


**NATIONAL FILM DEVELOPMENT CORPORATION  
A GOVERNMENT OF INDIA ENTERPRISE**

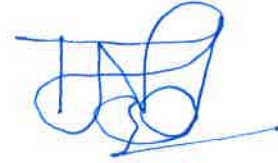
**REQUEST FOR PROPOSAL (RFP) FOR EVENT MANAGEMENT AGENCY FOR ORGANIZING  
22<sup>nd</sup> NATIONAL YOUTH FESTIVAL 2018  
TO BE HELD FROM  
12th TO 16th JANUARY 2018 IN JAIPUR**

**RFP No. NFDC/NYF/2017-18/001  
Date: 14<sup>th</sup> December 2017**



NATIONAL FILM DEVELOPMENT CORPORATION (NFDC)  
NEW DELHI

Request for Proposal ("RFP") from Event Management Agency ("EMA") for execution of the "22<sup>nd</sup> National Youth Festival 2018" on behalf of Ministry of Youth Affairs & Sports, Government of India to be executed at Suresh Gyan Vihar University, Jaipur from 12<sup>th</sup> to 16<sup>th</sup> January 2018.



## TABLE OF CONTENT

Description	Page No.
Disclaimer	3
Schedule for submission of RFP	4
Notice Inviting Proposals	5
Definitions	6
RFP – Summary	7
Part I – General Information/ Conditions/ Payment Terms	8
Part II – Technical Bid Proposal	12
Part III- Evaluation of Technical Proposal	14
Part IV- Financial Bid Proposal	18
Part V- Evaluation of Financial Proposal	19
Annexure I – Scope of work for the Festival	20
Annexure II - Consolidated summary of costing of various items to be managed and executed by EMA	27
Annexure III – Experience in Related Activities	35
Annexure IV – Earnest Money Deposit details	36
Annexure V - Annual Turnover From Event Management Related works	37
Annexure VI – Form of Contract	38
Annexure VII – Undertaking	71
Annexure VIII – Format of CA Certificate	72
Annexure IX – Map of Suresh Gyan Vihar University	73



## DISCLAIMER

This Request for Proposal is an invitation by National Film Development Corporation (NFDC), Public Sector Enterprise under Government of India, but not an offer, to receive responses from eligible interested Event Management Agencies for partnering with NFDC for conducting the "22<sup>nd</sup> National Youth Festival 2018" commissioned by Nehru Yuva Kendra Sangathan, under the Ministry of Youth Affairs & Sports, Government of India.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between NFDC and the bidder concerned.

This RFP is being issued with no financial commitment and NFDC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage, without assigning any other reason.



### Schedule for Submission of RFP for Event Management Agency

Event	Date
Availability of RFP Document	14 <sup>th</sup> December 2017 (Thursday)
Pre-Bid Meeting	18 <sup>th</sup> December 2017 (Monday) at 11:30 hrs
Last date and Time for submission of completed RFP document	23 <sup>rd</sup> December 2017 (Saturday) at 11:00 hrs
Opening of Technical Bid and Evaluation for pre qualification	23 <sup>rd</sup> December 2017 (Saturday) at 12:00 hrs
Presentation and short listing for Financial Bid	24 <sup>th</sup> December 2017 (Sunday) at 10:00 hrs
Opening of financial Bid	24 <sup>th</sup> December 2017 (Sunday) at 16:00 hrs

The RFP document can be downloaded from the website <http://www.nfdcindia.com/> or <http://eprocure.gov.in>. Alternatively, the document can also be obtained in person from **National Film Development Corporation (NFDC), 4th Floor Soochna Bhavan, Phase-I, CGO Complex, New Delhi - 110003** on any working day between 1100 to 1700 hours from 14<sup>th</sup> December to 22<sup>nd</sup> December 2017.

The completed application (response document), containing two hard copies (printed, signed and bound copies) and one soft copy (on a non-rewriteable CD/DVD/USB Flash Drive – An MS Word document (compatible with MS Word 2003 or above) or an Adobe Acrobat PDF (compatible with Adobe Acrobat Reader 3.0 or higher) of the RFP, should be submitted in two-bid system of Technical & Financial Bids in two separate and sealed envelopes to be marked as **“Technical Proposal”** & **“Financial Proposal”** respectively.

Both the proposals are to be kept in a bigger sealed envelope super scribed with the title - **“Techno-Financial Bid for organizing 22<sup>nd</sup> National Youth Festival 2018 (NYF, 2018)”**, before the last date and time at the following address: **National Film Development Corporation (NFDC), 4th Floor Soochna Bhavan, Phase-I, CGO Complex, New Delhi- 110003**

**Late Applications:** Any application received after the last date and time for submission for the same, i.e., Saturday, 23<sup>rd</sup> Dec. 2017 at 11:00 hours, shall not be accepted. Applications received after the last date and time shall be summarily rejected and returned unopened.



**NOTICE INVITING PROPOSALS**  
**(National Film Development Corporation) NFDC,**  
**4th Floor Sookhna Bhavan, Phase-I, CGO Complex, New Delhi- 110 003**

Request for Proposal (RFP) are invited from experienced and reputed Event Management Agency for organizing the 22<sup>nd</sup> National Youth Festival 2018, to be held on from 12<sup>th</sup> to 16<sup>th</sup> January 2018 at Jaipur.

**A pre-bid meeting will be held on Monday, 18<sup>th</sup> Dec. 2017 at 1130 hrs at the NFDC Delhi office,** for clarifications, if any, on the RFP document. The bidders can also visit the designated venue at Jaipur to formulate their proposals at their own cost.

The last date for submission of completed proposal for the EMA as prescribed, in a separate sealed cover super-scribed **"Techno - Financial Bid for organizing "22<sup>nd</sup> National Youth Festival 2018" is 1100 Hrs. on Saturday, 23<sup>rd</sup> Dec. 2017 in New Delhi.**

Technical Bids would be opened on Saturday, 23<sup>rd</sup> Dec. 2017 at 1200 hours (IST) in the presence of available applicants or their representatives. The proposals will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document for **opening of financial bids on Sunday, 24<sup>th</sup> Dec. 2017 at 1600 Hrs, at NFDC, 4th Floor, Sookhna Bhavan, Phase-I, CGO Complex, New Delhi - 110 003.**



## DEFINITIONS

**“RFP”** means Request for Proposal

**“NFDC”** means National Film Development Corporation

**“Applicant”** means a reputed Indian Event Management Agency having requisite experience in event management industry, who has applied for the RFP for partnering with the NFDC to organize and execute the “22<sup>nd</sup> National Youth Festival 2018” between 12<sup>th</sup> and 16<sup>th</sup> January 2018.

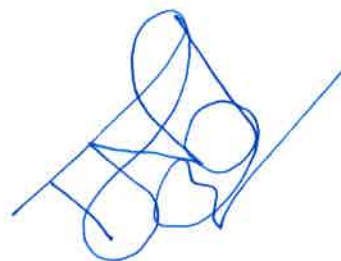
**“Application”** means the RFP submitted by an Applicant in the prescribed format

**“NYF 2018”/“FESTIVAL”** means 22<sup>nd</sup> National Youth Festival 2018

**“EMA”** means the Event Management Agency

**“END CLIENT”** means Nehru Yuva Kendra Sangathan under the Ministry of Youth Affairs & Sports, Government of India.

**“MANPOWER”** means trained / skilled manpower for hospitality, logistics, guest relations, etc. for handling events organized in India.

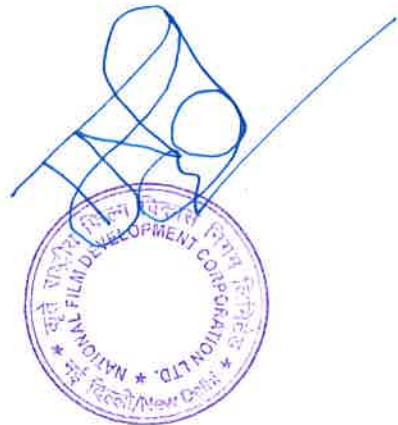


**Request for Proposal to provide Event Management Services towards organizing the  
"22<sup>nd</sup> National Youth Festival 2018"  
between 12<sup>th</sup> and 16<sup>th</sup> January 2018**

**SUMMARY**

This Request for Proposal (RFP) consists of five parts as indicated below :-

- Part I:** The first part consists of the general requirement. It includes procedure and last date and time for submission of offers, opening of bids and other details.
- Part II:** The second part of the RFP incorporates the aspects of technical details describing various aspects related to Event Management of NYF 2018 including the production and management of the opening ceremony, closing ceremony including all cultural components, stage décor and technical requirements, designing the program and execution of Group/Panel Discussions, supply of manpower for the event including logistics, guest relations and hospitality, food and beverage and accommodation for approx. 3500 participants etc.
- Part III:** The third part defines the criteria for evaluation and acceptance of technical bid.
- Part IV:** The forth part of RFP consists of the financial aspects & payment terms. It also includes standard contract terms along with special contractual conditions, if any.
- Part V:** The fifth part defines the criteria for evaluation of financial proposal and method of calculation of Combined & Final evaluation.





## Part I

### General Information/Conditions

#### 1. Introduction:

The National Film Development Corporation Ltd. (NFDC), a Government of India Enterprise under the Ministry of Information & Broadcasting, is mandated and engaged in producing and executing 360-degree communications for Government clients. In the past ten years, NFDC has rendered services to more than 150 Ministries/ Departments/ Government Institutions.

2. The “22<sup>nd</sup> National Youth Festival 2018”, is scheduled to be held between 12<sup>th</sup> and 16<sup>th</sup> January 2018 at Suresh Gyan Vihar University, Jaipur, India. NFDC proposes to engage an EMA of repute for Event Management of NYF 2018 including the production and management of the opening ceremony, closing ceremony including all cultural components, stage décor and technical requirements, designing the program and execution of Interactive Sessions/Group Discussions/Panel Discussions, supply of manpower for the event including logistics, guest relations and hospitality, food and beverage and accommodation for approx. 3500 participants etc.

#### 3. SCOPE OF WORK:

NFDC on behalf of the End Client would like to organize and execute the “22nd National Youth Festival 2018” between 12<sup>th</sup> and 16th January 2018 at Suresh Gyan Vihar University, Jaipur, India to commemorate the birth anniversary of youth icon Swami Vivekananda and to celebrate the annual gathering of youth with various activities including competitive ones. Details of the scope of work are given in Annexure I.

#### Note – 1

- a) While the above requirements have been worked out taking into consideration the Festival planned so far, EMA should be in a position to cater to any change in requirement and the proposal should be worked out accordingly.
- b) All the personnel deployed should be well versed with their duties, responsibilities and conversant in Hindi and English languages. All the personnel deployed should be in dignified uniform attire.

#### Note - 2

Accommodation & Vehicles will be arranged by EMA for their manpower/team and for Performing Artists.

#### 4. AMENDMENT OF RFP DOCUMENT:

At any time prior to the deadline for submission of Applications, NFDC either on its own or on request of the Applicants, may amend the RFP Document by issuing an addendum. To give the Applicants reasonable time to take an addendum into account in preparing their Applications, NFDC may, at its sole discretion, extend the deadline for the submission of Applications. Applicants may check the NFDC website <http://www.nfdcindia.com> for any such amendments from time to time.

