

Work Experience

In order to fulfill the criteria under Clause 1 (a) of NIT, bidders must give detail of Experience accomplished and completed successfully as under during the last 5 financial years ending March 2023:

- i. Minimum one project of Rs.5.60 Cr. Or
- ii. Minimum Two projects of Rs. 4.20 Cr. Or
- iii. Minimum Three projects of Rs. 2.80 Cr.

Each Bidder or member of a JV must fill in this form

| Sl. No. | Name of the work/project | Start | Finish | Name of Employer/ Organization | Description of work executed by bidder | Value of work executed | Remarks |
|---------|--------------------------|-------|--------|--------------------------------|--|------------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Note: Attach copies of Work orders and Certificates of Completion for the project listed above

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Details of Technical Experts

Provide details of panel of expert(s) in related fields on roll for at least last 12 months, as under as per Clause 1 (b):

Project team with at least three members, with expertise in Designing, Hospitality and Event management, handling AV projects, Project Management etc. The details of these experts to be submitted along with their profile/achievements.

Note: In case the professionals are not on regular roles, a letter of comfort_to be provided from their collaborators/partners with their credentials.

| Sl. No. | Name | Qualification | Specialization | Experience | Specific Achievements |
|---------|------|---------------|----------------|------------|-----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Proof of Experience in the relevant field (Event Management) for past 5 years (Clause 1 c)

| Sl. No. | Period | Details of Event Management work done | Client Name |
|---------|--------|---------------------------------------|-------------|
| | | | |
| | | | |
| | | | |

Material Infrastructure Available With the Bidder as per 1 d (ii)

| Sl. No. | Description of infrastructure | Details / Qty. |
|---------|-------------------------------|----------------|
| | | |
| | | |
| | | |
| | | |

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Details of Printing Facilities

Provide details of vinyl/flex printing facilities as detailed under Clause 1 (d) (iii):

Details of agencies own printing facilities, printing capacity, location of printing facility etc. to be given here. In case they do not have their own printing facility, the details of tie-up organizations for vinyl/flex printing along with their printing capacity per hour in (SFT).

| Sl. No. | Name | Specs. Of printers | Printing capacity / hr | Location/address of printer | Signed letter of tie-up for the project. |
|---------|------|--------------------|------------------------|-----------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Provide details of fabrication facilities

(for both wood and metal fabrication) as detailed under Clause 1 (d) (iv):

Details of agencies own fabrication facilities, location of workshop facilities etc. to be given here. In case they do not have their own fabrication facility, the details of tie-up organizations for fabrication of wood and metal works.

| Sl. No. | Name | Specs. Of equipment and qty. | manpower | Location address of works facility | Signed letter of tie-up for the project. |
|---------|------|------------------------------|----------|------------------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Annual Turnover

Each Bidder or member of a JV must fill in this form

| Annual Turnover Data for the Last 5 Years (Similar works only) | |
|---|-----------------------|
| Year | Amount INR |
| 2022-2023 | |
| 2021-2022 | |
| 2020-2021 | |
| 2019-2020 | |
| 2018-2019 | |

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed.

(Signature of the tenderer/ bidders/JV Partners) with company seal/rubber stamp

Authentication by certified by Chartered accountant/Auditor with company seal/rubber stamp

Note: 10% weightage may be given per year for the previous years' achievements/turnover for considering annual average turnover.

Bidder's Information Sheet

| Bidder's Information Sheet | |
|--|--|
| Bidder's legal name | |
| In case of JV, legal name of each partner | |
| Bidder's country of constitution | |
| Bidder's year of constitution | |
| Bidder's legal address in country of constitution | |
| Bidder's Office address in Delhi/NCR along with all contact details, year since existence etc. | |
| Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address) | |
| Attached are copies of the following original documents. 1. In case of a single entity, articles of incorporation or constitution of the legal entity named above. 2. Authorization to represent the firm or JV named in above. 3. In case of JV, letter of intent to form JV or JV agreement. 4. In case of a government-owned entity, any additional documents not covered under 1 above are required. 5. PAN, GST, ESI, PF etc. | |

