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- e. The duration & venue location may be change due to local administrative reasons or by MANAS/MAEF.
- f. The bidder must comply with the terms and conditions of contact. No deviations shall be entertained.
- g. In case of any dispute, decision of competent authority of MANAS will be final and binding on each Bidder.

VIII. Force Majeure

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

IX. Arbitration

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

X. Cancellation / Postponement of Programme

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

Annexure – A

Covering Letter on Letter Head of PIA

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

Sub: Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Hunar Haat under USTTAD scheme of the Ministry of Minority Affairs at Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Hunar Haat under USTTAD Scheme of Ministry of Minority Affairs at **Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022** as per the Guidelines, Terms & Conditions mentioned in this RFP document.

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

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

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

I agree to keep our bid valid for acceptance for 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

Annexure - B

Technical Bid Format

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

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Hunar Haat Exhibition at **Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022** as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail Technical bid is enclosed herewith on the indicative points mentioned below:

1. Theme based Entry Gates as indicate in Scope of Work.
2. Theme of Hunar Haat Pavilion (Decoration, Flooring etc.)
3. Stalls (Craft & Food) designs and Quality and structure.
4. Light & Sound specifications
5. Initiation Cards & E- Invitation.
6. Promotional & Awareness collateral as mentioned in scope of work.
7. Preparedness of the PIA to undertake the work and complete by **01.02.2022**
8. Media Management & Social Media Promotion for Hunar Haat event in detail.
9. Cultural Programme Details and their management
10. Fire, Health & Security Arrangements.
11. COVID -19 precaution and necessary arrangements as per the guidelines/norms of the Ministry of Home Affairs, Ministry of Health and Family Welfare, State Government, Local Authorities/ Bodies.
12. All other arrangements as indicated in Scope of Work.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure - C

Financial Bid Format

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

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Hunar Haat Exhibition under **USTTAD Scheme of Ministry of Minority Affairs, at Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022** as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Financial Bid Format

S. No.	Particulars	Amount in Rs.
1	Cost of Organizing Events (Stalls) -	
1.1	<p>Stalls for Arts & Crafts</p> <ul style="list-style-type: none"> • Arts & Crafts Stalls – 250 No. of stalls covered, waterproof roof in Pagoda with the minimum size of 10X10 Sq. Ft. for Artisans for showcasing/ selling of Handloom/ Handicraft Items on wooden platform. The size of 20 crafts stalls may increase as per the actual requirements. • Arts & Crafts stalls to be decorated using all the promotional collateral of Hunar Haat with exact size of the constructed Stalls, like side walls, back wall side pillars, stall facia. • 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, 2 LED Halogen Light, One Fan, One dustbin, 2 Iron Rack, Three side wall branding of Flex on wooden frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 240 stalls. If required additional Tables and chairs will be provided to the artisans/ culinary experts. • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo, name of Hunar Haat, Ministry of Minority Affairs, Name of Arts/ Crafts, Place of Artisans/ Craftsman. • 500 Ml bottle of sanitizer containing in each craft Stall and the same will be refilled once consumed. No cost will be charged to the Artisans/ Craftsmen and Culinary Artists. • The PIA will ensure the sanitization of the product and Stalls twice in a day without any fail. The safety norms and procedure of the government/ departments has to be maintained by the PIA. • Stall Facia, Table Facia will be as per actual size of the Stalls and tables, the same has to be approved by the MANAS before installation. 	
1.2	<p>Stalls for Cuisine/ Sweets</p> <ul style="list-style-type: none"> • 50 No. of stalls covered, waterproof roof in Pagoda with the size of 10ft X10ft for food & sweets on wooden platform. • Food & Sweet stalls to be decorated using all the promotional collateral of Hunar Haat with exact size of the constructed Stalls, like side walls, back wall side pillars, stall facia. • 3 tables with white cover and frills, 2 chairs, 3 electrical point & 2 power points, 2 LED Halogen Light, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, Carpet, etc. for food stalls. • 500 Ml. bottle of sanitizer containing in each Food & Sweet Stall and the same will be refilled once consumed. No cost 	