#### 5. CLARIFICATIONS TO RFP / PRE-BID CONFERENCE:



The Applicants may seek clarifications through email at the following email id: [creativewing@nfdcindia.com](mailto:creativewing@nfdcindia.com) regarding the RFP document on or before Sunday, 17<sup>th</sup> December 2017 by 1100 Hrs. The subject line for the email should be formatted as follows: **"Pre-Bid Query for NYF 2018"**. NFDC shall respond in writing to any such request for clarifications by email at the earliest. There shall be a pre-bid conference on Monday, 18<sup>th</sup> Dec. 2017 at 1130 Hrs. at the NFDC, Delhi office. All bidders may inspect the venue- Suresh Gyan Vihar University at Jaipur and seek clarifications if required.

## 6. VALIDITY OF RFP RESPONSE:

The RFP response submitted by the Applicants shall be valid for a period of 6 (Six) months after the date of RFP response opening, prescribed in this document. A RFP response valid for shorter period may be rejected as non-responsive. NFDC may solicit Applicants' consent to an extension of RFP response validity.

## 7. TENDER FEE:

- a. Rs. 15,000/- (Rupees Fifteen Thousand only) Non-Refundable Tender Fee in the form of Demand Draft in favor of National Film Development Corporation, payable at New Delhi.
- b. Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected out rightly.

## 8. EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs. 9,00,000/- (Rupees Nine Lakhs only) in the form of a Demand Draft payable at New Delhi drawn in favor of "National Film Development Corporation" valid till 6 (six) months must be submitted along with the Proposal.

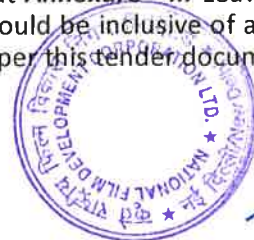
In case the same is not furnished by the EMA at the time of the submission of the bid, the tender is liable to be summarily rejected and no further correspondence in this regard shall be entertained. The EMD will be returned to unsuccessful bidders without interest within 7 (Seven) working days from the date of signing of contract with successful bidder. EMD of successful bidder will be returned within 7 (seven) working days of receipt of performance Bank Guarantee from the EMA.

## SUBMISSION OF BIDS

### TECHNICAL & FINANCIAL BIDS

9. The EMA will be required to submit the technical bid and the financial bid in two separate and sealed envelopes. The technical proposal envelope shall be marked **"Technical Proposal"** and include a detailed presentation on EMA's plan to address all the items listed in the Scope of Work as listed in **Annexure I and all other documents to supplement the eligibility requirements as per the Part II of RFP**. Financial Proposal shall be marked **"Financial Proposal"** and include the financial quotation for each item listed at **Annexure II**. Both the proposals should be put up in a bigger envelope and marked as **"Techno - Financial Bid for organizing "22<sup>nd</sup> National Youth Festival 2018"**.

10. Financial Proposal should be submitted as per the format prescribed at **Annexure - II**. Leaving out any item will result in disqualification. The amount quoted by a bidder should be inclusive of all taxes and duties. The total amount quoted should cover all the requirements as per this tender document.



11. The EMA shall not change/alter the quality/content of the proposal under any circumstances, once the same has been finally approved by NFDC after the final selection of the EMA. No increase in price on any score shall be entertained.

12. A set of creative presentations are to be provided by the EMA. This is intended to assess the creative capabilities and skills of the EMA and to provide NFDC with the best possible options at a reasonable cost. The EMA must give an undertaking to the effect that all the creative designs belong to it and NFDC shall not be liable in any manner for copyright infringement. In case NFDC selects the creative submitted by the EMA, then the actual execution of the event shall confirm to the creative submitted by EMA and approved by NFDC, failing which NFDC shall be at liberty to deduct, necessary charges, as deemed fit.

#### **SELECTION PROCESS:**

13. The Techno-financial bid may be submitted in sealed envelopes through speed Post/ Courier/ Hand delivery till 11:00 AM on Saturday, 23<sup>rd</sup> December 2017 at the following address:

General Manager,  
National Film Development Corporation,  
4<sup>th</sup> Floor, Sookhana Bhawan,  
Phase - 1, CGO Complex,  
Lodhi Road, New Delhi – 110003.

The Technical bid will be opened first and evaluated as per the rules. After verification of documents, the qualified bidders will be called for creative presentation for a maximum duration of 30 minutes each to present their proposals. The creative submitted by the EMA will be evaluated by the tender committee as approved by the competent authority. Appropriate weightage only as per scheme indicated at Part III of this RFP would be taken into account in arriving at a decision for short listing of the EMA for financial bid opening. Only such EMA, which qualifies technically, would be invited for financial bid opening.

14. The proposal would first be examined by the committee to ensure whether all items as envisaged in this RFP at the desired numbers have been covered. Any shortcoming on this aspect will result in disqualification of a bid. Marks would be given for seven components as per weightage enlisted at Part III of the RFP.

**Only such EMA who qualifies technically by scoring minimum 70 marks and whose offer fully meets the requirements as envisaged in the RFP in terms of all items would be invited for financial bid opening.**

15. All the rates must be quoted in figures as well as in words, without any cutting or overwriting. In case of any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic.

16. The bids will be opened in front of only those bidders who will be present at the time of bid opening as given in Schedule of Submission of RFP.

17. Evaluation of technical and financial bids will be done as defined in parts II, III, IV & V of the RFP document. Contract will be awarded to the eligible bidder as per the process defined in parts II, III, IV & V, subject to approval of the competent authority. Negotiations may be held with qualified and selected bidder. Under no circumstances, the financial negotiations shall result in an increase



in the price originally quoted by the bidder. NFDC is at liberty to reduce any item on pro rata basis.

18. A contract will be executed between the NFDC and the selected EMA as per the format defined at Annexure VI. The EMA shall not claim any extension in contract as a matter of right.

#### **Performance Guarantee**

19. The selected bidder will be required to submit a Performance Guarantee to the tune of 10% of the total value of the contract, valid for 6 (six) months beyond the expiry of the contract within any working day prior to signing of the contract. Failure to provide such guarantee will result in disqualification and the contract will be awarded to the next eligible bidder and the EMD shall be forfeited.

#### **Liquidated damages**

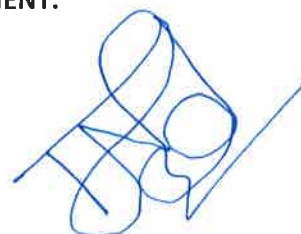
20. In the event of the successful bidders' default in maintaining the agreed time frame/ scheduled set of activities as laid down in the contract, NFDC shall have the right to cancel the contract at any time and make alternative arrangement at the discretion of NFDC, in which case the extra expenditure involved, will be recovered from the successful bidder. In the alternative, successful bidder shall be liable to pay liquidated damages subject to a maximum of 10% as an agreed pre estimate of the damage suffered.

#### **Payment Terms**

21. 50% of the contract value shall be paid as advance against submission of bank guarantee of equivalent amount valid for 6 (six) months beyond the expiry of the contract. The Balance 50% shall be paid on successful completion of the contract, which will involve the procedure as detailed in the contract at Annexure VI.

#### **Note:**

All payments will be subject to receipt of funds by NFDC from the END CLIENT.



## **PART II**

### **TECHNICAL BID PROPOSAL**

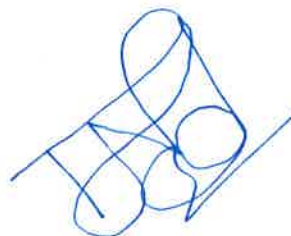
A. The Technical proposal should clearly demonstrate the EMA's understanding of the requirements of the Festival and the Proposal should include the following information: -

1. Annual turnover for the last three consecutive financial years from the business of Event Management and Logistic Support. In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the event management division by a Chartered Accountant should be enclosed in the format as per Annexure V.
  2. Prior experience in organizing an event/activation of a State/National Level for 3 or more consecutive days in the last three years.
  3. Prior experience in providing Logistical Support to a State/National Level event in the past three years.
  4. CVs of key personnel like Project Head, Head of Production, Creative Lead, Show Director.
  5. An undertaking that the Applicant has sufficient technical and supervisory staff on their permanent rolls to cater to the Festival, to be provided in the format as per Appendix D of Annexure VI.
  6. Creative(s) for Theme, Logo, Mascot, Stage Design, Décor for various thematic zones & the overall floor plan for the festival at the Suresh Gyan Vihar University (SGVU). Creative Presentation (for Content) for the Festival, Opening & Closing Ceremony, Interactive sessions/Panel discussion/Group Discussions and cultural programmes. Content and ideas for Audio-Visual Inputs, thematic discussions of youth & reading materials etc.
  7. Creative(s) for set designing for Main Arena for Opening & Closing Ceremony, Panel Discussions, décor, Lighting, Logistic Planning and operations. Experience in providing turnkey solutions in infrastructure, management and other services for events of similar nature completed successfully for any Govt., Semi-Govt, or Public Sector Organizations and Production and management of opening and/or closing ceremonies including all cultural components, stage décor and related technical requirements.
  8. An undertaking that the EMA has not been black listed by any Central Government/State Government/PSU, to be provided in the format as per Annexure VII.
- B. All the information shall be submitted in hard copy along with a soft copy on CD. In case of a discrepancy in hard copy and CD, the provisions made in hard copy shall prevail.
- C. The EMA must submit copy of Income Tax Return for last 03 years as specified in Part III of the RFP.
- D. The EMA must submit duly certified copy of PAN Card and GST Registration Certificate.



- E. Certificate of Incorporation, Memorandum of Association and Article of Association of the EMA company should also be submitted along with the bid.

**The bidder who scores a minimum of 70 marks out of the above criteria as specified in Part III of the RFP and who submits the proposal in full compliance with the requirements of the RFP will be eligible for opening of the financial bid. Failure to specify details with regard to any item or leaving it blank may result in disqualification.**





### **PART III**

#### **EVALUATION OF TECHNICAL PROPOSAL**

1. The Evaluation Committee would evaluate the Technical proposal on the basis of the information submitted and using the evaluation criteria and point system specified in these terms & conditions.

