



REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT 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.

Published on 2nd June, 2020

Last Date of Submission of Bids 18th August, 2020 up to 1700 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

Disclaimer

1. The information contained in this Request for Proposal Documents (hereinafter known as “RFP Documents”) or subsequently provided to Applicant(s) in documentary form by or on behalf of Maulana Azad National Academy for Skills (MANAS) or any of their representatives, employees or advisors (collectively referred to as “Representatives” is provided to Applicant(s) on the terms and conditions set out in this RFP documents and any other terms and conditions subject to which such information is provided.
2. The RFP documents is not an agreement and it not offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their proposal (Bid). The purpose of this RFP Document is to provide the applicant with information to assist the formulation of their proposal. This RFP documents does not purport to contain all the information each Applicant may require. This RFP document may not be appreciate for all person, and it is not possible for MANAS representatives to consider the investment objectives, financial situation and particular needs of each party who reads or use this RFP documents. Each Applicant should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP documents and wherever necessary, obtain independent advice from appreciate sources.
3. The representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
4. The representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

1. Introduction

- 1.1. 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.
- 1.2. MANAS is also mandated to promote the artisan and craftsmen heritage of India. Identify the dying arts, crafts and traditional trades which are prevalent within the minority communities, implementing skilled training programs for the trainers in these areas to rejuvenate them so that such skilled trainers would be able to conduct research and document the process of their work &, formalize and standardize the curriculum in order to achieve desired result for the overall benefit of the Minority communities in India.
- 1.3. MANAS proposes to organize “Hunar Haat” under USTTAD scheme of the Ministry of Minority Affairs in across country. The Ministry of Minority Affairs has taken the initiative to provide a huge platform through Hunar Haat to the artisans/craftsmen of India to showcase their expertise and explore the opportunities of employment.
- 1.4. MANAS invites proposals for Empanelment from interested Programme Implementing Agencies who have conducted various programmes in India. Once empanelled, only these agencies will be eligible to participate in RFP stage to bid from a limited tender enquiry stating the exact requirement for the programme.
- 1.5. This RFP Document provides the relevant information as well as instruction to assist the prospective applicants in preparation and submission of Bids. It also includes the mode and procedure to be adopted by MANAS for receipt and opening as well as scrutiny and evaluation of Bids and subsequent conclusion of contract.
- 1.6. Before formulating the Bid and submitting the same to MANAS, the Applicant should carefully read and examine all the terms, conditions, instruction etc. contained in the RFP Documents. Failure to provide and/ or comply with the required information instruction etc. incorporated in these RFP Documents may result in rejection of its Bid.

2. Scope of Work

The PIA shall implement the entire completion with seamless coordination between all functional areas and stakeholders. There should be no room for

delay/glitches in terms of all functional areas of operations. The PIA would be required to provide/undertake the following during the programme:

- 2.1. The PIA would use ethnic elements and items for ambiance creation (Entry Gate, Stage(s) for Cultural Programme during the Programme on daily basis, Pavilion of Stalls (Food & Crafts), reception, working office, exhibition etc.). These elements of ambiance would be purchased and used by the PIA and would be the property of selected PIA after the programme. Only new/fresh items to be used for each Hunar Haat.
- 2.2. The selected applicant would be responsible for designing and creation of theme based ambiance during the Hunar Haat exhibitions.
- 2.3. The PIA would take necessary approval from MANAS/ Ministry of Minority Affairs beforehand regarding theme, ambiance layout etc. of the Hunar Haat Exhibition.
- 2.4. Volunteers/Manpower shall be required to held and make the Hunar Haat more visible and successful. The PIA shall be responsible for recruitment, training deployment and management of the Volunteers. The rumination of the Volunteers/Manpower towards food and transport shall be distributed by the PIA itself.
- 2.5. There shall be Hospitality/ VIP/VIP Guests / Media Lounges at the respective venues. The VIP and onsite Guest management shall be undertaken by the PIA. The PIA required to set up, manage and fulfil the catering requirements of the various stakeholders according to the approved menu at the venues.
- 2.6. The PIA would fully Setup/ prepare the site with all necessary arrangements/ requirements/ inaugural preparations etc. and handover the site at least 24 Hours before the arrangements. The site should be neat and clean with all the necessary compliance like Fire, Safety, Healthcare, Police, etc.
- 2.7. The PIA shall be responsible to construct/setup stalls in such a way so that there should be ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as soon as possible. Fire exits must be provided with prominent signs.
- 2.8. Theme based water proof Octonum Stalls with a size of 10X10 Sq. Ft. on wooden platforms under the pagodas are to be put up for the Artisans. Gangway with props covered with ethnic drapes is to be provided in the passage of Craft Stalls exposed to sunlight. Each artisan stall must have 2-Table, 2-Chairs, 2-Steel Racks