		<p>will be charged to the Artisans/ Craftsmen and Culinary Artists.</p> <ul style="list-style-type: none"> • Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo, name of Hunar Haat, Ministry of Minority Affairs, Name of Culinary, Place of Culinary artist. • Food preparation area is to be created near each food stalls duly cordoned off by masking/ partition with ethnic designs. • The PIA will ensure the sanitization of the product and Stalls twice in a day without any fail. The safety norms and procedure of the government/ departments has to be maintained by the PIA. • Stall Facia, Table Facia will be as per actual size of the Stalls and tables, the same has to be approved by the MANAS before installation. 	
1.3	Food Court	<ul style="list-style-type: none"> • Four Theme based Food Courts are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, Hand Knitted Wooden Cot, etc.) for Minimum of 50 person at a time considering the Social Distancing Norms of the concerned Ministry/ State Government/ Department/ Local Authority/ etc. • Food Court will be sanitized in every half an hour, PIA will ensure that each table and chair, stool, cot, etc. are being sanitized immediately after used by any visitor. • Hand Sanitizer should be made available at each table during the visiting hours. • Proper decoration of the Food Court should be done by using different props and electrical bulbs. 	
1.4	Amrut Mahotsav Pavilion	<ul style="list-style-type: none"> • The PIA will create a separate pavilion on the theme of Amrut Mahotsav – celebrating 75 years of independence. • LED along with speakers to be placed in the pavilion to display the stories Freedom Fighters. • PIA will submit all the documentary evidence in terms of photographs, videos etc. to MANAS/MAEF/MoMA after completion of event in Hard Drive for the records. • Dedicated selfie-points also be created in the Amrut Mahotsav pavilion. • Acrylic Cut-out for Amrut Mahotsav Logo be created – size will be decided by MANAS and approval be obtained before finalization. 	
2	Promotion and Publicity at Venue:		
2.1	Photography & Videography	<ul style="list-style-type: none"> • 2 Photographer & 3 HD Video Camera for the inaugural function. One Photographer & 3 Videographer for other days from 1000 Hours to 2200 Hours. The live streaming of (Stalls/food Court and cultural programme) will be done through these video cameras with switcher console with 	

		<p>operator with computer system. These cameras should be with HDMI port along with the cable as per actual requirement during the event.</p> <ul style="list-style-type: none"> • 1 Laptop with configuration of 8GB RAM, Corei5 8th Generation, Window 10 minimum or as required at the time for testing of live streaming and 2 Laptops for office use with same configuration. • 4G/5G Internet Broadband with Wifi facilities – 1GBPS to be providing during the Hunar Haat for Live streaming and virtual inauguration of the Hunar Haat event. • 2 Photographer & 4HD Video Camera to be deployed two days before start of the event for shooting of Hunar Haat event for live streaming and virtual tour. The photographers/ videographers should be very professional and should have the experience of filming and portfolio and product shooting. • HD Video Mixer, HD Video Recorder, Liveu will be required for live streaming of the Hunar Haat Programmes. • Two room to be created for product shoot with required background. The room should have proper lighting as required by the Photographers for photoshoot of the products. The room would also be utilized for the live streaming for the event during entire Hunar Haat. • Drone Cameras is also required on daily basis for recording and live streaming. • Soft copy of video/photos to be given in Hard Disc on daily basis to MANAS. • Promo/ Teaser Videos/Posters will be created by the PIA for promotion on social media platform before start of the Hunar Haat event. • Post event videos/creatives to be created by the PIA after successful completion of the Hunar Haat event. 	
2.2	Publicity & Awareness	<ul style="list-style-type: none"> • Designing & fabrication of Welcome & Collage Standees (100 Nos of size 3 Ft. x 6 Ft.) on wooden frames. • 1000 number of Pole branding of size 6X3 Ft. for pulling on all electric poles leading to the venue. • 1,00,000 Carry Bag with Hunar Haat & Local to Global branding. • 250 Pole branding at the Venue, size of 4Ft X 3Ft • 400 number of Publicity Panels of size 6 Ft X 8 Ft. • 300 number of Bunting with PVC Pole with the size of 8Ft X 3Ft. • 500 number of Publicity Panels of size 10 Ft X 8 Ft and 50 number of Publicity Panels of size 16 Ft. x 8 Ft. • Table Facia, Stall Facia (Food & Sweet and Craft) will be as per the actual size of the already constructed and Octonom stalls. The PIA will do the actual measurement of each stall and prepare the Facia accordingly in wooden frame. The 	