#### **EVALUATION OF TECHNICAL BID**

2. The technical bid will carry a total of 100 marks that will be sub-divided in respect of each of the specified parameters as detailed below:

S.No.	Technical Bid	Marks
A.	<p><b>Annual turnover for the last three consecutive financial years from the business of event management certified by a practicing Chartered Accountant.</b></p> <p><b>Documentary Proof</b> -The EMA will have to submit a signed statement from a practicing Chartered Accountant, which will indicate the turnover for the past three completed financial years 2014-15, 2015-16 and 2016-17.</p> <p>The turnover means turnover from Event Management activity only and as per the figures reflected in the profit/loss account of the EMA. If the turnover includes turnover from items other than Event Management activities, then a CA's certificate indicating turnover exclusively from Event Management and related activities will be required. Turnover will be determined only on the basis of documentary proof, which will have to be submitted by the respective EMAs, at the time of submission of the tender. In addition, the balance sheets / profit &amp; loss statement for the past three completed financial years should also be enclosed. In case the EMA fails to submit the documentary proof as mentioned above, the EMA will not be allotted proportionate marks in respect of the unavailable documentary proof for that particular item/criteria.</p> <p><b>Marking Scheme for Turnover</b></p> <p>The following marking scheme would be adopted for turnover from the related business:-</p> <ul style="list-style-type: none"> <li>(a) Turnover above Rs. 50 Crores per financial year but below Rs. 75 Crores for each of the past three consecutive financial years i.e. 2014-15, 2015-16 and 2016-17 (1 mark per year) = 3 marks</li> <li>(b) Turnover above Rs. 75 Crores per financial year but below Rs. 100 Crores for each of the past three consecutive financial years (2 marks per year) = 6 marks.</li> <li>(c) Turnover above Rs. 100 Crores per financial year for each of the past three consecutive financial years (3 marks per year) = 9 marks.</li> </ul>	09 Marks maximum
B.	<p><b>Prior experience in organizing an event/activation of a State/National Level for 3 or more consecutive days in the last three years.</b></p> <p><b>Documentary proof</b>- in support of experience in organizing an event/activation of for the Central/State Government of a project value of INR 8 Crores or more in the past three completed financial years, Work orders / Contracts and completion certificates duly certified by the client will have to be submitted by the respective EMA at the time of submission of the tender. Work Orders/ Contracts should</p>	09 Marks maximum



	<p>mandatorily be in the name of EMA applying for the bid.</p> <p><b>Marking Scheme for Event Management Experience</b>  The EMA will be allotted 3 marks per Event/activation, including creative, cultural performances, etc., in the past three years subject to maximum of 09 marks. The following marking scheme would be adopted for the management experience:-</p> <p>(a) 1-2 Event Management Projects executed (each with project value of INR 8 Crores or more)= 3 marks</p> <p>(b) 3-4 Event Management Projects executed (each with project value of INR 8 Crores or more) = 6 marks</p> <p>(c) 5 or more Event Management Projects executed (each with project value of INR 8 Crores or more) = 9 marks</p>	
C.	<p><b>Prior experience in providing Logistical Support to a State/National Level event for State/Central Government in the past three years.</b></p> <p><b>Documentary proof</b> in support of experience in providing Logistical Support (supplying trained / skilled manpower for hospitality, logistics, guest relations, etc.) for State/Central Government/Non-Government will have to be submitted by the respective EMA at the time of submission of the tender. Work Orders/ Contracts should mandatorily be in the name of EMA applying for the bid.</p> <p><b>Marking Scheme for Logistical Support Experience</b> - The following marking scheme would be adopted for logistical support experience</p> <p>(a) 1 Event where Logistical Support has been provided = 3 marks  (b) 2 Events where Logistical Support has been provided = 6 marks  (c) 3 or more Events where Logistical Support has been provided = 9 marks.</p>	09 Marks maximum
D.	<p><b>CVs of key personnel like Project Head, Head of Production, Creative Lead, Show Director.</b></p> <p><b>Documentary Proof</b> – CVs of the following 4 key personnel to be submitted by the EMA along with an undertaking on company letterhead mentioning that the following are on the Payroll of the EMA.</p> <ol style="list-style-type: none"> <li>1. Project Head</li> <li>2. Head of Production</li> <li>3. Creative Lead</li> <li>4. Show Director</li> </ol> <p><b>Marking Scheme For CVs for Key Personnel</b> -The following marking scheme would be adopted for CVs of key personnel.</p> <p>(a) Project Head with at least 10 years of Experience = 1 mark  (b) Head of Production with at least 10 years of Experience = 1 mark  (c) Creative Lead with at least 10 years of Experience = 1 mark  (d) Show Director with at least 10 years of Experience = 1 mark</p>	04 Marks maximum





E.	<p><b>Bidder having minimum strength of 50 professionals on their Payroll in the area of Event &amp; Logistics management.</b></p> <p><b>Documentary Proof</b> – Undertaking on letterhead for employees on EMA's Payroll.</p> <p><b>Marking Scheme For Team Strength</b> - The following marking scheme would be adopted against the team strength of the EMA.</p> <p>(a) 50 - 70 Employees on Payroll of EMA - 1 mark</p> <p>(b) 71 - 100 Employees on Payroll of EMA - 3 marks</p> <p>(c) 100 and above Employees on Payroll of EMA - 5 marks</p>	<b>05 Marks maximum</b>
F.	<p><b>Creative Presentation (for Content) for the Festival, Opening &amp; Closing Ceremony, Interactive Sessions/Panel Discussions/Group Discussions and Cultural Programmes.</b></p> <p><b>Marking Scheme For Creative Presentation (for Content)</b> - The following marking scheme would be adopted for evaluating Creative Presentation (for Content)</p> <p>1. Understanding of Scope of Work – 11 marks</p> <p>2. Content Integration – 11 marks</p> <p>3. Conceptualization – 11 marks</p> <p>4. Presentation – 11 marks</p>	<b>44 Marks maximum</b>
G.	<p><b>Creative(s) for Set Designing/Infrastructure for Main Arena for Opening &amp; Closing Ceremony, Cultural Programmes, Interactive Sessions/Panel Discussions/Group Discussions, décor &amp; Logistic Operations.</b></p> <p><b>Marking Scheme For Creative Presentation (Infrastructure &amp; Logistics)</b> - The following marking scheme would be adopted for evaluating the Creative Presentation for Infrastructure &amp; Logistics.</p> <p>1. Main Arena for Opening &amp; Closing Ceremony – 5 marks</p> <p>2. Space for Interactive Sessions/Panel Discussions/Group Discussions – 2.5 marks</p> <p>3. Overall Décor &amp; Floor Plan of the Festival– 2.5 marks</p> <p>4. Logistic Planning &amp; Operations – 10 marks</p>	<b>20 Marks maximum</b>
	<b>Total</b>	<b>100 Marks</b>

Note: In case the EMA fails to submit documentary proof in respect of the above, the EMA will not be allotted proportionate marks in respect of the unavailable documentary proof for those particular item/criteria.

#### **MARKING SCHEME FOR ABOVE-MENTIONED CREATIVE COMPONENTS**

3. The EMA shall provide a detailed Creative Concept design containing the complete aspects Viz., Conceptualization, Designing, Layout, detailing of work/activities as per schedule, Cultural Programmes, Venue Construct etc., as per the tender schedule. The EMA will have to make a presentation of the Technical Proposal before the Selection Committee constituted by NFDC. The creative criteria will be analyzed and judged by the Selection Committee so constituted. The Selection Committee will take into consideration the creative content of the presentation, the designs, concept, originality of ideas and the proposal put forth by the EMA for NYF 2018. The creative content will however be subject to finalization by the Selection Committee only.

4. The EMA will have to submit a soft copy of each item, wherever applicable, as per the applicable Annexures of this RFP. In case of non-submission of soft copies of the creative(s) by the EMA,



proportionate marks for that component will not be allotted.

5. All the bidders shall make a presentation of duration of not more than 30 minutes before the Selection Committee for better appreciation of the creative content/Logistical support etc. proposed by them.

6. Only those EMAs that score a minimum of 70 marks in the Technical evaluation and presentation, will be eligible for the opening of their Financial Bids.

7. The presentation shall cover in sufficient detail the appreciation of the Festival as mentioned in the Scope of Work and RFP Schedule i.e. conceptual design, thematic understanding, quality of artists & performers, blend of cultural experience, quality of visual appeal, overall project management capabilities, proposed organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the EMA regarding their understanding and preparations for the Festival. The creative concept, design submitted by the EMA if required alteration, addition, deletion as per site and festival requirement must be carried out by the EMA as directed by NFDC at any point and no extra payment will be charged.



## PART IV

### FINANCIAL BID PROPOSAL

1. Financial bids of only those bidders will be opened who have secured a minimum of 70 marks in the Technical Evaluation and presentation. The Financial bids must be firm and fixed and should be valid for at least 6 (six) months from the date of submission of offer.
2. In preparing the financial bid, the EMA shall take into account the requirements of different events, manpower required, equipment requirement, all administrative charges, travel, rehearsals, etc. as per the scope of work detailed at **Annexure I. There will be a full dress rehearsal of the Opening and Closing Ceremonies one day prior to the respective Ceremonies.**
3. The costing submitted by the EMA shall be the upper limit of the expenditure. It shall be up to the EMA to anticipate and work out the various costings under the given sub-heads. The descriptive items listed against each scope of work are only indicative, and it shall be the duty of the EMA to visualize and anticipate the extra requirements, if any, of the Festival such as refreshments for the supporting staff, incidental production costs, incidental cost of travel, hospitality, etc. All expenditure pertaining to subsequent meetings for the Festival viz. Air fare, transportation, Accommodation & Incidental costs, etc. are to be borne by the EMA. Uniforms for the EMA team will be the responsibility of the EMA. No Additional Cost shall be entertained apart from the cost quoted by the EMA in the financial bid. The EMA shall quote the corresponding cost accordingly, as laid down in **Annexure II**. Any subsequent increase or escalation of costs shall have to be borne by the EMA unless the same has been requested and authorized by NFDC in writing.
4. The EMA shall submit the detailed cost of each item as per **Annexure II**. The EMA will have to ensure that the cost details are submitted only in the format finalized by the NFDC, failing which the financial tenders submitted by it are liable not to be considered without assigning any reasons thereof.
5. The Financial bids will be opened by the Selection Committee in respect of only those bidders whose proposals are shortlisted after technical evaluation and presentation. The Committee so constituted for this purpose will decide the eligible bidder as per the evaluation procedure listed in **Part IV and V**. NFDC is at liberty to reduce any item on *pro rata* basis.



## Part V

### Evaluation of Financial Proposal:

In the second stage, the financial evaluation will be carried out as per this clause. The Financial Proposal will be assigned a financial score (FS).

For financial evaluation, the total cost (including all taxes) indicated in the Financial Proposal for all of the services will be considered.

The Selection Committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each service. Omissions, if any, in costing any item, shall not entitle the EMA to be compensated and the liability to fulfill its obligations as per the Scope of Work within the total quoted price shall be that of the selected EMA. The Lowest Financial Proposal (LFP) will be given a financial score (FS) of 100 points.

The financial scores will be computed as follows:

$FS = 100 \times LFP/FP$

(FS= Financial Score)

(LFP = Amount of Lowest Financial Proposal)

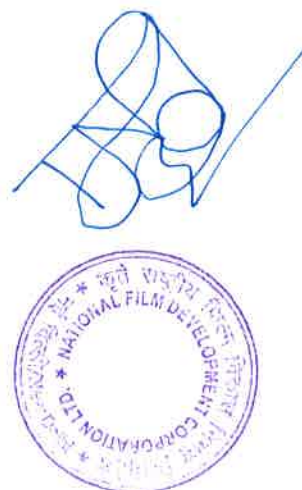
(FP= Amount of Financial Proposal quoted by the EMA)

### Combined and Final Evaluation:

Proposals will finally be ranked according to their combined Technical Score (TS) and Financial Score (FS) as follows:

Score = Technical Score x Technical Weightage (.70) + Financial Score x Financial Weightage (.30)

The combined scores of the EMA will be added to arrive at the final score. The Selected EMA shall be the one having the highest Final Score and will be considered for acceptance. The Second Ranked EMA shall be kept in reserve and may be invited for negotiations in case the first ranked EMA withdraws, or fails to comply with the requirements specified in the RFP documents.



## ANNEXURE I

### Scope of work

The EMA will organize, fabricate and execute the 22<sup>nd</sup> National Youth Festival 2018 (12<sup>th</sup> January – 16<sup>th</sup> January 2018) including Opening Ceremony and Closing Ceremony. The proposed venue will be at the **Suresh Gyan Vihar University**, Jaipur, Rajasthan. In case additional items are required then the same shall be specified and accounted for in the financial quote.