with 3-Shelves, 2-Electrical Points, 3-White LED lights, 1-Fan, Three Side covered stall with Flex on Wooden Frames, Front Cover for closing stall with Flex on Wooden Frames at night etc. Any other item(s) which is felt necessary during Exhibition.

- 2.9. The PIA shall also construct Theme based Food Stalls and Sweet Junction Stalls on wooden platforms under the Pagodas for the Culinary Experts. The size of each Food Stalls would be 10X10 Sq. Ft. Sweet Junction Stalls shall be a size of 10 Ft. x 10Ft. For Culinary Experts. Food Stalls are to be given Three Tables with frills & Plastic Sheets, One Electrical Point + Two Power Points & Two Chairs each along with focus White LED Lights. The side walls shall be of Flex on Wooden frames with Sliding back Curtain Flex Wall of each Food/Sweets with banners of Food/Sweet Photographs. The Pathway outside the food stalls are to be covered with ethnic drapes on truss to protect the visitors from rain & direct sunlight.
- 2.10. The PIA shall ensure that all the Stalls (Craft & Feeds) or properly numbered and Hunar Haat Logo and Theme would also be displayed at the entrance of the stalls.
- 2.11. The PIA would be required to get all the Permission/Licensing along with the Expenditure involved in getting these Permissions/Licenses from the Fire Service, Excise Department, FT, FSSAI Taxation department (GST), Labour Department, Licensing Branch, local police, Traffic Police, Health Dept. etc.
- 2.12. It would be the responsibility of the PIA to arrange for sufficient number of Dustbins, Fire Extinguishers, Fire Brigade, Fire Retardant Spray, Sand Buckets, Chair, Table, Canopies, Public Address System and Sound System for Cultural Items during the programme, control rooms with adequate support staff, supervisors, water proofing of stalls, arrangement to close the stall front side, round the clock Fool Proof Security with Required Gadgets, Cleanliness, etc.
- 2.13. The PIA shall establish CCTV Monitoring System for entire venue, round the clock during the programme. CCTV systems should be able to keep track of what is happening in premises entirely.
- 2.14. The PIA would create Eating Area in front Food Stalls, Rectangular Long Tables of 4fts height with daily Changeable Plastic Sheet with Frills are to be provided. Extra Two Power Point connections are be provided in each Food Stall. The Refreshment Zone is to be covered from above using drapes on truss. The area is to be further decorated using drop down, etc.

- 2.15. Provision for cooking area behind every food stall has to be created. The cooking area behind the stalls need to be covered from the back side so that it is not visible to the visitors. Water facility is to be given for each Food Stall. Further, temporary tin sheet sewage line to the nearest manhole is to be created for draining waste water from the cooking area behind each food stall. Dustbins to be provided in the cooking area with frequent clearance for cleanliness & hygiene.
- 2.16. The applicant will have to facilitate the culinary experts coming from different parts of the country to get cooking & serving wares, cooking gas, raw material, etc.
- 2.17. The selected applicant has to ensure that whole complex is properly lit and all the stalls have sufficient electricity and power points.
- 2.18. All the electrical cables and wires should be properly insulated. There should not be any loose wires. The PIA shall install Silent Generator as power backup for the Exhibition with the required permission from concerned agencies/ authorities.
- 2.19. All electrical installations must be in accordance with the provision of the Regulation for Licensing and Controlling places of Public Amusement (other than PIAs) and the performances of Public Amusement, 1980.
- 2.20. Removal of garbage from the site and its disposal to the nearest municipal corporation dustbin is the responsibility of the PIA.
- 2.21. The PIA shall organize the Cultural Programmes on each day (in evening) during the Hunar Haat by the different Artists.
- 2.22. The PIA would finalize the Artists for the Cultural Programmes with the approval of the MANAS/ Ministry of Minority Affairs. The Fees of the Artist would be paid on Actual Basis subject to Submission of Proof of payments to Artists like Bank Transfer Details, Invoices raised by the Artists etc.
- 2.23. The PIA shall be responsible to coordinate with Artists for their Travel and Stay arrangements.
- 2.24. The PIA would also be responsible for construction of Stage and Green Room. The Artists for the Cultural Programs shall be arranged by MANAS. All the expenditure on ambience creation, JBL/Bose Sound System (Stand mikes, Cordless Mikes, Lapel Mike, etc. as per requirement of performing artists) & light arrangement on truss for the cultural program would be the responsibility for