(Signature of the tenderer/ bidders/JV Partners)
with company seal/rubber stamp

SCOPE OF WORK FOR EVENT MANAGEMENT OF “INDIA ART, ARCHITECTURE & DESIGN BIENNALE”

The Ministry of Culture, Government of India is organizing the first “**India Art Architecture & Design Biennale-2023**” of the country from 8-15 December, 2023 at Red Fort, Delhi. This event has several components which are as follows:

Some of the main components of this event are:

1. Inauguration of the event by a VVIP in the august presence of select audience which will compose of reputed artists, architects, designers, personalities, ministries of India and high commissioners of various embassies and high commissions followed by a preview to all the exhibitions.
2. Organizing some components of Student Biennale (which is a component of the main Biennale), at Lalit Kala Academy, New Delhi.
3. Launching with special focus on one exhibition daily, followed by seminars and lectures etc.
4. Making arrangement for Flea Market near the exhibition barracks/spaces
5. Displaying the artworks received through open call in a separate created space.
6. Coordination with various related and on-boarded organizations (MoC, NCSM, NGMA, LKA, COA, NM, ASI and nominated Curators and invited dignitaries) for successful completion of the entire event.
7. Preparation of website for the event, content creation and management of the same for a period of 6 months.
8. Creation of content for 30 -50 sec. video clip on Biennale for playing on various projection mapping set-ups at various ASI sites throughout India.
9. Decoration of pathways leading to and from the exhibition/Biennale sites with art interventions.
10. Creation of space & making arrangements for Workshops.
11. On-boarding of NGMA/MoC identified artists for art installations and installation of their works with necessary lighting, decoration etc. at site.
12. Making arrangements for the identified dignitaries for their stay in good hotels, their transportation and logistics management for smooth coordination.
13. Website designing and handling the same
14. PR and Digital Marketing of the event through reputed agencies who handle artist communities and ensure maximum participation/footfall.
15. All other ancillary works related to the successful organization of the event as per the details spelt out in the BoQ.

Brief details of each of the elements are enumerated for the clarity of understanding the scope of works.

The Biennale connects and concerns the 7 exhibitions that are installed in three different barracks at A1, A2 on one side and B4 on the other side. Brief details about these exhibitions are:

Day 1: PRAVESH: Rite of Passage: Each door tells a story and stand as gateways to captivating experiences and hidden treasures. This day will celebrate the several unique doors of our country and embark you on a journey through India's rich heritage and captivating charm.

Day 2: BAGH-E-BAHAR: Gardens as Universe : India has a plethora of gardens each showcasing unique elements of its history, culture, and natural beauty. This day will start a conversation on gardens and the different spaces it engulfs, art, mythology, faith, popular culture, architecture, well-being, ecology, heritage, culture, and our imagination.

Day 3: SAMPRAVAH: Confluence of Communities: This day will be an ode to the Stepwells of our country; the magnificent water structures that they are, their contribution to architecture, climate, ecosystem, philanthropy, religion and recreation and its evolution from basic functional structures to heavily ornamented works of art.

Day 4: STHAPATYA: Antifragile Algorithm : Where ancient traditions and architectural wonders converge, this day will celebrate the divine heritage of India. With magnificent and ornate temples at every corner, different temple styles will be highlighted and how they contribute to the identity of the city they reside in.

Day 5: VISMAI: Creative Crossovers: A newly Independent India came with the vision of a new character, identity and innovation. Stepping away from the usual architectural wonders of pre-independent era, this day will celebrate the modern architectural marvels our country has to offer.

Day 6: DESHAJ: Bharat x Design: Preserving age-old traditions, regional identities and promoting sustainable practices, this day will honor the indigenous design our country has to offer.

Day 7: SAMATVA: shaping the built: Contributions of Indian women in the field of architecture as well as in the industry will be brought to light and their role in nation building.

The promotions, branding etc. prepared for the Biennale should reflect the above seven exhibition themes in their colour, tone, spirit and aesthetics.