		<p>designs, size and content will be finalized by MANAS. The Table Facia will also be in wooden frame.</p> <ul style="list-style-type: none"> • Direction Panels (100 Nos. of size 3 Ft x 2 Ft). • All the Entry gate poles to be decorated by placing the frame on both side as per the actual size of the gates. • 150000 stickers of different sizes with branding of Hunar Haat and Local to Global. The quantity of each size will be communicated by MANAS. • 10000 catalogue of Hunar Haat (8000-Hindi & 2000-English). • 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. • 500 Invitation Cards and Parking stickers printed as per design and E-Invitation. • Floor Decals (Welcome, COVID-19 Social Distancing and directional) entire Hunar Haat venue. • Three LED wall 8X6Ft. displaying the precautionary measures on COVID-19 as per the guidelines/ norms issued from time to time. 	
2.3	Social/ Electronic / Print Media Promotion	<ul style="list-style-type: none"> • PIA will release the newspaper advertisement for cultural events on daily basis of the Hunar Haat event starting from inauguration day. • PIA will do the radio publicity before and during the event. • PIA will do the TV/audio visual advertisements/ publicity before and during the Hunar Haat event. • PIA will ensure and provide the edited videos. • The content would be finalized by the MANAS/the Ministry. • Making arrangements for the visits of the Bloggers, Youtubers to visit the Hunar Haat and create publicity on social media platform. • The PIA will have to start the social media activities one week prior to start of the Hunar Haat event. The Social Media should be done very aggressively on all digital mediums like Facebook, twitter, Instagram, Google, YouTube, Whatsaap activities, etc. • The social media promotion should be monitored on regular basis and compliance report must be submitted to MANAS on daily basis. • Pre-launch activities 5-6 daily post on each social media platform one week before start of the events, key highlights of the Hunar Haat, participation of traditional Arts & Crafts and Culture, etc. • A dedicated manpower will be deployed at the venue for the entire duration of the Hunar Haat for the Live Coverage on Social Media like Facebook, Instagram, twitter, YouTube etc. The dedicated manpower will cover all the important 	

		<p>events like inauguration of the event, cultural programme activities, daily visitor feedback, etc.</p> <ul style="list-style-type: none"> • A dedicated team will be deployed for above indicated activities for the social media by the PIA. The Social Media team will directly report to the MANAS/ Ministry officials during the Hunar Haat event. • A paid promotion campaign will be carried out by the PIA for the promotion of Hunar Haat website. • A dedicated budget will be decided by MANAS/MAEF before start of the social media campaign. A utilization certificate would be furnished by the PIA in this regard. • All the social media post would be promoted at national level, if required international level also. 	
3	Theme based ambience creation		
3.1	Welcome Gate Theme Based.	<ul style="list-style-type: none"> • 2 Theme Based wooden/MDF Gates with Size of 75 Ft. width X 35 Ft. Height and 2 Box Gate with the size 30Ft. X 40Ft. Size of the gate may vary as per the actual requirement and availability of space. 	
3.2	Flower Decoration	<ul style="list-style-type: none"> • All Entrance and Exit Gates to be decorated with props and flowers for the Inaugural Function. Flora Design, One Big Floral Centrepieces. 	
3.3	Venue Decoration	<ul style="list-style-type: none"> • A theme based Decoration for entire Pavilion like Carnival, Retro, Mela Theme, Nature, Culture etc. by using the following indicative items in sufficient quantity. • Balloons, Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi-colour Flags of Hunar Haat in and around Pavilion, Decorative Hanging Kettles, etc. • Pathways and aisle should be decorated from all sides. • Trees and Poles to be decorated by using serial lights, props, etc. • Repair & painting work at the venue will be done by the PIA. • Dias arrangement will be done by the PIA for the inauguration of the event. • Necessary arrangements will also be made for the Press Conference on inauguration day. • PIA will do the fencing / masking of the venue wherever required or as directed by the MANAS. • 50 No. of Heaters (LPG Heaters with stand), if required PIA will arrange more LPG Heaters. 	
3.4	Attraction Points and visitors engagement Area	<ul style="list-style-type: none"> • 15 Selfie Points with different themes as approved by MANAS. • 1 Digital Selfie Booth with Printer for instant printing of the photographs of the Visitors. • Acrylic Hunar Haat Cut Out in Hindi with font size of 10X6Ft. (excluding platform height). 	