S.No.	Details	Unit	No.
<b>1.</b>	<ul style="list-style-type: none"> <li>i. Designing &amp; Executing the theme, Logo &amp; Mascot of the festival</li> <li>ii. Overall thematic décor of the venue including entrance, registrations etc.</li> <li>iii. Creation of all infrastructure</li> </ul>	<b>Job</b>	<b>1</b>
<b>2.</b>	<ul style="list-style-type: none"> <li>i. Cultural programme of 90 mins duration during the opening ceremony (with an audience of approx. 6000 people) and closing ceremony, inclusive of interesting artist/ cultural group.</li> <li>ii. Compere(s) for Opening and Closing function- one male and one female- total four personalities all must be persons of repute.</li> </ul>	<b>Job</b>	<b>1+1</b>
<b>3.</b>	<b>Erecting of Stage at a ground with complete-</b> <ul style="list-style-type: none"> <li>i. Stage Construction</li> <li>ii. Set Designing and Construction</li> <li>iii. Side Wings</li> <li>iv. Stage props</li> <li>v. Trussing as per Requirement</li> <li>vi. Customized Podium with branding - 2 No's</li> <li>vii. Stage skirting &amp; masking</li> <li>viii. Centre LED Screen of size 26' * 14.5' – 1 No with Platform on stage</li> <li>ix. Side LED Screens of size 20' *11.5' with support structure 2 No's</li> <li>x. Staircase on either side of the stage – 2 No's</li> <li>xi. Stage Décor with Light and sound requirement in accordance with the overall programme, cultural programme and design.</li> <li>xii. Lighting as per requirement including illumination of Venue</li> <li>xiii. Seating arrangement for participants (6000 for opening ceremony and 5000 for closing ceremony)</li> <li>xiv. Preparation of name plates and flags of universities for the participating states contingent.</li> <li>xv. Sound and Wireless/Cordless Microphones as per requirement with man Power, Light Engineer, Sound Engineer, Technicians etc. as required.</li> <li>xvi. Green Room for artists – 2</li> <li>xvii. Back stage arrangements including refreshment for artists</li> </ul>	<b>Job</b>	<b>1</b>



	<ul style="list-style-type: none"> <li>xviii. Properties for the stage including ceremonial lamp, presentation trays etc.</li> <li>xix. Platform for Media coverage with risers inside venue. (if required)</li> <li>xx. Preparation of minute-to-minute programme.</li> <li>xxi. Felicitation of VIPs and dignitaries</li> <li>xxii. Conduct rehearsal of the special events as well as the participating teams.</li> <li>xxiii. Preparation of team order (chronological sequencing)</li> <li>xxiv. To prepare the opening &amp; closing declaration of the Chief Guest.</li> <li>xxv. To identify &amp; arrange the Announcer/ comperes, One Male and One Female each for the Opening and closing ceremonies totaling to 4. (Hindi &amp; English)</li> <li>xxvi. Content Creation</li> <li>xxvii. Minimum 8-10 delay screens with live relay facility across the Festival Venue</li> <li>xxviii. Lounge for Prime Minister and VVIP(s) for Opening Ceremony – 2 Nos.</li> <li>xxix. Masking around the arena for the opening ceremony.</li> <li>xxx. Power backup/Genset for all events.</li> </ul>		
<b>4.</b>	<b>Cultural Evening for 5000 Pax for 4 days</b> <ul style="list-style-type: none"> <li>i. To supervise and conduct the cultural Evening.</li> <li>ii. Preparation of minute-to-minute programme</li> <li>iii. Felicitation of VIPs and dignitaries</li> <li>iv. Identification of Indoor/outdoor Location as per the Celebrities.</li> <li>v. Light &amp; sound arrangement/ backup system.</li> <li>vi. Green rooms for artists</li> <li>vii. Stay arrangement of Artists and accompanist</li> <li>viii. To identify the <b>Announcer/ comperes</b> (Hindi &amp; English), <b>Rock Band, Cultural/Dance/Music Troupes</b> and artists.</li> <li>ix. Seating arrangement</li> <li>x. Content Creation</li> <li>xi. Power backup/Genset</li> </ul>	<b>Job</b>	<b>3</b>
<b>5.</b>	<b>Interactive Sessions (12-14 Group Discussions/Conversations, 12-14 Panel Discussions, 8 Workshops)</b> <ul style="list-style-type: none"> <li>i. To organize a total of 36 Interactive Sessions in 4 days with the participants/Subject Experts/Visiting Faculties/ Celebrities on different identified topics by the committee.</li> <li>ii. To identify venue for the Interactive Sessions from the available 8-10 halls (3-4 furnished &amp; 6-7 bare) with capacity of 300-350 participants of size around 3000 sq.ft.</li> <li>iii. Arrange proper stage, green room (in case of celebrity guests) light &amp; sound arrangements as per requirement for different group discussions</li> <li>iv. Identification of Panelist/ Speaker/ Motivators/ facilitators/celebrities</li> <li>v. Preparation of time schedules</li> </ul>	<b>Job</b>	<b>36</b>





	<ul style="list-style-type: none"> <li>vi. List of subject for Group Discussion/Panel Discussions/ and participants.</li> <li>vii. Transport, Water &amp; refreshment arrangements</li> <li>viii. Back drop/ banners as per programme</li> <li>ix. Toilet facility near stage</li> <li>x. Seating arrangement on the dais</li> <li>xi. Proper sound &amp; light system</li> <li>xii. Invitation to speakers/Panelist</li> <li>xiii. Allocation of participants in different group</li> <li>xiv. Content research &amp; creation.</li> <li>xv. Power backup/Genset</li> </ul>		
6.	<b>Youth Parliament Session</b> <ul style="list-style-type: none"> <li>i. To organize mock Youth Parliament session on topics as informed by the Festival Committee</li> <li>ii. To identify venue for the Youth Parliament session.</li> <li>iii. Arrange proper stage, seating, mock parliament layout, as per requirement</li> <li>iv. Identification of Panelists/ Speaker/facilitators</li> <li>v. Preparation of time schedules</li> <li>vi. List of subject for Youth Parliament session.</li> <li>vii. Transport, Water &amp; refreshment arrangements</li> <li>viii. Back drop/ banners as per programme.</li> <li>ix. Toilet facility near stage</li> <li>x. Seating arrangement on the dais for the speaker.</li> <li>xi. PA System, Proper sound &amp; light system.</li> <li>xii. Invitation to speakers/Panelist.</li> <li>xiii. Allocation of participants in different group</li> <li>xiv. Content Creation</li> <li>xv. Power backup/Genset</li> </ul>	Job	1
7.	<b>Yoga for Life Training Session for 4 days (morning session of 45 mins - 60 mins)</b> <ul style="list-style-type: none"> <li>i) Basic stage setup and branding</li> <li>ii) Sound system</li> <li>iii) Yoga mats</li> <li>iv) Principal Yoga Guru and team for 3500 persons</li> <li>v) Power backup/Genset</li> </ul>	Job	4
8.	<b>Registration of all individuals attending the festival which will include Photo Identity cards for all categories as given below:</b> <ul style="list-style-type: none"> <li>i. <b>Participants&amp; Volunteers</b></li> <li>ii. <b>Officials</b> <ul style="list-style-type: none"> <li>a. Officials from GOI, NYKS, NSS &amp; Guest States</li> <li>b. Officials from State Govt.</li> <li>c. Panelist, Judges and Accompanists, organizers</li> </ul> </li> <li>iii. <b>Special Invitees &amp; VIPs and Dignitaries</b></li> <li>iv. <b>Media</b></li> <li>v. Set Up and run at least 10 counters round the clock during the period 9<sup>th</sup> to 12<sup>th</sup> January 2018. Two counters operational on 9<sup>th</sup> and period after 12<sup>th</sup> till 16<sup>th</sup> January 2018. Enough seating arrangements for waiting participants with water and tea arrangements.</li> <li>vi. Distribution of kit bag on registration.</li> </ul>	Job	1



	<p>vii. Guide participants on accommodation details.</p> <p>viii. Collect return journey details to facilitate return reservation.</p>		
9.	<p><b>Accommodation</b></p> <p>To arrange following types of accommodations:</p> <p>i. Floor Accommodation for participant. An illustrative break-up given below. The number may vary depending on the items included in the festival.</p> <p>Participant : 3000</p> <p>Volunteers/local : 500</p> <p><b>(Rooms/Dormitories to be provided by Suresh Gyan Vihar University free of cost)</b></p> <p>Mattress, bed sheet, blanket (depending on climate), Provisional store and Mobile Recharging Centre in the complex, First Aid and Security arrangement, Office with Public address system to be operational round the clock to be arranged by the bidder.</p> <p><b>Additional arrangements:</b></p> <p>ii. Twin sharing accommodation in Guest House/hotel (100) for officials</p> <p>iii. Panelist in Guest House/Hotels</p> <p>iv. Sr. Officers from GOI: 20 (Guest House/ Hotels)</p> <p>v. Participant of Cultural Evening: In Hotels</p> <p>vi. 100 Media persons: In Hotels</p> <p>vii. Artist accommodation</p> <p>viii. Celebrity accommodation (in 5 star property)</p> <p>ix. Control Room: 6 Rooms</p>	Job	1
10.	<p><b>Transport</b></p> <p>i. Arrange Buses and Cars at Reception at Rail Station/Bus Stand and Airport</p> <p>ii. Adequate cars with protocol committee to use for use with VIPs</p> <p>iii. Number of cars for Nodal officers of GOI, NYKS &amp; NSS: 20</p> <p>iv. Cars for use of Panelist and guests: 40</p> <p>Small Bus/Cars for Media team: 04</p> <p>Small buses for cultural groups: 05</p> <p>v. Inter city and local transport for all artists and organisers</p> <p>vi. Inter city and local transport for celebrities &amp; their accompanists as per their requirements</p>	Job	1
11.	<p><b>Publicity Requirements</b></p> <p>i. Invitation Cards for Inaugural and closing</p> <p>ii. NYF 2018 Brochures</p> <p>iii. Publicity in different media before and during the festival</p> <p>iv. Press Releases, Press Meet</p> <p>v. Media Centre with at least 10-15 chairs/sofa</p> <p>vi. Still photography and Videography of the event</p>	Job	1