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL ENVELOPE) of the e-tender document)

DECLARATION -1

This is to certify that neither I/we/any of us is in any way related to any employee in the Raja Rammohun Roy Library Foundation, Kolkata, or any of its constituent units.

Date: (Signature of the tenderer)

Place: with company seal/rubber stamp

DECLARATION -2

I/We hereby declare that I/we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

Date: (Signature of the tenderer)

with company seal/rubber stamp

Place:

UNDERTAKING

This is to certify that I/we have carefully gone through the drawings/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/We also undertake that the physical EMD instrument shall be deposited by me/us with the office of NSCD (e-tender inviting authority) or deposit the EMD be digital means to the details provided in the e-tender before the bid opening date and submit a copy of transaction in the technical envelope (Envelope-1) of tender otherwise NSCD may reject the bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

I/we hereby give an undertaking that I/we shall carry out the work strictly as per the given specifications, and shall complete the same within the stipulated time frame.

Date:

Place:

(Signature of the tenderer/ bidder)

With company seal/rubber stamp

CHECKLIST for the Tenderer(to be signed, stamped and digitally uploaded in the technical bid cover (envelope -1))

| Sl. No | Nomenclature | YES/NO |
|---------------|--|---------------|
| 1. | Whether the Tender documents have been completely read, understood and accepted | |
| 2. | Whether soft copy of EMD of Rs. 17.50 LAKHS. has been uploaded in the technical Bid cover (Envelope -1). | |
| 3. | Whether the original EMD Instrument has been submitted to NSCD before the due date. or Whether fund transfer details such as UTR Number, date etc. have been uploaded in the technical Bid cover (Envelope -1). | |
| 4. | Whether all the declarations and undertakings have been duly filled, signed with official stamp and digitally uploaded in the technical Bid cover (Envelope - 1). | |
| 5. | Whether the scanned copies of documents in support of eligibility criteria as per NIT have been uploaded in the technical Bid cover (Envelope -1). | |
| 6. | Whether the NIT, Bill of Quantities along with all its annexures, General Terms & Conditions etc. has been digitally signed and uploaded in the technical Bid cover (Envelope -1).as a token of acceptance. | |
| 7. | Whether the RATE QUOTE SHEET has been duly filled up as per the format given and uploaded in Digitally in the Financial Bid Cover (Envelope-2). | |
| 8. | Whether the tenderer has conducted a market survey before quoting the rate and understand the nature/scope of work, roles and responsibilities as well as condition of the site. | |
| 9 | Whether the tenderer has understood that the rates quoted will be considered inclusive of all materials, wastage, labour, transportation, carriage, shifting charges, GST, other taxes & duties, all incidental charges, logistics etc. required for this job and no additional payment shall be made for this purpose other than quoted rate. | |
| 10. | Whether the tenderer agrees that all the materials to be used for this work should strictly be as per the specifications prescribed in the tender and of approved make and no deviation from the same will be allowed. | |
| 11. | Whether the tenderer understood that the work has to be carried out following all safety and precautionary measures as prescribed under safety norms and all statutory provisions have to be complied by the tenderer to this effect. | |
| 12. | Whether the tenderer understood that work has to be carried out following all rules and regulations under minimum wages act of | |

| | | |
|-----|---|--|
| | both the Central and State Govt. and all statutory provisions under the same have to be complied by the tenderer . | |
| 14. | Whether the tenderer has gone through the scope of work attached with the tender NIT and understood the nature of work and type of work to be executed before quoting their rates. | |
| 15. | Whether the tenderer has understood that the time is the essence of this contract and he agrees to complete the work well within the stipulated time as prescribed in the tender document. | |