3.5	Floor Decoration	<ul style="list-style-type: none"> • Entire Pavilion of Hunar Haat event shall be covered by the New Neat & Clean Dark Grey Colour Carpet. New Red Carpet Shall be used from Entry Gate to VIP Pavilion. • Total Carpet area would be around 3,00,000 Sq. Ft. This may vary as per actual requirement of the venue. The PIA would provide the additional Floor Carpet if required. • New Carpets to be used for covering entire Hunar Haat pavilion, no stains, no stitching/patches/cut will be allowed, if found, PIA shall be liable for penalty as decided by the competent authority. • Marking for social distancing on floor in entire venue using floor decals. 	
3.6	Light	<ul style="list-style-type: none"> • Tower LED Lights (5 lights in each tower) - 350 No. • LED Par Can Light with Multiple Colour - 350 No. • LED Halogen Light with Poles- 1500 Nos. • LED Serial Light – 1,00,000 Nos. • LED Multicolour Bulb Light – 3,00,000 Nos of Bulb. • Sky Beam Light - 8 Nos. • Follow Spot Light – 4 Nos. • LED Spot Light – 20 Nos. • Smoke Machine – 4Nos. • Box Truss – with 100 LED Par, 40 Moving Head, 8 Blinder, 12 Boom White, 10 Profile. • Whole venue to be lit up properly, it should look like Stadium in night, if required the PIA would install more light as per requirement of the Venue. 	
3.7	Music & Sound	<ul style="list-style-type: none"> • PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/ Cultural Programme by following the General Guidelines for Music/sound of the Local Authority. • Appropriate Music & Sound System for Cultural Programme at Venue. • JBL Top – 12, Line Array – 16, JBL Base – 10, Amplifier – 10, Mixer – 2, 12 Stage Monitor. • 6 No. of cordless Mike for inauguration function. • If required, PIA would provide Sound System as per requirement of the Performing Artist during the Cultural Event. 	
3.8	Working Office & VIP Lounge/ Pavilion	<ul style="list-style-type: none"> • One working office is to be created in 1000 Sq. Ft. Area with Electrical Points, 5 Computer Table, High Back Chairs with proper Light Arrangements. • Multi-Functional Printer may also be provided at the site for the office use. • Theme based VIP Lounge/ Pavilion is to be created in 3000 Sq. Ft. in Germen Hanger Area with Electrical Points, Office Table, High Back Traditional Chairs, Sofas, with proper Light Arrangements, 2 Tower Air Conditions, side tables, centre tables. 	