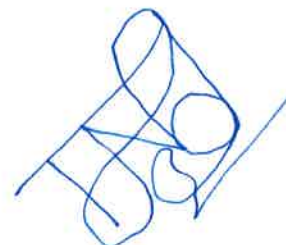
	<ul style="list-style-type: none"> <li>vii. 13 x Curtain Raisers in Delhi</li> <li>viii. Telephone / FAX</li> <li>ix. Computers with internet access.</li> <li>x. Designing of Pre-Publicity and during the event media publicity through banners and hoarding etc.</li> <li>xi. Certificate for all participants and volunteers</li> <li>xii. Certificate of appreciation to Partners</li> <li>xiii. To setup Media Counter &amp; Media Centre</li> <li>xiv. Live streaming of events on Social Media like Facebook etc</li> </ul>		
<b>12.</b>	<b>Food</b> <ul style="list-style-type: none"> <li>i. To create domes (Food court) to facilitate different types of food (Vegetarian &amp; Non-Vegetarian) in an open landscape</li> <li>ii. To make food arrangement for all participants, officials of NYF 2018, artists, organisers and celebrities.</li> <li>iii. To prepare a standard menu of food item to be served during the festival w.e.f 10.1.2018 to 17.1.2018 as per below:  10<sup>th</sup> Jan – 1000 pax  11<sup>th</sup> Jan – 2000 pax  12<sup>th</sup> Jan -16<sup>th</sup> Jan (Breakfast/Dinner) – 4000 pax  12<sup>th</sup> Jan -16<sup>th</sup> Jan (Lunch) – 5000 pax  17<sup>th</sup> Jan (B/L/D) – 2000 pax</li> <li>iv. Special arrangement may have to be made for teams reaching before 10<sup>th</sup> and after 17<sup>th</sup> January 2018</li> <li>v. Menu to suit taste of different regions</li> <li>vi. Dining area should be clean, spacious and have at least 20 service counters.</li> <li>vii. Food Coupons in kit bag at the time of registration.</li> <li>viii. Safe Drinking water facility.</li> <li>ix. Packed food if required</li> <li>x. Entertainment arrangement like T.V etc.</li> <li>xi. Public address system.</li> <li>xii. Frequent garbage cleaning arrangement.</li> <li>xiii. Caterers should be in uniform or should be with distinct identity.</li> <li>xiv. Separate enclosure for officials &amp; guests/VIPs</li> <li>xv. Fire fighting arrangements.</li> <li>xvi. 4-6 entry gates &amp; separate exit gates are to be ensured.</li> <li>xvii. Separate enclosure, coupon arrangements for service staff &amp; drivers preferably.</li> <li>xviii. Proper hand washing and sanitization facility</li> <li>xix. Power backup/Genset</li> </ul>	<b>Job</b>	<b>1</b>
<b>13.</b>	<b>VIP Lounges</b> <ul style="list-style-type: none"> <li>i. Separate arena for VIP/VVIPs and Dignitaries (With dining, housekeeping &amp; international standard washroom facility)</li> </ul>	<b>Job</b>	<b>1</b>



<b>14.</b>	<b>Exhibition area for sponsors</b> <ol style="list-style-type: none"> <li>Fabrication of booths/stalls for sponsors</li> <li>Proper lighting and power backup for the booths/stalls</li> <li>Seating Arrangement &amp; Tables for display</li> <li>Backdrop/banners</li> <li>Water &amp; Refreshments</li> </ol>	<b>Job</b>	<b>8-10</b>
<b>15.</b>	<b>Medical aid</b> <ol style="list-style-type: none"> <li>To look after the immediate medical requirement of participants/official of NYF 2018.</li> <li>To establish one medical room with proper signage.</li> <li>Chairs and 3-4 beds</li> <li>Emergency medicines</li> <li>Stretcher</li> <li>Water, electricity</li> <li>Ambulance. (To be co-ordinated with District Administration/ CMO - Jaipur)</li> </ol>	<b>Job</b>	<b>1</b>
<b>16.</b>	<b>Control Room</b> <ol style="list-style-type: none"> <li>Coordinate with all concern and provide information accordingly.</li> <li>Trouble shooting during the festival.</li> <li>To run round the clock from 9<sup>th</sup> January.</li> <li>Arrangement of computers at various work stations- networking with the control room.</li> <li>Map displaying the venue of competition, auditoria, residential places for different categories</li> <li>Important telephone numbers charts</li> <li>At least 2 central helpline mobile numbers to be operational with operators/tele-callers for 20 days (including 15 days prior to the opening of the festival)</li> <li>Fax machine</li> <li>Xerox machine</li> <li>Details of all the events</li> <li>Itinerary of different dignitaries</li> <li>To be manned 24 hour</li> <li>CCTV cameras as per venue requirement</li> <li>Private security for the event areas</li> <li>Walky Talkies</li> <li>General lighting with power backup/genset</li> <li>Fire fighting arrangements for the overall area</li> </ol>	<b>Job</b>	<b>1</b>
<b>17.</b>	<b>Content Creation (AV's)</b> To create/Curate films on various topics of 5 mins. each with multiple edits at DAVP rates, related to the main event theme, which may be used for publicity and in-campus display during the Festival.	<b>Job</b>	<b>10</b>
<b>18.</b>	<b>Reporting and Documentation (Pre and Post)</b> <ol style="list-style-type: none"> <li>Documentation of all Group/Panel Discussion</li> <li>Documentation of Interactive Sessions conducted for motivational speakers and celebrities</li> <li>Documentation of cultural evening programmes</li> <li>Documentation of all press coverage</li> <li>Documentation of Yoga Activities</li> </ol>	<b>Job</b>	<b>1</b>



	vi. Documentation of exhibition areas		
	vii. Documentation of public speeches made by VIPs/ VVIPs / Dignitaries		
	viii. Complete documentation of Inaugural and Closing functions		
	ix. Submission of Final Report inclusive of all above and edited video film in HD format on NYF -2018		




## ANNEXURE –II

**Consolidated summary of costing of various items to be managed and executed by the EMA.**

SL No	Particular	Specification	Qty	Day (s)	Rate	Amount (INR)
<b>1</b>	<b>Theme, Logo &amp; Mascot</b>					
<b>A</b>	<b>Designing</b>					
<b>B</b>	<b>Fabrication</b>					
<b>2</b>	<b>Opening and closing Ceremony/Cultural evening (Main Event arena )</b>					
<b>A</b>	<b>Infrastructure , Fabrication, Decor &amp; seating Arrangements</b>					
	i) Superstructure					
	ii) Fabrication & Décor					
	iii) Seating arrangements for participants & Dignitaries	for 5000 pax & dignitaries plus 1000 additional on opening ceremony				
	iv) Green rooms	for artist				
	v) Lounge for Prime Minister and VVIP(s) for Opening Ceremony – 2 Nos.					
	vi) Masking around the arena for the opening ceremony.					
<b>B</b>	<b>Management of Opening /Closing Ceremony</b>					
	i) Supervision and conducting the ceremony - special displays items/Cultural programme					
	ii) Preparation of minute to minute programme					
	iii) Conduct Rehearsal of the special events as well as the participating teams					
	iv) Preparation of name plates for the participating states contingent					
	v) Preparations of team order					
	vi) Light/Sound Arrangement (including Wireless/Cordless Mics) with manpower /AV & Power Back up.					
	vii) Prepare the opening & closing declarations of the chief guest					
	viii) Identify the announcer / comperes	for 2 days ( 2 Male & 2 Females )				



ix)	Backstage arrangements including Refreshments for Artists					
x)	Centre LED Screen of Size 26' x 14.5' (1 no.s) with platform on stage.					
xi)	Staircase on either side of the stage (2.no.s)					
xii)	Side LED Screens of size 20'x11.5' with support structure (2 no.s )					
xiii)	Properties for the stage including ceremonial lamp, presentation trays etc.					
xiv)	Platform for Media coverage with risers inside venue.					
xv)	Felicitation of VIPs and dignitaries					
xvi)	Conduct rehearsal of the special events as well as the participating teams.					
xvii)	Content Creation					
xviii)	Minimum 8-10 delay screens with live relay facility across the Festival Venue					
<b>3</b>	<b>Conversations/Group/Panel Discussion/Workshops organisation</b>					
<b>A</b>	<b>Infrastructure</b>					
i)	12-14 Conversations/Group discussion - Backdrop framing & Podium	Décor and structure				
ii)	12-14 Panel Discussion - Backdrop framing & Podium	Décor and structure				
iii)	8 Workshops – Backdrop framing	Décor and structure				
iv)	To identify auditoria with proper stage, green room light & sound arrangements as per requirement for different events	Light and Sound /video				
v)	Power backup/Gensets for each venue					
<b>B</b>	<b>Programming</b>					
i)	To organize Group/ Panel Discussion on different identified topics of NYF 2018					
ii)	Hiring of Panelist/Speaker/Motivators/facilitators					
iii)	Preparation of time schedules					
iv)	List of subject of Group Discussion and participants.					



v)	Transport, Water & refreshment arrangements					
vi)	Toilet facility near stage					
vii)	Invitation to speakers/ Panelist.					
viii)	Allocation of participants in different groups					
<b>4</b>	<b>Food Arrangements</b>					
<b>A</b>	<b>Food Court for Participant</b>					
i)	Superstructure, Fabrication & décor, washrooms for participants.					
<b>B</b>	<b>Food Court for VIP/ VVIPS and Dignitaries</b>					
i)	Superstructure, Fabrication & décor, seating arrangement for dignitaries					
<b>C</b>	<b>Food &amp; Beverage</b>					
i)	Food arrangements for all participants & Officials					
ii)	Food Coupons in kit bag at the time of registration.					
iii)	Packed food if required					
iv)	Entertainment arrangement like T.V etc.	LED				
v)	Public address system.					
vi)	Frequent garbage cleaning arrangement.					
vii)	Fire fighting arrangements.					
viii)	4-6 entry gates & separate exit gates are to be ensured.					
ix)	Separate enclosure, coupon arrangements for service staff & drivers preferably.					
<b>5</b>	<b>Registration</b>					
<b>A</b>	<b>Registration -Superstructure /Fabrication</b>	<b>Entrance area /hostels</b>				
<b>B</b>	<b>Participants</b>					
<b>C</b>	<b>Officials</b>	<b>Officials / Organizers / Suppliers / Media</b>				
i)	GOI, NYKS , NSS & Guest States					
ii)	Officials from State GOVT					
iii)	Panelist, Judges and Accompanists , Organizers	Moderators + judges + panelist				
<b>D</b>	<b>Special Invitees &amp; VIPs and Dignitaries</b>	<b>On site printing setup for Photo IDs</b>				





	i)	Photo Identity card for above categories.					
<b>E</b>		<b>Set Up and run at least 10 counters round the clock during 9<sup>th</sup> to 12<sup>th</sup> January 2018. Two counters operational on 9th and period after 12<sup>th</sup> till 16<sup>th</sup> January 2018. Enough seating arrangements for waiting participants with water and tea arrangements.</b>					
<b>F</b>		<b>Production of kit bag on registration.</b>	<b>Bag+Tshirt+note pad+pen +Reading Material</b>				
<b>G</b>		<b>Guide participants on accommodation details.</b>					
<b>H</b>		<b>Collect return journey details to facilitate return reservation.</b>	<b>Registration counter for help</b>				
<b>6</b>		<b>Accommodations</b>					
<b>A</b>		<b>Bedding with sheet &amp; blanket</b>					
	i)	Participants	3500				
<b>B</b>		<b>Guest House</b>					
	i)	Twin sharing accommodations in Guest house	100				
	ii)	Panelist in Guest house / hotels					
	iii)	Sr. Officers from GOI :	15				
<b>C</b>		<b>Artists Accommodation</b>	<b>Artists &amp; Entourage</b>				
<b>D</b>		<b>Media Persons / Agency / Others</b>					
	i)	Control Room - 6 rooms	for participants				
	ii)	Agency Accommodation					
	iii)	House Keeping for hostels					
<b>E</b>		Participant of Cultural Evening: In Hotels					
<b>F</b>		Celebrity accommodation (in 5 star property)					
<b>7</b>		<b>Transport</b>					
<b>A</b>		<b>Buses</b>					
	i)	Arrangement Buses for Pickup & Drop	Only for Arrival and Departure				
	ii)	Local Excursions (For 1 day)	Within 50Km area				
	iv)	Small bus / Cars for Media Team					
<b>B</b>		<b>Cars</b>					