Signature of the tenderer/ bidder)
with company seal/rubber stamp

Weightage Criteria for Technical Evaluation of Bids

| Sl. No. | | Criteria | Max. Marks 100 | Marks Obtained |
|---------|--|--|-------------------|-------------------|
| 1. | Past Experience & Quality of Work (Max Marks-25) | No. of years of relevant experience in event management by the agency (5 years- 3 marks, 5-8 years-4 marks, above 8 years – 5 marks) Minimum adherence – 3 marks | 5 | |
| | | Accomplished and completed such /similar project of repute successfully as under during the last 5 financial years ending March 2023: i. Minimum one project of Rs. 5.60 Cr. or ii. Two projects of Rs. 4.20 Cr. or iii. Three projects of Rs. 2.80 Cr. Minimum adherence – 8 marks; Additional work experience of similar value over and above the minimum shall get additional 1 mark for each additional project subject to maximum 10 marks. | 10 | |
| | | Quality of executed works in relation to the requirement under this RFP (as per the judgement of the TEC) | 10 | |
| | Technical Expertise (Max Marks: 5) | Project team with at least three members, having a recognized degree/diploma in Design / Architecture /Project management / Hospitality etc. as described in eligibility criteria; (No of members: 3 members -3 mark, >3 members - 5 marks) | 5 | |
| 2. | Infrastructure availability (max. marks-10) | Physical infrastructure available for workshop and printing facilities based on Annexure – 2A. (as per the judgement of the TEC) | 10 | |
| 3. | Financial Soundness (Max Marks-10) | Average Turnover in last 5 financial years (Turnover of Lead Partner in case of consortium/JV) Rs. 5 Crore -6 marks, >5 -10 crore – 8 marks, >10 Cr.-10 marks) | 10 | |
| 4. | Technical presentation (Total Max Marks- 50) | Concept Plan elaborating the theme, detailed layout plan, detailed execution methodology along with timelines -(50 Marks) a) Bidder’s understanding of the assignment and scope of work – 10 marks. b) Proposed designs, modus of operandi etc. – 25 marks c) Approach and methodology used in the project-10 marks d) Additional weightage up to 5 marks for International projects/special recognitions/citations etc. | 50 | |
| | | Total Marks | 100 | |

Note: The minimum qualifying score will be 70% of total marks as above for qualifying for opening the financial bids.

| PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) | | | | | | | | | |
|--|---|----------|---------|-------------|--|------------------------------------|--|--|--------------------------|
| (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) | | | | | | | | | |
| NUMB | TEXT # | NUMBER # | TEXT # | NUMBER # | NUMBER # | NUMBER | NUMBER # | NUMBER # | TEXT # |
| No. | Item Description | Quantity | Units | No. of Days | BASIC RATE In Figures To be entered by the Bidder in Rs. P | GST Rate in Percentage % | TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P | TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P | TOTAL AMOUNT In Words |
| 1 | 2 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 | Cost of designing layout, look & feel of the entire (IAADB) event with special focus on the inaugural event area, to give the entire exhibition space an international standard aesthetically taking into consideration all requisite requirements and other related facilities for successful management and organization of IAADB. Agency will be required to | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 2 | Setting up of German Hanger of required size with all requirements: | | | | | | | | |
| 2.01 | GERMAN HANGER - for 1000 pax with 2 color drapping and platforming & Airconditioning/ Air circulation and general lighting for a period of 4 days to be ready by night of 5th Dec 2023 in one of the lawns at Red fort with necessary Power backup for VVIP event - quote lumpsum amount | 2000.00 | Sq. M | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 2.02 | Charges for continuing the hanger at 2.01 for another 6 days i.e. till 15th December 2023. | 2000.00 | Sq. M | 6.00 | | | 0.00 | 0.00 | INR Zero Only |
| 3 | Opening ceremony cultural programme for 60-90mins with a theme on Art & Architecture with necessary sound & light technicals | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |

| | | | | | | | | | |
|-----|--|---------|---------|------|--|--|------|------|---------------|
| 4 | <p>Inauguration Space Fabrication, setting up, and operation of the stage of size 48-50 ft long x 30-32 ft. wide for the inauguration program including installation of LED wall background of size 40-42' long x 12 ft. height mounted on 4 ft. height platform on the stage whose height is 5 ft. along with tables, table cloth, best quality chairs for VVIP inauguration as per protocols, podiums (min. 2 nos.) with necessary decoration, lighting and top quality audio systems without any echo for the function. The work would also involve the creation of visuals for the programs performed on this stage, cueing them as per plan and flawless operation of the system. It includes the necessary lighting for the stage also. Necessary barricading using brass poles and red rope for the D-area of the stage and other barricade requirements wherever warranted. The decoration on the interior surfaces of the partitions created for the inaugural space should have artistic look and feel. This should include furnishing of VVIP lounge with VIP toilets to be created alongside the inaugural space as per standard protocol requirements Scope of work also include meeting the requirement of security agencies of VVIPs.</p> | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 5 | Setting up of Workshop areas of 5mx5m with MAXIMA STRUCTURES and MAXIMA PARTITIONS wall of 30m along with 10 food stalls of 10'x10' with necessary fabrication and power boards from 9-15 December 2023 | 1.00 | | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 6 | Supply and setting up of following for inauguration/valediction space | | | | | | | | |
| 6.1 | Two seater sofa sets | 40.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 6.2 | Single Seater Sofa | 50.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 6.3 | Chairs - metal frame with cushion and white cover | 900.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 7 | Creation of pandal with waterproof cover, wooden platform and covered on sides with necessary entry/exit opening/doors at required locations. Final size may vary and will be communicated at the time of execution. | 1000.00 | Sq. M | 8.00 | | | 0.00 | 0.00 | INR Zero Only |
| 8 | Providing of E-carts for movement inside redfort from Main gate to Exhibition barracks and event area for VIP guests and curators etc. for the period of 8 days | 5.00 | | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 9 | Décor of 4m wide outdoor passages outside barracks towards event area with decorative hangings, creating shadows of letters/shapes on the pathway cloth draped metallic frames in different colours, artistic drapings etc., Arch gates, props etc. (excluding flag poles) | 1000.00 | R.m. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |

| | | | | | | | | | |
|------|--|----------|----------|------|--|--|------|------|---------------|
| 10 | Graphics printing and fixing: | | | | | | | | |
| 10.1 | Printing and installation of Flex in Star media | 25000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.2 | Printing and installation of Flex in Star media on one side and white flex media/ emulsion paint finish on the other surface of the wooden frame which is covered with 6 mm ply/MDF board on both sides. | 3000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.3 | Printing and installation of Flex in Star media in 1" x 1" MS tube frame on one side and installation at various points across Delhi NCR | 30000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.4 | Printing and installation of Flex in Star media in 1" x 1" MS tube frame with both side printing | 7500.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.5 | Printing of vinyl medium with matt lamination and fixing at venue | 2000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.6 | Printing and fixing of vinyl prints on 2 mm or 3 mm foam board/pvc sheets and installing at site | 1500.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.7 | Printing on canvas media and fixing it on wooden frame and fixing it at exhibition venue. | 1000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.8 | Printing on fabric and installing the same at venue. | 500.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.9 | Creation of selfie points - 3D type | 4.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.1 | Mounting of artwork (to be provided by the centre) on wooden frame of size 2' x 1.5" and mounting in location | 500.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 10.1 | Laser / CNC cutting on MDF / PVC / Plywood/Metal sheet as per design and installation at venue as per directions. | 500.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 11 | Laying of 3 mm thick non-woven plain/printed carpet of approved colour | 5000.00 | Sq. Mtr. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 12 | Organising Curators and artist meet at Bangalore & Mumbai for with PR & Media coordination, venue and food/snacks arrangements etc, for 180 pax | 2.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 13 | Press conference at new delhi where PR media , hi-tea and other necessary arrangements at NGMA | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14 | Technical Works other than stage: | | | | | | | | |
| 14.1 | PA system for workshop area and general announcement Activity room; workshop areas; and general announcement in the venue (total 2 areas) | 2.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.2 | LED (approx. 10' x 6') walls at other locations with necessary base, power and cabling etc. | 120.00 | Sq. Ft. | 7.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.3 | Providing of Power backup for all 7 days for outdoor décor lighting and hanger area including of operation, fuel etc. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.4 | Providing power back-up for exhibitions 2 sets (one at B4 Barrack and other at A1&A2 Barracks) for powering the exhibitions for 9 days inclusive of operation, fuel etc. using 50+ KVA gensets | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.5 | Supply and setting up of LED TVs/monitors of size 42" / 55" | 10.00 | Nos. | 3.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.6 | Supply and setting up of desktop computer systems/laptops for duration of event | 2.00 | Nos. | 3.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.7 | Providing electrical supply through add. power boards to various locations including stalls other than stage requirement. | 30.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.8 | Printing and providing standies /panels of 3' x 6' size mounted on wooden frame for the duration of event | 50.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 14.9 | Setting up of a Media Room with all necessary equipment and handling of media related queries | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |

| | | | | | | | | | |
|------|---|---------|---------|------|--|--|------|------|---------------|
| 15 | Food and Catering for dignitaries, invitees | | | | | | | | |
| 15.1 | High tea (Qty to be got confirmed by EMA before the event) | 1000.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 15.2 | Working Lunch with 1 sweet dish (Qty to be got confirmed by EMA before the event) | 1000.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 15.3 | Creation of Lounge (covered with curtain from public view) for organizers and providing tea/coffee and snacks arrangement throughout the day for around 200 persons on an average with dedicated butlers to serve food any time and manage the space all the time. Coupen based service to be provided. | 200.00 | Nos. | 8.00 | | | 0.00 | 0.00 | INR Zero Only |
| 15.4 | Organising Networking dinner for 500 pax. at one of the Lawns with tentage, food, 4 pc. Band and other necessary requiremnts like lights , sound etc. | 500.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 15.5 | Locker arrangement at the entry points for depositing mobile phones, keys etx with required manpower and tag system | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 15.6 | Baricading | 150.00 | M. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 16 | CREATION of VIP MOVING washrooms (to be confirmed before sourcing) | 1.00 | | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 17 | Branding of the Student Biennale at Lalit Kala Academy with Flex on 1" x 1" MS tube frame with back cover | 5000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 18 | Printing of Collaterals (after getting the designed approved for all components covered under item no.1 of this BOQ) such as Passes, Car Stickers, Flyers, badges & Tags, folders, and Others | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 19 | Distribution of Invites by the medium of Courier (1000 no.) or hand delivery for VVIP guest in Delhi NCR (200 no.) | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 20 | Providing specialized manpower: | | | | | | | | |
| 20.1 | Master of Ceremony (Male / Female) for VVIP program | 1.00 | No. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 20.2 | Master of Ceremony (Male / Female) for other programs | 1.00 | No. | 7.00 | | | 0.00 | 0.00 | INR Zero Only |
| 20.3 | Providing ushers for all events days to coordinate backstage management, guest realtions and venue help desk along with hotel desk | 10.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 20.4 | Translations for opening ceremony and inauguration event for a peiod of 4hrs of 4 internaitonal languages like german, french, Chinese etc.along with translation rooms, 100 people translation sets etc. as required for technical setup | 4.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 20.5 | Providing professional Singer for national anthem during inaugural event along with necessary technical requirement | 1.00 | No. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 20.6 | Sign language professional for the inaugural event with necessary technical requirement | 1.00 | No. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 21 | Supply of tables of size 4' x 2' or 5' x 2.5' with necessary top covering with white cloth for the duration of event for round table, workshop areas, F&B areas etc. | 100.00 | Nos. | 7.00 | | | 0.00 | 0.00 | INR Zero Only |
| 22 | Supply of extra banquet chairs with necessary covering with white cloth in Conference Room, Round Table Room, Activity area, Workshop area | 200.00 | Nos. | 7.00 | | | 0.00 | 0.00 | INR Zero Only |
| 23 | Supply and setting up of 4' dia tables with 6 chairs per table with both table and chair covered with white cloth in F&B area and delegate dining space. | 20.00 | Sets | 7.00 | | | 0.00 | 0.00 | INR Zero Only |