		<ul style="list-style-type: none"> • P2 LED wall of 6X8 Walls with Decorative Frame and 1 LED TV in VIP area for the launch of the Hunar Haat website. Any other arrangements is required for the launch of the website shall be facilitated by the PIA. • Arrangements for the Press Conference at the time of Inauguration of Hunar Haat event and closing of the event. Backdrop, seating arrangements for media person. • The VIP Lounge/Pavilion is to be decorated with flowers/ props/Lanterns/ lamps on inauguration day. • The scheme of the Ministry would be displayed properly by using 15 Acrylic Sandwich LED Panels. • Catering services will be arranged for the inauguration day for VVIP/VIP Guests, Media/Press, etc. A branded Coffee vending machine to be installed in the VIP Pavilion for 9 days. A serving staff in proper uniform should also be deployed for 9 days. Number of serving staff will be as per the requirement and direction of the MANAS on the day of inauguration. • The VIP Lounge/ Working Officer will be sanitized twice in a day during the Hunar Haat events. All the necessary health kit like face mask, face shield, hand sanitizers will be made available to all the officials/ organizers. • 15 Executive Class chairs and 10 glass centre table for VIP pavilion, if required PIA will make arrangements for more chair & table. These setup will be separate from the Stage Tables & Chairs. 	
3.9	Stage & Green Room	<ul style="list-style-type: none"> • One theme based stage size of 60ft. X 36ft. in waterproof German Hanger completely covered as per actual size of ground. • PIA will arrange the Zimmy zip Camera setup for the stage during the Hunar Haat event at Venue. • Proper Maintenance of already constructed separate Green Rooms (Ladies & Gents) with mirrors, hangers, Charis, Changing Room, Light and other necessary items/equipments as required. Proper Carpeting on the Floor to be maintained. Toilets to be cleaned and upkeep on daily basis with all the sanitization and cleaning equipments for ladies and gents. • A LED Backdrop size of 30ftX22ft at the back stage. Two Side LED panels with light frame with the size of 12Ft. height X 14 Ft. width for live streaming. Masking of both side of Stage wherever required. Living streaming to be made in all the LED walls. • 10 LED Screen for live streaming of the event with the size of 8X10Ft. • 1 LED Screen for live streaming of the event with the size of 10X12Ft. 	

		<ul style="list-style-type: none"> • Seating Arrangements for visitors, hanging decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes. • Podium with proper branding of Hunar Haat and Local to Global, Vocal for Local. 	
3.10	Parking Space	<ul style="list-style-type: none"> • The PIA will make necessary arrangement for parking along with parking staff and security around the venue. The Branding of Hunar Haat should also be done in Parking Area. 	
4	Utilities:		
4.1	Security Arrangements	<ul style="list-style-type: none"> • 60 No. of Security Guards (40 Male & 20 Female), 3 Security Supervisors during visiting hours of Hunar Haat and 15 Security Guards (10 Male & 5 Female) in nights in proper uniform and required equipments along with Face Shield, Face Mask, Hand Gloves with Hunar Haat Branding. • 8 No. of Door Frame Metal Doctors along with 4 Frisking Cabin for Female. • 4 Bouncers on each day during the Cultural Programme. • 2 Baggage X-Ray Machine at entry gate (Baggage Scanner). • 50 No. of Walkie - Talkie • 100 Nos. of CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Hunar Haat Duration 24X7, with Control Room setup and responsible Monitoring Team. • The PIA will make the arrangement of Wheel Chairs, E-Cycle at the all Entry Gates for the Dibyangs. • The PIA will ensure the gathering person at any point of time as per the guidelines/ norms issued by the concerned Ministry, State Government and Local Authorities/ Department. • The PIA will make necessary arrangements for issuance of E-Pass for the Visitors through website and at venue. E-Pass machine will be installed at the venue. 	
4.2	Fire Arrangements	<ul style="list-style-type: none"> • 300 No. of Fire Extinguishers or as per required norms, 50 water drums, 50 Sand Buckets on Stands and other fire fights required arrangements as per the specification and guidelines issued by the concerned authorities. • One Fire Brigade Van from 10:00AM to 11:00PM daily. PIA can approach Fire Brigade office of requisitioning Fire tender with crew. 	
4.3	Medical Arrangements	<ul style="list-style-type: none"> • One Separate First Aid in covered, waterproof roof near at best suited place along with one qualified Doctor & Nurse and necessary medicines, equipments etc. • The PIA will organize the COVID-19 testing camp from two days before start of the Hunar Haat event. Each and every participants, officials, organizers, support staff, security staff, housekeeping staff, visitors and any other person directly involved in organization of Hunar Haat event, will 	