the selected applicant. Permissions required IPRS. PPL etc. for cultural program has to be taken by the PIA.

- 2.25. The PIA shall be responsible to enhance the Look and Feel of the each Hunar Haat by means of various Branding Elements. The Venues and the areas nearby are to be covered with appropriate Branding (Banners, Hoardings, Flags, Tier Drops, Drop Downs, Standees, Publicity Panels, Directional Signage, etc.) as desired by MANAS/ Ministry of Minority Affairs. The Flexes to be used for branding must be of STAR QUALITY for good printing.
- 2.26. The Branding of the schemes of Ministry of Minority Affairs/ MANAS are to be put up inside & Outside of the Hunar Haat (Entrance Gates, On Stages and at other prominent places in the venue wherever it is visible from inside).
- 2.27. The Creatives/ Designs/ Content for the branding shall be prepared by the PIA with the approval of the MANAS/ Ministry of Minority Affairs.
- 2.28. The PIA would set up a temporary office/ work stations along with all the necessary office setup including AC/Coolers for the officials of the MANAS/ Ministry of Minority Affairs.
- 2.29. The name and details of Artisans and Food Vendors/Cuisine Experts would be provided by MANAS to PIA. The Programme Manager will not entertain any artisan/food vendor directly.
- 2.30. The PIA shall restrict the entry of any un-authorized stall(s)/vendor(s) in Hunar Haat failing which the PIA the same will be viewed very seriously and heavy penalty would be charged to the PIA and deducted from its Performance Bank Guarantee.
- 2.31. The entire Hunar Haat area from inside is to be covered by green Carpet (properly taped/pegged to ground) and the area from main entrance gate to Pavilion is to be covered by red carpet.
- 2.32. Technology requirements of the Programme viz. Laptops, Desktops, Printers, TVs etc. are to be scoped and provided by the PIA.
- 2.33. The PIA shall be responsible of printing of Collaterals like Broachers, Leaflets, Stickers etc. for the Programme. The requirements are to be scoped by the PIA in consultation with MANAS.

- 2.34. The Agency shall manage the Public Relations (PR) activities, PR Contents, interviews as well as various press conferences. The PIA shall also be required to generate and publish adequate number of press releases time to time to make sure the programme is gaining popularity in the masses.
- 2.35. The PIA shall be responsible to promote the Programme through Digital/ Social media. The PIA would provide content/ Photographs/ Videos/ etc. for uploading on the Social Media.
- 2.36. Any miscellaneous and other requirement for the Programme which is not scoped initially are also be taken care by the PIA. The PIA shall require to deliver end to end services/ facilities for the Hunar Haat.

3. Terms of Empanelment

- 3.1. The term of Empanelment shall be for FY2020-21, which is extendable for another three years as per the requirement.
- 3.2. All empanelled PIAs must honour all RFP conditions and adherence to all aspects of fair trade practices in executing the work orders issued by MANAS.
- 3.3. MANAS may, at any time, terminate the empanelment by giving written notice to the empanelled agency without any compensation or liability, reason(s) if the empanelled agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to MANAS.

4. Bid Schedule:

- 4.1. The Bid schedule is as follows:

Addressee and the address at which the application is to be submitted	To, The Director, Maulana Azad National Academy for Skills (MANAS), Maulana Azad Campus, Opp. New Delhi Railway Station, Paharganj Side, Chelmsford Road, New Delhi – 110055
Date of Publication	2 nd June, 2020
Bid Documents Download Start Date	2 nd June, 2020
Bid Submission Start Date	2 nd June, 2020

Bid Submission End Time and Date	18 th August, 2020 by 1700 Hrs
Opening of Bid	19 th August, 2020 at 1530 Hrs
Presentation of Responsive Bids (as per pre-qualification criteria)	21 st August, 2020 at 1400 Hrs
Bid Processing Fee	Rs.5,000/- (Rupees Five Thousand only Non-refundable in the Form of Demand Draft in Favour of Maulana Azad National Academy for Skills payable at New Delhi.
Contact Person	Director, MANAS Email- id - DIR-MANAS@NIC.IN
Validity of Proposal	180 days from the date of Submission

- 4.2. MANAS reserved the right to vary or discontinue the process or any part thereof at its absolute discretion at any point of time.
- 4.3. The PIAs already empanelled with MANAS are not required to submit the proposal for empanelment against this document.