i)	Adequate cars with protocol committee to use for use with VIPs					
ii)	Nodal Officers - GOI, NYKS & NSS (20)	Innova Car				
iii)	Car for use of panelist and accompanists (40)	Innova Car				
<b>C Flights</b>						
i)	Flight travel & local Transport for Celebrities/Artist/Moderators etc.	Artist travel				
ii)	Flight travel & local Transport for Agency					
<b>8</b>	<b>Media Center</b>					
<b>A</b>	<b>Equipment / Fabrication / Stationery etc.</b>					
i)	Fabrication & Décor					
ii)	Live LEDs					
lii)	IT Equipments					
iv)	Printers /Fax					
v)	Stationary					
vi)	Internet					
vii)	Furniture for Media Center					
viii)	Tables					
<b>9</b>	<b>Control Room</b>					
i)	Manpower for Coordination with all concerned stakeholders and provide information accordingly.					
iv)	Arrangement of computers at various work stations- networking with the control room.					
v)	Map displaying the venue of competition, auditoria, residential places for different categories					
vi)	Important telephone numbers charts					
vii)	2 Mobile numbers – central helplines for 20 days					
viii)	Fax machine					
ix)	Xerox machine					
x)	Details of all the events					
xi)	Itinerary of different dignitaries					
	CCTV Cameras					
	Private Security for the event areas					
	Walky Talkies					
	General lighting with power backup/ genset					
	Fire fighting arrangements for the overall area					
<b>10</b>	<b>Media And Social Media</b>					
<b>A</b>	<b>As Below</b>					





i)	Invitation Cards for Inaugural and closing					
ii)	NYF 2018 Brochures.					
iii)	Minute to Minute programme for the opening and closing ceremony					
iv)	Room with at least 10-15 chairs/sofa	4 Pagoda Lounge for Media				
v)	Still photography and Videography of the event					
vi)	13 x Curtain Raiser in Delhi / Jaipur					
vii)	Publicity in different media before and during festival					
viii)	Press releases, press meet					
ix)	Telephone /FAX					
x)	Computers with internet access.					
xi)	<b>Pre- and during the event media publicity through banners and hoarding etc.</b>					
xiv)	Certificate for all participants and volunteers					
xv)	Certificate of appreciation to Partners					
<b>11</b>	<b>Youth parliament Session</b>					
<b>A</b>	<b>Fabrication</b>					
i.	Arrange proper stage, seating, mock parliament layout, as per requirement					
ii.	Seating arrangement on the dais for the speaker					
iii.	PA System, Proper sound & light system.					
iv.	Toilet facility near stage					
v.	Back drop/ banners as per programme.					
vi.	Power backup/Genset					
<b>B</b>	<b>Programming &amp; management</b>					
i.	Identification of Panelists/ Speaker/facilitators					
ii.	Allocation of participants in different group					
iii.	<b>Content Creation</b>					
iv.	<b>Transport, Water &amp; refreshment arrangements</b>					
<b>12</b>	<b>3 Sponsor stalls (Area 1500-2000 sqft each)</b>					
i)	Ujwala Scheme					
ii)	MNRE					
iii)	Skill development					



<b>14</b>	<b>Exhibition for sponsor</b>				
i)	Fabrication of booths/stalls for sponsors				
ii)	Backdrop/banners				
iii)	Seating Arrangement & Tables for display				
iv)	Water & Refreshments				
v)	Proper lighting and power backup for the booths/stalls				
<b>15</b>	<b>Venue -Branding</b>				
i)	Entrance arches /Pole branding /Generic & Thematic branding				
<b>16</b>	<b>Cultural Evenings</b>				
<b>A</b>	<b>Infrastructure</b>				
i)	Light /sound arrangement/AV & Power Backup				
ii)	Seating arrangement				
iii)	Green rooms for artists				
<b>B</b>	<b>Management</b>				
i)	Supervise and conduct the cultural Evening.	Artist+ content			
ii)	Preparation of minute-to-minute programme.				
iii)	Identification of Indoor/outdoor Location as per the Celebrities.				
	i. Felicitation of VIPs and dignitaries				
	i. To identify the <b>Announcer/ comperes</b> (Hindi & English), <b>Rock Band, Cultural/Dance/Music Troupes</b> and artists.				
<b>17</b>	<b>Medical AID</b>				
<b>A</b>	<b>Infrastructure/Medical material etc</b>				
i)	One medical room with proper signage.				
ii)	Chairs and 3-4 beds.				
iii)	Emergency medicines				
iv)	Stretcher				
v)	Water, electricity				
vii)	Ambulance				
<b>18</b>	<b>Reporting &amp; Documentation ( Pre &amp; Post )</b>				
<b>A</b>	<b>Complete Documentation</b>				
i)	Documentation of all events (Documentation of all Group/Panel Discussion)				



ii)	Documentation of Interactive Sessions conducted for motivational speakers and celebrative					
iii)	Documentation of cultural evening programmes					
iv)	Documentation of all press coverage					
v)	Documentation of Yoga Activities					
vi)	Documentation of exhibition areas					
vii)	Documentation of public speeches made by VIPs/VVIPs/ Dignitaries					
	Complete documentation of Inaugural and Closing functions					
<b>19</b>	<b>Audio Visual content</b>					
	<b>10 Films in HD Format of 5 minutes each with Edits at DAVP Rates</b>					
<b>20</b>	<b>Yoga (Setup /Gurus)</b>					
<b>A</b>	<b>Fabrication / Material / Manpower</b>					
i)	Fabrication	backdrops + stage + installations				
ii)	Yoga Mats					
iii)	Yoga Gurus					
iv)	Water arrangement					
v)	Sound system					
vi)	Power Backup / Genset					
	<b>Total</b>					
	<b>GST</b>					
	<b>Grand Total</b>					

A summary of the costing as indicated in row titled Grand total will be taken into consideration for determining the lowest financial bid.

**Name:**

**Designation:**

**Signature**



**ANNEXURE III**  
**EXPERIENCE IN RELATED ACTIVITIES**

S.No	National Event Name	Date	Place	Supporting Document Enclosed

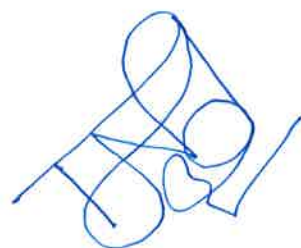
**FOOTNOTE:**

1. Separate tables may be provided for the national and international events.
2. For the purpose of marking, only those events, managed by the EMA for the past three consecutive completed financial years, will be considered which are supported by documentary evidence like copies of agreements, work orders, letters of intent, completion certificates, etc.

**Name:**

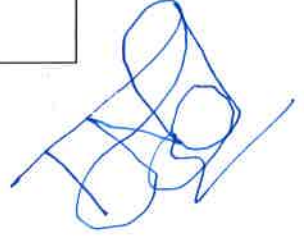
**Designation:**

**Signature:**



**ANNEXURE IV**  
**EARNEST MONEY DEPOSIT**

S. No	Bank Drawn	Value in Rs.	DD No. and date
		09 Lakhs	



**Name:**

**Designation:**

**Signature:**



## ANNEXURE V

### Annual Turnover from Event Management Works

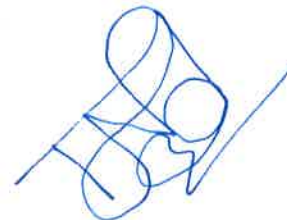
S. N.	Financial Year	Financial Turnover in INR.***
01	2014-15	
02	2015-16	
03	2016-17	

\*\*\*To be supported by Certificate issued by a Chartered Accountant.

**Name:**

**Designation:**

**Signature:**



**ANNEXURE VI**

**CONTRACT**

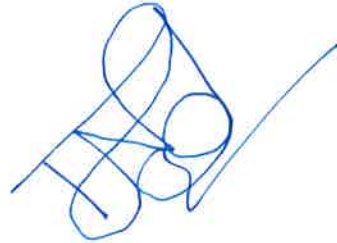
**BETWEEN**

**NATIONAL FILM DEVELOPMENT CORPORATION**

**AND**

**[NAME OF THE EMA]**

**DATED:**

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

## **I. Form of Contract**

(Text in brackets [ ] should be filled up appropriately; all notes should be deleted in final text)

This CONTRACT (hereinafter called the “**Contract**”) is made the [day] day of the month of [month], [year], between NATIONAL FILM DEVELOPMENT CORPORATION, NFDC, 4<sup>th</sup> Floor Soochana Bhavan, Phase I, CGO Complex, New Delhi, 110003, NFDC (hereinafter called the “**NFDC**”), of the First Part and, [name of EMA] (hereinafter called the “**EMA**”) of the Second Part.

## **WHEREAS**

(a) the EMA, having represented to the “NFDC” that it has the required professional skills, personnel and technical resources, has offered to provide in response to the Tender Notice dated issued by the NFDC;

(b) the “NFDC” has accepted the offer of the EMA to provide the services on the terms and conditions set forth in this Contract.

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices:

Appendix A: Scope of Works

Appendix B: Costing of various activities/ services

Appendix C: Proforma of report / certificate

Appendix D: List of key personnel including the Producer

(Appendix –A is Annexure-I of RFP. Appendix-B is Annexure-II of RFP)

2. The mutual rights and obligations of the “NFDC” and the EMA shall be as set forth in the Contract, in particular:

(a) the EMA shall carry out and complete the Services in accordance with the provisions of the Contract; and

(b) the “NFDC” shall make payments to the EMA in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.



Signed by -----

1. For and on behalf of the National Film Development Corporation  
[Authorized representative]

In presence of

(Witnesses)

(i)

(ii)

2. For and on behalf of [EMA]  
[Authorized Representative]

In presence of

(Witnesses)

(i)

(ii)

## **II. General Conditions of Contract**

### **1. GENERAL PROVISIONS**

**1.1 Definitions** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

(a) “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.

(b) “EMA” means any private or public entity that will provide the Event Management Services to the “NFDC” under the Contract.

(c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is this General Conditions(GC), the Special Conditions (SC), and the Appendices.

(d) “Day” means calendar day.

(e) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.

(f) “GC” means these General Conditions of Contract.

(g) “Government” means the Government of India.

(h) “Party” means the “NFDC” or the EMA, as the case may be, and “Parties” means both of them.

(i) “Personnel” means professionals and support staff provided by the EMA or by any Sub-Contractor of EMA and assigned to perform the Services or any part thereof;

(j) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

(k) “Services” means the work to be performed by the EMA pursuant to this Contract, as described in Appendix A hereto.

(l) “Sub-Contractors” means any person or entity to whom/which the EMA subcontracts any part of the Services.

(m) “Third Party” means any person or entity other than the “NFDC”, or the EMA.

(n) “In writing” means communicated in written form with proof of receipt.

(o) “END CLIENT” means Nehru Yuva Kendra Sangathan under the Ministry of Youth Affairs & Sports, Government of India.

### **1.2 Relationship Between the Parties**

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the “NFDC” and the EMA. The EMA, subject to this Contract, has complete charge of Personnel and Sub-Contractors, if any, performing the Services and shall be fully responsible for the Services performed by them or on their

behalf hereunder.

**1.3 Law Governing Contract:** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

**1.4 Headings:** The headings shall not limit, alter or affect the meaning of this Contract

**1.5 Notices**

1.5.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the SC.