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|------|---|--------|-----------|------|--|--|------|------|---------------|
| 24 | CCTV camera system for the entire area covering A1, A2 and B4 barrack exhibition spaces, inaugural space, workshop areas etc/. with necessary monitoring control station with personnel for monitoring. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 25 | Videography and Photography of the entire event at Red Fort (for Main Biennale) and at Lalit Kala Academy (for Student Biennale), post production and supply of (a) all raw footage in appropriate size portable media, (b) edited version of the summary of the program in the form of a film with necessary narration and highlights of durations 1 min., 5 min. and 30 minutes and (c) Photographic curated print out albums 3 sets. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 26 | Fabrication, printing and providing backlit flex panels with necessary LED back lighting for the duration of event. | 500.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 27 | Housekeeping of the venue for entire period of 9 days (except exhibition floors) by providing dustbins at necessary locations as per site requirement. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 28 | "Logistics (includes coordination) and providing transport arrangements to pick-up and drop for guests of Main Biennale and Student Biennale in Delhi NCR. Hotel facilitation services for the guests to be provided, if required. (Charges towards Hotels, outstation transport by official means by Rail/Air to be paid at actuals on production of bills duly certified.) (<u>Number of guests to be confirmed from organizers and payment to be made on actual guests attended only</u>) | 150.00 | Per Guest | 2.00 | | | 0.00 | 0.00 | INR Zero Only |
| 29 | Coordinating charges for ticket bookig of 10 international guests and 50 local guests of Main Biennale and Student Biennale along with hotel arrangements to be done (Charges towards Hotels, outstation transport by official means by Rail/Air to be paid at actuals on production of bills duly certified.) Names of persons and number of days of hotel stay to be got approved before booking. Ceiling of hotels is Rs.7500/- + GST and air tickets to be booked through Gol approved agencies such as IRCTC, Balmer & Lawrie or Ashoka Tours and Travels only. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 30 | Promotion of the event through | | | | | | | | |
| 30.1 | Outdoor & Billboards (quote only transport and installation charges for outdoor only here. Cost of printing and framing will be covered under serial No. 10.03) | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 30.2 | Public Relations & Digital marketing for Main Biennale and Student Biennale by engaging reputed organizations like such as Monsoon Malabar, Fetch, Longform etc. involved in marketing of art related field. Minimum quantities for digital marketing are: a) WhatsApp - 5 cr. (India) b) Influencers - 25 Nos. c) Twitter trending - 8 Nos. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 31 | Website application design and management, registration of invitees - online and onsite etc. with necessary provision for printing of participation certificates at venue. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 32 | Mementoes (to be decided in consultation with the organizers) | | | | | | | | |
| 32.1 | Momento for the Chief guest in sync with theme of event | 2.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 32.2 | for VVIPs (around Rs. 5000/-) | 50.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |

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|------|---|---------|---------|------|--|--|------|------|---------------|
| 32.3 | For curators, artists etc, (around Rs. 2000/-) & Panel speakers (Contents | 100.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 32.4 | For registered delegates (around Rs.500/-) | 1000.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 32.5 | Supply and distribution of tote bags duly printed with logos having PR kit (consisting of badge, notepad, folder, pen and pencil) and goodies worth around Rs. 500 for distributing (with prior approval of the authorities) to the Registered participants etc. | 1200.00 | Sets | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 32.6 | Angvastra for VIP guests during inaugural and other ceremonies | 20.00 | | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 33 | Touch Screen Monitors of 42" with display consoles along with necessary computer systems and software for playing content. | 2.00 | Nos. | 7.00 | | | 0.00 | 0.00 | INR Zero Only |
| 34 | Floral decoration of stage, venue, bouquets for inaugural program and bouquets for speakers, panelists and other VIPs etc. for the entire event. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 35 | Fabrication and setting up of 3D backdrops, free standing structures etc. in wooden media duly paint finished. | 100.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 36 | Printing of minor publications like brochures, event itenary, booklets etc., 10 page both side print brochure-4000, leaflets-5000, Printing of Messages on thick paper on different Binennale themes mounted on 200 mm long stick to be carried by the visitors -10000 nos. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 37 | Poster printing 5000 no. and distribution across Delhi NCR and other cities at 100 no. galleries , art colleges etc. | 5000.00 | Each | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 38 | Security of the event & workshop area for a period of 8 days | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 39 | Setting up of tentage of size 20 m x 20 m. with wooden flooring and side covering and electrical connections and lighting for holding workshops | 800.00 | Sq. M. | 8.00 | | | 0.00 | 0.00 | INR Zero Only |
| 40 | Providing and fixing of coloured films of different colours on vertical glass surfaces as per directions at site | 3000.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 41 | Providing and fixing of flag posts (made of class A MS pipes duly paint finished in approved colour and finish) with flags made of fabric with logos printed on it. | 100.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 42 | Installation of view cutters of 10 ft. height as per requirement at site | 1500.00 | R.m. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 43 | Decoration of identified trees with lighting and other art interventions as per directions | 50.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 44 | Making and fixing of wooden ramps with railing at different locations at site as per requirement | 250.00 | Sq. Ft. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 45 | Providing and fixing of sliding toughened Glass double door (12 mm thick) for an opening of approx. 6' wide x 9' ft height and covering the balance opening above with wooden panelling at the entrance to the A1 Barrack as per requirements. | 2.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 46 | Independent Pagoda Tents with three sides covered in for Art Flea Market of size 3 m. x 3 m. For 8 days. Colourful decoration to be done on them using fabrics. | 30.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 47 | Wooden flooring of sufficient strength over metal frame for the stalls for 8 days | 500.00 | Sq. M. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |

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|-----------------------------|---|----------|---------|------|--|--|-------------|-------------|---------------|
| 48 | Painting of already painted surfaces in plastic emulsion paint as per site requirement | 20000.00 | Sq. M. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 49 | Drinking water facilities at all locations where tentage/ facilities are created with sufficient mineral water and disposable cups | 5.00 | Nos. | 8.00 | | | 0.00 | 0.00 | INR Zero Only |
| 50 | Service charges for On-boarding of MoC/NGMA identified agencies for commissioning of Public Art installations and coordination for installation of them at different locations in the Red Fort with necessary lighting etc.. (Actual cost of installations shall be reimbursed based on submission of bills separately) | 1.00 | Nos. | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 51 | Creating a 30 -60 Sec. video clip on the Biennale by 8/12/2023 for showing at different venues. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| 52 | Event Management Company Charges which include, hiring charges of professionals/designers/experts; required number of volunteers, RSVP personnel, floor managers, PR & media team, etc.; all logistics, planning and production of components as per the design read with scope of work; creation and manning of help desks, media corner and registration counters including all necessary gadgets like laptops/desktops, printers, internet connections, photocopier machines etc.; coordination with the Ministry of Culture and NSC, Delhi all through; transportation of all materials to and fro Red Fort (venue); manpower costs involved in installation and dismantling of the components; food and travel of their labor; hiring cost of trucks, holding cost of trucks, the rentals towards parking spaces for their materials and trucks; insurance of the event; etc. It should also include administrative Charges towards obtaining all mandatory permissions from different authorities and providing the same to Red Fort and other organizations as per requirement. | 1.00 | Lumpsum | 1.00 | | | 0.00 | 0.00 | INR Zero Only |
| Total in Figures | | | | | | | 0.00 | 0.00 | INR Zero Only |
| Quoted Rate in Words | | | | | | | | | |

- Note:**
1. Insurance charges for the event to be done as per direction of the department and the payment of actual expenditure towards premium will be reimbursed.
 2. Some of the items mentioned in this BOQ may not be operated, if found not necessary at the time of execution
 3. The quantities mentioned in the BoQ are tentative which may increase or decrease at the descretion of the centre. Hence, balanced rates are required to be quoted.
 4. In case it becomes necessary to execute any item beyond the scope of this BoQ, the agency shall seek specific permission along with its rate and quantity for execution. In case it is not done and the work is executed, the cost will be arrived at based on the market rate analysis and this shall be final and binding on the agency.
 5. The selected agency MUST show the plan for the branding of the event along with quantities and get the same approved before execution.
 6. Anything procured in the last minute due to urgency, the actual payment will be reimbursed as per actual bills.