5. Eligibility Criteria:

- 5.1. Each Applicant must fulfil following qualification criteria:

5.1.1. The applicate shall be validly incorporated under Proprietorship Firm, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008, Society registered under the Societies Registration Act, 1860, Private Limited Companies, Limited Companies, and should have been in existence in India for the last five years.

5.1.2. The applicant must be rendering Programme Management Services in same name for last five years. Documents as mentioned in Clause 6 relating to business entity should be furnished.

5.1.3. Joint- Venture (JV)/ Consortium will not be permitted to submit the proposal for empanelment.

- 5.2. The Applicant must have a minimum average turnover of Rs.10 Crore (Rupees Ten Crore only) in last three years.

- 5.3. The applicant must have undertaken and delivered successfully at least 5 relevant Programme Management Projects including One Programme of more than Rupees One Crore of any Government/ Departments/ PSU in last three

financial years. Social Programmes like Privates Parties, Marriages, and Functions etc. shall not be considered for evaluation.

- 5.4. The Agency should not be blacklisted from any Government/PSUs.
- 5.5. Undertaking for subsequent submission of any of the required documents/ information will not be permitted/ entertained under any circumstances.
- 5.6. The bids are not accompanied by all the requisite supporting documents as mentioned in RFP, failing which the same would be rejected.

6. Documents to be Submitted:

6.1. All the following documents are to be mandatorily submitted as per the instruction of RFP documents:

Incorporation/ Registration Certificate	Attested copy of Incorporation/ Registration Certificate
Article and Memorandum of Association or Aims/ Objectives of the Applicant entity.	Attested copy of Article and Memorandum of Association or Aims/ Objectives of the Applicant entity.
PAN Card	Attested copy of PAN Card.
TAN No.	Attested copy of TAN No.
GST Registration Certificate	Attested copy of GST Registration Certificate.
Bid Submission Form	
Authorized Signatory	A power of Attorney in favour of Authorized signatory of Biding Documents to be submitted or Signed copy of Board's resolution(s) in favour of Authorized signatory of the applicant.
RFP Documents	Signed and Stamped copy of RFP documents, corrigendum and clarification issued by MANAS to this RFP, if any, Duly signed and stamped on each page by the authorized signatory of the Applicant as a mark of acceptance of all conditions of this documents.
Financial Strength	Annual Audited Accounts for last three Financial Years. Turnover Certificate issued by the CA firm. Income Tax Returns of Last three years.
Technical Ability	Technical Ability Certificate issued by CA certifying that

	<p>Company has undertaken and delivered at least five programmes as Programme Management Projects from Government/ Government Departments or more in last three years.</p> <p>Sanction Orders/ Work Orders/ MoUs issued/ Executed by/ with Government/ Government Departments.</p>
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Wherever applicable, the above documents shall be used for evaluation purpose as well.

6.2. The applicant, who does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.

6.3. Amendments to RFP Documents:

6.3.1. At any point of time, prior to the deadline for submission of Bids, MANAS may, for any reason deemed fit by it, modify the RFP Documents by issuing suitable amendment(s) to it. Prospective applicants are advised to check the same before submission of Bids.

6.3.2. Such information will be uploaded on MANAS website: www.manassd.ind.in. Applicants are therefore, advised to refer to MANAS website before submitting bids.

6.4. The applicant requiring any clarification or elucidation on any issue of the RFP Documents may take up the same with MANAS in writing. MANAS will respond in writing to such request in pre-bid meeting as per the bid schedule mentioned in RFP documents.

6.5. The applicants may write to Director, MANAS for any clarification/ query related to the RFP document.

7. Earnest Money Deposit (EMD)

7.1. EMD shall be notified to the Empanelled Agencies at the time of Limited Tendering.

7.2. As per General Financial Guidelines of Government of India, EMD shall be calculated as 2% to 5% of the estimated cost of Project.