1.5.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

**1.6 Location:** The Services shall be performed at such locations as are specified in **Appendix A hereto** and, where the location of a particular task is not so specified, at such locations, as the “NFDC” may approve.

**1.7 Authorized Representatives:** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the “NFDC” or the EMA may be taken or executed by the officials specified in the SC.

**1.8 Taxes and Duties:** The EMA, Sub-Contractors and Personnel shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

**1.9 Fraud and Corruption**

**1.9.1 Definitions:** It is the NFDC’s policy to require that NFDC as well as EMA observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the NFDC defines, for the purpose of this provision, the terms set forth below as follows:

(i) “corrupt practice” means the offering, receiving, or soliciting, directly or indirectly, of any thing of value to influence the action of a public official in the selection process or in contract execution;

(ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

(iii) “collusive practices” means a scheme or arrangement between two or more consultants, with or without the knowledge of the NFDC, designed to establish prices at artificial, non-competitive levels;

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

**1.9.2 Measures to be taken by the NFDC**

(a) The NFDC may terminate the Contract if it determines at any time that representatives of the EMA were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that Contract, without the EMA having taken timely and appropriate action satisfactory to the NFDC to remedy the situation;

(b) The NFDC may also sanction against the EMA, including declaring the EMA ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the EMA has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a NFDC financed contract;

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

**2.1 Effectiveness of Contract:** This Contract shall come into force and effect on the date (the "Effective Date") of the 'NFDC's notice to the EMA instructing the EMA to begin carrying out the Services. This notice shall confirm the conditions as stipulated in clause 3 of the SC.

**2.2 Commencement of Services:** The EMA shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

**2.3 Expiration of Contract:** Unless terminated earlier pursuant to Clause GC hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

**2.4 Entire Agreement:** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.

**2.5 Modifications or Variations:**

(a) Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

(b) In cases of substantial modifications or variations, the prior written consent of the NFDC is required.

**2.6 Force Majeure**

**2.6.1 Definition**(a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

(b) Force Majeure shall not include (i) any event which is caused by the negligence or

intentional action of a Party or by or of such Party's Subcontractors or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

(c) Subject to clause 2.6.2, Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

**2.6.2 No Breach of Contract:** The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

**2.6.3 Measures to be Taken:** (a) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

(b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

(c) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

(d) During the period of their inability to perform the Services as a result of an event of Force Majeure, the EMA, upon instructions by the "NFDC", shall either:

i) demobilize,; or  
ii) continue with the Services to the extent possible, in which case the EMA shall continue to be paid proportionately and on pro-rata basis, under the terms of this Contract.

(e) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC 8.

## **2.7 Termination**

The "NFDC" may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (g) of this Clause GC 2.7.

a) If the EMA fails to remedy a failure in the performance of its obligations hereunder,

b) If the EMA becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.

c) If the EMA fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

d) If the EMA, in the judgment of the "NFDC", has engaged in corrupt or fraudulent practices in

competing for or in executing this Contract.

e) If the EMA submits to the "NFDC" a false statement which has a material effect on the rights, obligations or interests of the "NFDC".

f) If the EMA fails to provide the quality services as envisaged under this Contract.

g) If the "NFDC", in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.7.1. In such an occurrence the "NFDC" shall give a not less than five (5) days written notice of termination to the EMA.

**2.7.2 Cessation of Rights and Obligations:** Upon termination of this Contract pursuant to Clauses GC 2.7 hereof, or upon expiration of this Contract pursuant to Clause GC 2.3 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, and (ii) any right which a Party may have under the Law.

**2.7.3 Cessation of Services:** Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.7 hereof, the EMA shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

**2.7.4 Payment upon Termination:** Upon termination of this Contract pursuant to Clauses GC 2.7 hereof, the "NFDC" shall make the following payments to the Consultant:

(a) If the agreement is terminated, the EMA shall not be entitled to receive any agreed payments upon termination of the Contract. However, the "NFDC" may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the NFDC. Under such circumstances, upon termination, NFDC may also impose liquidated damages as per the provisions of Clause 9 of this Contract. The EMA will be required to pay any such liquidated damages to NFDC within 30 days of termination date.

### **3. OBLIGATIONS OF THE EMA**

#### **3.1 General**

**3.1.1 Standard of Performance:** The EMA shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The EMA shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the "NFDC", and shall at all times support and safeguard the NFDC's legitimate interests in any dealings with Sub-Consultants or Third Parties.

**3.2 Confidentiality:** Except with the prior written consent of the "NFDC", the EMA and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the EMA and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

**3.3 Insurance to be Taken out by the Consultant:** The EMA (i) shall take out and maintain, and shall cause any Sub-contractors to take out and maintain insurance, at their (or the Sub-contractors, as the case may be) own cost, insurance against any risks.

**3.4 Reporting Obligations:** The EMA shall submit to the "NFDC" the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix-C.

**3.5 Documents Prepared by the EMA to be the property of the "NFDC":** All plans, drawings, specifications, designs, reports, other documents and software prepared by the EMA for the "NFDC" under this Contract shall become and remain the property of the "NFDC", and the EMA shall, not later than upon termination or expiration of this Contract, deliver all such documents to the "NFDC", together with a detailed inventory thereof. The EMA may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from the NFDC and the NFDC reserves right to grant or deny any such request. If license agreements are necessary or appropriate between the EMA and third parties for purposes of development of any such computer programs, the EMA shall obtain the "NFDC"'s prior written approval to such agreements, and the "NFDC" shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

#### **4. EMA PERSONNEL AND SUB-CONTRACTORS**

**4.1 General:** The EMA shall employ and provide such qualified and experienced Personnel as are required to carry out the Services. Details of key Personnel shall be provided as Appendix-D to this Contract.

(a) Except as the "NFDC" may otherwise agree, no changes shall be made in the key Personnel. If, for any reason beyond the reasonable control of the EMA, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Personnel, the EMA shall forthwith provide as a replacement a person of equivalent or better qualifications.

(b) If the "NFDC" (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the EMA shall, at the "NFDC's" written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the "NFDC", and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

The EMA shall not sub-contract any or part of the work without prior written permission of the NFDC.

#### **5. OBLIGATIONS OF THE "NFDC"**

**5.1 Assistance and Exemptions:** Unless otherwise specified in the SC, the "NFDC" shall use its best efforts to ensure that the Government shall:

a) Provide the EMA, and Personnel with work permits and such other documents as shall be necessary to enable the EMA or Personnel to perform the Services.



b) Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

c) Provide to the EMA and Personnel any such other assistance as may be specified in the SC.

**5.2 Change in the Applicable Law Related to Taxes and Duties:** If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the EMA for providing the Services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the EMA in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the EMA under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1 (c) of this Contract.

**5.3 Payment:** In consideration of the Services performed by the EMA under this Contract, the "NFDC" shall make to the EMA such payments and in such manner as provided by Clause GC 6 of this Contract.

## **6. PAYMENTS TO THE EMA**

### **6.1 Total Cost of the Services**

a) The total cost of the Services payable is set forth in Appendix-B as per the EMA's proposal to the NFDC and as negotiated thereafter.

b) Except as may be otherwise agreed under Clause GC 2.5 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the amount specified in Appendix-B.

c) Notwithstanding Clause GC 6.1(b) hereof, if pursuant to Clause 5.2 hereof, the Parties shall agree that additional payments shall be made to the EMA in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

**6.2 Currency of Payment:** All payments shall be made in Indian Rupees.

**6.3 Terms of Payment:** The payments in respect of the Services shall be made as follows:

a) **Performance guarantee** - 10% of total value of the Contract in the form of Performance Bank Guarantee valid for six months beyond the expiry of the Contract prior to signing of Contract and issue of notice by NFDC as specified in para 2.1 of GC.

b) 50% of the total value of the Contract shall be paid as advance after production of Bank Guarantee for an equivalent amount valid for six months beyond the expiry of the contract, subject to receipt of funds from the END CLIENT

c) **Final Payment:** The final payment as specified in SC 7 shall be made only after the final report, final statement & a CA certificate as per **Annexure VIII** for all the expenses incurred, identified as such, shall have been submitted by the EMA and approved as satisfactory by the "NFDC" subject to receipt of funds from the END CLIENT. The Services shall be deemed completed and finally accepted by the "NFDC" and the final report and final statement shall be deemed approved by the "NFDC" as satisfactory thirty(30) calendar days after receipt of the final report and final statement by the "NFDC"

unless the "NFDC", within such thirty (30) day period, gives written notice to the EMA specifying in detail deficiencies in the Services, the final report or final statement. The EMA shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

d) For the purpose of payment under Clause 6.3 (c) above, acceptance means; acceptance of the deliverables by the NFDC after submission by the EMA with/ without modifications to be communicated in writing by the NFDC to the EMA.

e) If the deliverables submitted by the EMA are not acceptable to the NFDC, reasons for such non-acceptance should be recorded in writing; the NFDC shall not release the payment due to EMA. This is without prejudicing the NFDC's right to levy any liquidated damages under clause 9. In such case, the payment will be released to the EMA only after it re-submits the deliverable and which is accepted by the NFDC.

f) All payments under this Contract shall be made to the accounts of the EMA specified in the SC.

g) With the exception of the final payment under (c) above, payments do not constitute acceptance of the Services nor relieve the EMA of any obligations here under, unless the acceptance has been communicated by the NFDC to the EMA in writing.

h) In case of early termination of the Contract, the payment shall be made to the EMA as mentioned here with: A reasonable assessment of the reimbursable and miscellaneous expenses shall be made based on details furnished by the EMA in this regard with supporting documents and based on the assessment of the work done and the respective rates as provided. Wherever such an assessment is difficult, the rates should be arrived at by calculating the amount on pro-rata basis.

## **7. FAIRNESS AND GOOD FAITH**

**7.1 Good Faith:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

**7.2 Operation of the Contract:** The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 8 hereof.

## **8. SETTLEMENT OF DISPUTES**

**8.1 Amicable Settlement:** Performance of the Contract is governed by the terms & conditions of the Contract; in case dispute arises between the Parties regarding any matter under the Contract, either Party of the Contract may send a written Notice of Dispute to the other Party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that Party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 8.2 shall become applicable.

## **8.2 Arbitration:**

(a) In the case of dispute arising upon or in relation to or in connection with the Contract between the NFDC and the EMA, which has not been settled amicably, any Party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996 (as amended from time to time). Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the NFDC and the EMA, the third arbitrator shall be chosen by the two arbitrators so appointed by the Parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the Parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by NFDC. The Arbitration and Conciliation Act, 1996 (as amended from time to time) and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings.

(b) Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the Parties shall be English.

(c) The decision of the majority of arbitrators shall be final and binding upon both Parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the NFDC and the Consultant. However, the expenses incurred by each Party in connection with the preparation, presentation shall be borne by the Party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

## **9. Liquidated Damages**

9.1 The amount of liquidated damages under this Contract shall not exceed [10] % of the total value of the Contract.

9.2 The liquidated damages shall be applicable under following circumstances:

In the event of EMA's default in adhering to the agreed time frame / scheduled set of activities as detailed in this Contract, the EMA shall be liable to pay 1% of the total cost of the Services for delay of each day or part thereof.