		<p>be tested negative before entering into Hunar Haat venue. A ward in Octonom structure covered with Pagoda waterproof roof to be created for testing.</p> <ul style="list-style-type: none"> • One Isolation ward in Octonom structure covered with Pagoda waterproof roof near Frist Aid, in case of COVID-19 emergency along with oxygen cylinders. • 50000 Cotton Face Mask with Hunar Haat & Local to Global branding as approved by MANAS. • 15 Non-Contact Digital Infrared Forehead Thermometer Gun with LED Display. • Sanitization of the entire venue should be done in every One Hour on daily basis during the Hunar Haat event. The PIA will ensure the quality/specifications of Sanitizer used for sanitization, as per the Norms/Guidelines issued by the Ministry of Health and Family Welfare, Ministry of Home Affairs, State Government, Local Authorities/Departments. • If required, PIA will provide the additional manpower for above mentioned activities during the event. • All the manpower deployed at the venue for House Keeping, Office Boys/ Multi Task Staff and Sanitation should be wearing PPE suite, rubber gloves, face shield and Face Mask with branding of Hunar Haat and Local to Global. • The PIA will regularly provide the Medical/Health Kit like Face Mask, Face Shield, Gloves, PPE Kit, Sanitizers, etc. to all the participants, officials, organizers, etc. during Hunar Haat event. • A sanitization Tunnel should be created at the entrance gate of the Hunar Haat. Each visitors, participants, officials, organizers has to be sanitized properly before entering in Hunar Haat venue. 	
4.4	Power Backup	<ul style="list-style-type: none"> • 4 No. of Silent Generators with capacity of 125KW each with operator and diesel. Arrangement for uninterrupted power supply either through Generator or through temporary electric connection (with security deposit to Electricity Company) is the responsibility of the PIA. 	
4.5	Water Arrangements	<ul style="list-style-type: none"> • PIA will ensure uninterrupted water supply for the artisans/ culinary experts if required water tankers will be made available facilitate the vendors for cooking and cleaning. • PIA has to arrange the packed drinking water bottles for the VIP Lounge/ Pavilion and Officials as per the requirement on daily basis. 	
4.6	Toilet Arrangements	<ul style="list-style-type: none"> • All constructed Toilets (ladies & gents) at the venue be made functional by deploying sanitation staff for cleaning/sanitizing for maintaining hygiene. If any repair and maintenance work is required the same has to be carried out the PIA two days prior to start of the Hunar Haat event. 	

		<ul style="list-style-type: none"> • One Mobile VIP Toilet Van with sanitation staff for cleaning/sanitizing for maintaining hygiene. • All necessary required Items like Liquid Soap, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the PIA during entire Hunar Haat. • 25 Portable Toilets to be installed for visitors. • The PIA will ensure the COVID – 19 guidelines/norms for the use of Public Toilets issued by the concerned Ministries, State Government, Local Authorities/ Departments from time to time. 	
4.7	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> • 4 Ushers (Two Girls in Saree & Two Boys in Corporate Attire) for Inaugural Function with Good Communication Skills. The ushers should be wearing the Mark and Gloves all the time. • At any point of time 30 Sanitation Staff (15 Male & 15 Female) would be present for cleaning of Washroom/ Restrooms/ Toilets 4th to 13th February, 2022 from 10:00AM to 11:00PM. The Washrooms has to be cleaned properly every half an hour from 9:00AM to 11:00PM. All the washroom would be cleaned after day closing. PIA will ensure that all the Toilets/ Washroom are neat & clean every time during the Hunar Haat event. • 4 Office Boys/ Multi Task Staff on the day of Inauguration and Two Office Boys/ Multi Task Staff for other days of Hunar Haat. • 30 No. of Housekeeping Staff with Supervisors (Male & Female) from 9:00AM to 11:00PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. • PIA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done. • Fogging for mosquitos to be done on daily basis in the evening, after visiting hours. 	
4.8	E-Payment option	<ul style="list-style-type: none"> • The PIA will make the necessary arrangements for e-payment/ cashless transaction during the Hunar Haat by providing necessary tools/ applications through Banks. • The PIA will ensure that there should be no fraudulent/ theft with the participants/ visitors during enabling the e-payment gateway. 	
5	Cultural Programme		
5.1	Artists/ Anchor	<ul style="list-style-type: none"> • The PIA would propose the list of Artists/Anchor for cultural Programme who would be performing on each evening from 6:00PM to 10:00PM from 4th to 13th February, 2022. • The Cultural Programme and Name of Artists would be finalized by the MANAS after submitting the List of Artists/Anchor by the PIA. 	