8. Bid Validity

8.1. The Bid shall PIA in valid for acceptance for a period of 90 days after the date of Bid opening prescribed in RFP Documents. Any Bid Valid for a shorter period shall be treated as unresponsive and rejected.

8.2. In case the day up to which the Bids are to PIA in valid falls on or subsequently declared a holiday or closed day for MANAS, the Bid validity shall automatically be extended to the next working day.

9. Bid Evaluation:

9.1. The bid evaluation shall be done according to the following criteria:

S. No.	Parameters	Maximum Marks
1	Financial Turnover: 30 Marks i. 10 Crore to less than 13 Crore – 20 Marks ii. 13 Crore to less than 15 Crore – 25 Marks iii. 15 Crore and above – 30 Marks	30
2	Technical Strength: 30 Marks	
2.1	Upto 5 Relevant Projects in Last three years (2 Mark to each Project) - 5 Marks – Max. Additional 2 marks to each relevant project (Max. up to 20 Marks)	20
2.2	Magnitude of largest relevant Project conducted in last three years: Less than 50 Lakh – 7 Marks Above 50 Lakh – 10 Marks	10
3	Relevant Experience of the Agency in the field of Programme/event Management: 5 years to less than 7 years – 5 Marks 7 Years to Less than 10 Years – 7 Marks 10 Years or above – 10 Marks	10
4	Presentation (of responsive bids as pre pre-qualification criteria) on approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment. – 30 Marks	

4.1	Programme Management Plan and Innovation/ Creativity/ Best Practises in delivery of the proposed Programme.	15
4.2	Approach & Methodology and quality of deployment of manpower.	15
	Total	100

- 9.2. Supporting documents for bid evaluation shall also be verified during the presentation. The applicants are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.
- 9.3. Applicant scoring 70 Marks or above shall be considered for further processing. However MANAS reserves the right to reject the bids for justified reasons, even if the score is 70 marks or above.
- 9.4. After evaluation, all the successful applicants shall be ranked according to their score for Rank 1 to Rank 5 and so on.
- 9.5. Rank 1 to Rank 5 applicants shall be empanelled as per the provision detailed in this RFP.
- 9.6. However, depending on the number of qualified applicants and suitable requirement, MANAS may decide to modify the above criteria.

10. Reserved Rights

- 10.1. MANAS reserved the rights to accept/ reject any of the RFP clause in full or part without assigning any reason thereof.
- 10.2. MANAS reserve the requirement at a later stage as and when required. Amend, modify, relax or waive any of the condition stipulated in the RFP where ever deemed necessary.
- 10.3. In the programme of any misstatement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the applicant in response to this RFP or any later stage, or in the programme of any contravention by the Applicant of any condition or criterion stipulated, MANAS shall terminate or cancel the engagement of the Applicant, and nothing shall be payable or be paid by MANAS to the Applicants as compensation/ damages or penalty.

- 10.4. MANAS will not be liable for any costs, damages or losses incurred by any Applicant participating in this RFP, if MANAS decides to cancel the RFP process or for any reason whatsoever.
- 10.5. This empanelment shall not confer any right to the empanelled agencies to claim the award of work during their term of empanelment.
- 10.6. MANAS reserve the right to award similar contract/ assignment to any other Programme Implementing Agency for any specific programme other than the empanelled agencies without assigning any reason thereof.

11. Performance Bank Guarantee

- 11.1. Once empanelled, the selected Applicant to whom the Work Order (WO) is issued shall be required to submit the Performance Bank Guarantee (PBG) of any National/ Scheduled/ Centralized Bank drawn in the Name of 'Maulana Azad National Academy for Skills (MANAS)'.
- 11.2. PBG has to be made in form of Bank Guarantee. The amount of PBG would be communicated through Work Order.
- 11.3. MANAS will have the right to invoke the PBG without assigning any reasons if the selected agency defaults or deemed to have defaulted and empanelment will be cancelled.
- 11.4. Empanelled Agencies shall be required to submit the PBG within 15 days of issuance of WO. In the programme of default in submission of PBG within the stipulated time, the agency shall be liable for penalty as decided by the competent authority of MANAS.
- 11.5. The PBG should be valid for 90 days beyond the timelines mentioned in the WO.
- 11.6. In the programme wherein a WO is released by MANAS for project renewal or a fresh WO is released, the applicant shall ensure extension/ submission of PBG with 15 days of issuance of the WO, failing which penalty would be imposed as decided by competent authority of MANAS.

12. Payment Process

- 12.1. Payment will be made according to the payment schedule mentioned in the Work Order/Letter of Intent.

- 12.2. Payment shall be subject to deductions of any amount for which the agency is liable as per the penalty clause of this RFP document. Further, all payments shall be made subjects to the deduction of TDS as per Tax Act 1961 and any other taxes.
- 12.3. Pre-receipted bills shall be submitted in triplicate in the name of Director, MANAS. The 100% payment would be processed against Proof of Satisfactory completion of the programme and submission of Post Programme Report by the empanelled agency.

Annexure - I

(On the Letter Head of the Agency)

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

Sub: Empanelment of Programme Implementing Agency to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Hunar Haat under USTTAD scheme of the Ministry of Minority Affairs.

Sir,

With reference to the Request For Proposal dated ____ for the above captioned project and clarification issued thereof, I _____ having examined all relevant documents and understood their contents, hereby submit our Proposal for Empanelment as Programme Implementing Agency for providing services for organizing Hunar Haat. This Proposal is unconditional.

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

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

I agree to keep our bid valid for acceptance for 90 days or for subsequently extended period, if any, agreed to by us.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Yours sincerely

Signature
Name of Authorized Person
Designation
Date & Seal

Annexure II

Details of Programme Implementing Agency

S. No.	Description	Details
1	Name of Agency	
2	Legal Status (Registered Society/ Govt./Semi-Govt./Public Sector/NGO/ Autonomous Body etc.	(Please enclose a copy of valid Registration Certificate. If it is in other language, it should be translated in Hindi or English and attested by notary)
3	Registration No. & Date of Registration of Agency	
4	NGO Darpan ID of NITI Aayog	(Enclose copy of NITI Aayog ID)
5	PAN Card Number of the Agency	(Submit copy of PAN Card)
6	Registered/ Head Office Address of the Agency	
7	Name(s) of CEO/ Director(s)/ Chairman	
8	Phone No.	
9	Fax No.	
10	PIAil Id.	
11	Website Address of the Agency	
12	Name of Authorized Representative	(Enclose Authorization Letter)
13	Designation of Representative	
14	Contact Details of Representative (Mobile No. / PIAil Id.)	

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

Annexure - III
Annual Turnover Certificate

**(On the Letter head of Chartered Accountant with date, Signature, Firm
Registration No. & Seal in Original)**

It is certify that the (Name of Agency) having its registered office at (Address) has an average turnover of ₹____Crore or more in last three consecutive years (2016 – 17, 2017 – 18 & 2018 - 19). The annual turnover of the agency are as under –

S. No.	Financial Year	Annual Turnover (INR)
1	2016 – 17	
2	2017 – 18	
3	2018-19	

(Audited Financial Statement of the agency for last three consecutive years are enclosed with this Certificate)

Annexure - IV
Technical Ability of Agency
(Certificate from the Statutory Auditor)

This is certify that _____ (Name of Agency) has undertaken and delivered the below mentioned Programme/ event Management Projects:

S. No.	Programme / Event Name	Location	Project Cost (INR)	Sanctioned By
1				
2				
3				
4				
5				
6				

(Please enclosed the copy of Sanctioned Order/ Work Order issued on the name of the Agency for last five consecutive financial year).

Annexure - V

(An affidavit on a non-judicial stamp paper of Rs.100/- by Authorized Representative of the Agency)

AFFIDAVIT for 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 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 Maulana Azad National Education Foundation (MANAS) for organizing Hunar Haat under USTTAD Scheme of the Ministry of Minority Affairs.

M/s_____ would immediately inform MANAS 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

Annexure - VI

**Details of Key Employees (Chairman/ MD/Director/Creative Heads/
Operations Head/ Communication/Branding/ Publicity/ Marketing Head etc.**

S. No.	Name	Designation	Education	Total Relevant Work Experience in Years	Total Work Experience in Years	No. of Programme(s) Organized

For and on behalf of:

Signature of Authorized Representative/ Signatory:

Name:

Designation:

(Seal)

Date