		<ul style="list-style-type: none"> • The payment to the Artists/ Anchor will be made by the MAEF/MANAS/PIA to the individual artists/anchor. • Some Local Artists may be encouraged during the Cultural Events and State Government, Zonal Cultural Council and any other Central/ State level cultural organizations may be consulted. • The PIA will organize different cultural activities like Kathputli Dance, Folk Dance, etc. on each evening of Hunar Haat from 4th to 13th February, 2022. • The PIA will make all necessary arrangements i.e. travel & stay arrangements etc. of all the artists. • One Mega Cultural event also be organized by the PIA. The name of artist will be finalized by MANAS. 	
5.2	Opening & Closing Ceremony of Hunar Haat event	<ul style="list-style-type: none"> • The PIA would propose details of Opening & Closing Ceremony for proposed Hunar Haat event. • Details of the Activities/ Artist involved in opening & closing ceremony has to be submitted. 	
6	Miscellaneous:		
6.1	Other arrangements	<ul style="list-style-type: none"> • Opening ceremony event on day of Inauguration of Hunar Haat Event. 2-3 cultural folk dance group. • 15 Shawls for welcome of VVIP/VIP Guests. • All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, etc. • One Large size Hunar Haat branding Gas Balloon to be anchored with rope at the height of 100 Ft. 	
6.2	Id & Uniform	<ul style="list-style-type: none"> • 350 Nos. of Photo I-Cards QR Based with Logo string printing of Hunar Haat, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. • 300 Nos. of Blank ID Cards with logo of Hunar Haat for Helper • 50 Nos. of Id-Cards with logo of Hunar Haat, Name of Officials, etc. for the officials with Lanyard and String. • 100 Nos. of Id-Cards with logo of Hunar Haat for the Media with Lanyard and String. • 500 Nos. of Chef Caps and 100 Nos. of buffet caps for Food stall vendors. • 1000 Nos. of Caps & 1000 Nos. of T-Shirts. • 250 Nos. of Aprons & 4000 Nos. of Hand gloves for the culinary experts. The Caps, T- Shirts & Aprons will have Logo of Hunar Haat. The design and material of the T-shirt, Cap and Aprons would be finalized with MANAS. • 100 Nos. of Caps & T-Shirts for the use of Staff/ Officials. The same would be finalized with consultation of MANAS. Size and Colour would be decided with MANAS. 	

The above mentioned total cost amounting to Rs. _____ (in words) is exclusive of GST. The taxes will be chargeable as per applicable rule. Payment to the PIA will be released after deduction of TDS as applicable.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure - D

Obligation/Compliance to be ensured by Bidder

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

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure - E
Indemnity Undertaking

I on behalf of M/s..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & No-Technical working on behalf of M/s..... will abide by all safety rules and procedures. I declare that I M/s.....will be responsible for any safety violations/ accident etc. MANAS will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at **Expo Ground, New Port Area, Uppalam, Puducherry from 4th to 13th February, 2022.**

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