## **10. Miscellaneous provisions:**

i. Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.

ii. Any failure or delay on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.

iii. The EMA shall notify the NFDC/ the Government of India of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.

iv. Each member/constituent of the EMA, in case of a consortium, shall be jointly and severally liable to and responsible for all obligations towards the NFDC/Government for performance of works/services including that of its Personnel/Sub Contractors under the Contract.

v. The EMA shall at all times indemnify and keep indemnified the NFDC/Government of India against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its Services under the Contract.

vi. The EMA shall at all times indemnify and keep indemnified the NFDC/Government of India against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the EMA's) Personnel/ Sub-Contractors, employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the EMA.

vii. The EMA shall at all times indemnify and keep indemnified the NFDC/Government of India against any and all claims by employees, workman, contractors, sub-contractors, suppliers, agent(s), employed engaged or otherwise working for the EMA, in respect of wages, salaries, remuneration, compensation or the like.

viii. All claims regarding indemnity shall survive the termination or expiry of the Contract.

ix. It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the EMA for any engagement, service or employment in any capacity in any office or establishment of the Government of India or the NFDC.

### III. SPECIAL CONDITIONS OF CONTRACT:

SC Clause	Ref of GC Clause	Amendments of and supplements to, in the General conditions of Contract
1.		The Addresses are:  NFDC Attention: Fax:  EMA Attention: Fax:
2.		The Authorized Representatives are: For the <b>"NFDC"</b> : For the EMA:
3.		Submission of Bank Guarantee valid for 6 months beyond the expiry of the Contract of 10% of the value of the Contract as performance guarantee.
4.	2.2	The time period shall be the effective date.
5.	2.3	The time period shall be three months from the effective date.
6.	8.3	The Arbitration proceedings shall take place in New Delhi.
		The payment schedule is as follow:  <ul style="list-style-type: none"> <li>50% of the Contract value as advance on production of Bank Guarantee of equivalent amount valid for a period of six months and subject to receipt of funds to NFDC from the END CLIENT.</li> </ul>

		<ul style="list-style-type: none"> <li>Balance 50% on successful completion of the work after acceptance certificate to the effect by the NFDC and subject to receipt of funds to NFDC from the END CLIENT.</li> </ul>
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Binding signature of NFDC Signed by \_\_\_\_\_  
(for and on behalf of the NFDC)

Binding signature of EMA Signed by \_\_\_\_\_  
\_\_\_\_\_(for and on behalf of  
\_\_\_\_\_ duly authorized vide Resolution

No \_\_\_\_\_ dated \_\_\_\_\_ of the Board of Directors of \_\_\_\_\_ )

In the presence of

(Witnesses)

#### IV. APPENDIXES

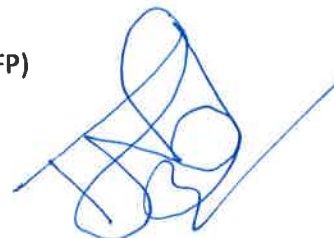
Appendix A: Scope of Works

Appendix B: Costing of various services

Appendix C: Proforma of report / certificate

Appendix D: List of key Personnel including the PR Coordinator

(Appendix –A is Annexure-I of RFP. Appendix-B is Annexure-II of RFP)



## APPENDIX A

### Scope of work

The EMA will organize, fabricate and execute the 22<sup>nd</sup> National Youth Festival 2018 (12<sup>th</sup> January – 16<sup>th</sup> January 2018) including Opening Ceremony and Closing Ceremony. The proposed venue will be at the **Suresh Gyan Vihar University, Jaipur, Rajasthan**. Infrastructure shall be provided by EMA. In case additional items are required then the same shall be specified and accounted for in the financial quote.

S.No.	Details	Unit	No.
<b>1.</b>	<ul style="list-style-type: none"> <li>i. Designing &amp; Executing the theme, Logo &amp; Mascot of the festival</li> <li>ii. Overall thematic décor of the venue including entrance, registrations etc.</li> <li>iii. Creation of all infrastructure</li> </ul>	<b>Job</b>	<b>1</b>
<b>2.</b>	<ul style="list-style-type: none"> <li>i. Cultural programme of 90 mins duration during the opening ceremony (with an audience of approx. 6000 people) and closing ceremony, inclusive of interesting artist/ cultural group.</li> <li>ii. Compere(s) for Opening and Closing function- one male and one female- total four personalities all must be persons of repute.</li> </ul>	<b>Job</b>	<b>1+1</b>
<b>3.</b>	<b>Erecting of Stage at a ground with complete-</b> <ul style="list-style-type: none"> <li>i. Stage Construction</li> <li>ii. Set Designing and Construction</li> <li>iii. Side Wings</li> <li>iv. Stage props</li> <li>v. Trussing as per Requirement</li> <li>vi. Customized Podium with branding - 2 No's</li> <li>vii. Stage skirting &amp; masking</li> <li>viii. Centre LED Screen of size 26' * 14.5' – 1 No with Platform on stage</li> <li>ix. Side LED Screens of size 20' *11.5' with support structure 2 No's</li> <li>x. Staircase on either side of the stage – 2 No's</li> <li>xi. Stage Décor with Light and sound requirement in accordance with the overall programme, cultural programme and design.</li> <li>xii. Lighting as per requirement including illumination of Venue</li> <li>xiii. Seating arrangement for participants (6000 for opening ceremony and 5000 for closing ceremony)</li> <li>xiv. Preparation of name plates and flags of universities for the participating states contingent.</li> <li>xv. Sound and Wireless/Cordless Microphones as per requirement with man Power, Light Engineer, Sound Engineer, Technicians etc. as required.</li> <li>xvi. Green Room for artists – 2</li> <li>xvii. Back stage arrangements including refreshment for artists</li> </ul>	<b>Job</b>	<b>1</b>





	<ul style="list-style-type: none"> <li>xviii. Properties for the stage including ceremonial lamp, presentation trays etc.</li> <li>xix. Platform for Media coverage with risers inside venue. (if required)</li> <li>xx. Preparation of minute-to-minute programme.</li> <li>xxi. Felicitation of VIPs and dignitaries</li> <li>xxii. Conduct rehearsal of the special events as well as the participating teams.</li> <li>xxiii. Preparation of team order (chronological sequencing)</li> <li>xxiv. To prepare the opening &amp; closing declaration of the Chief Guest.</li> <li>xxv. To identify &amp; arrange the Announcer/ comperes, One Male and One Female each for the Opening and closing ceremonies totaling to 4. (Hindi &amp; English)</li> <li>xxvi. Content Creation</li> <li>xxvii. Minimum 8-10 delay screens with live relay facility across the Festival Venue</li> <li>xxviii. Lounge for Prime Minister and VVIP(s) for Opening Ceremony – 2 Nos.</li> <li>xxix. Masking around the arena for the opening ceremony.</li> <li>xxx. Power backup/Genset for all events.</li> </ul>		
<b>4.</b>	<b>Cultural Evening for 5000 Pax for 4 days</b> <ul style="list-style-type: none"> <li>i. To supervise and conduct the cultural Evening.</li> <li>ii. Preparation of minute-to-minute programme</li> <li>iii. Felicitation of VIPs and dignitaries</li> <li>iv. Identification of Indoor/outdoor Location as per the Celebrities.</li> <li>v. Light &amp; sound arrangement/ backup system.</li> <li>vi. Green rooms for artists</li> <li>vii. Stay arrangement of Artists and accompanist</li> <li>viii. To identify the <b>Announcer/ comperes</b> (Hindi &amp; English), <b>Rock Band, Cultural/Dance/Music Troupes</b> and <b>artists</b>.</li> <li>ix. Seating arrangement</li> <li>x. Content Creation</li> <li>xi. Power backup/Genset</li> </ul>	<b>Job</b>	<b>3</b>
<b>5.</b>	<b>Interactive Sessions (12-14 Group Discussions/Conversations, 12-14 Panel Discussions, 8 Workshops)</b> <ul style="list-style-type: none"> <li>i. To organize a total of 36 Interactive Sessions in 4 days with the participants/Subject Experts/Visiting Faculties/ Celebrities on different identified topics by the committee.</li> <li>ii. To identify venue for the Interactive Sessions from the available 8-10 halls (3-4 furnished &amp; 6-7 bare) with capacity of 300-350 participants of size around 3000 sq.ft.</li> <li>iii. Arrange proper stage, green room (in case of celebrity guests) light &amp; sound arrangements as per requirement for different group discussions</li> <li>iv. Identification of Panelist/ Speaker/ Motivators/ facilitators/celebrities</li> <li>v. Preparation of time schedules</li> </ul>	<b>Job</b>	<b>36</b>



	<ul style="list-style-type: none"> <li>vi. List of subject for Group Discussion/Panel Discussions/ and participants.</li> <li>vii. Transport, Water &amp; refreshment arrangements</li> <li>viii. Back drop/ banners as per programme</li> <li>ix. Toilet facility near stage</li> <li>x. Seating arrangement on the dais</li> <li>xi. Proper sound &amp; light system</li> <li>xii. Invitation to speakers/Panelist</li> <li>xiii. Allocation of participants in different group</li> <li>xiv. Content research &amp; creation.</li> <li>xv. Power backup/Genset</li> </ul>		
<b>6.</b>	<b>Youth Parliament Session</b> <ul style="list-style-type: none"> <li>i. To organize mock Youth Parliament session on topics as informed by the Festival Committee</li> <li>ii. To identify venue for the Youth Parliament session.</li> <li>iii. Arrange proper stage, seating, mock parliament layout, as per requirement</li> <li>iv. Identification of Panelists/ Speaker/facilitators</li> <li>v. Preparation of time schedules</li> <li>vi. List of subject for Youth Parliament session.</li> <li>vii. Transport, Water &amp; refreshment arrangements</li> <li>viii. Back drop/ banners as per programme.</li> <li>ix. Toilet facility near stage</li> <li>x. Seating arrangement on the dais for the speaker.</li> <li>xi. PA System, Proper sound &amp; light system.</li> <li>xii. Invitation to speakers/Panelist.</li> <li>xiii. Allocation of participants in different group</li> <li>xiv. Content Creation</li> <li>xv. Power backup/Genset</li> </ul>	<b>Job</b>	<b>1</b>
<b>7.</b>	<b>Yoga for Life Training Session for 4 days (morning session of 45 mins - 60 mins)</b> <ul style="list-style-type: none"> <li>i) Basic stage setup and branding</li> <li>ii) Sound system</li> <li>iii) Yoga mats</li> <li>iv) Principal Yoga Guru and team for 3500 persons</li> <li>v) Power backup/Genset</li> </ul>	<b>Job</b>	<b>4</b>
<b>8.</b>	<b>Registration of all individuals attending the festival which will include Photo Identity cards for all categories as given below:</b> <ul style="list-style-type: none"> <li>i. <b>Participants&amp; Volunteers</b></li> <li>ii. <b>Officials</b> <ul style="list-style-type: none"> <li>a. Officials from GOI, NYKS, NSS &amp; Guest States</li> <li>b. Officials from State Govt.</li> <li>c. Panelist, Judges and Accompanists, organizers</li> </ul> </li> <li>iii. <b>Special Invitees &amp; VIPs and Dignitaries</b></li> <li>iv. <b>Media</b></li> <li>v. Set Up and run at least 10 counters round the clock during the period 9<sup>th</sup> to 12<sup>th</sup> January 2018. Two counters operational on 9<sup>th</sup> and period after 12<sup>th</sup> till 16<sup>th</sup> January 2018. Enough seating arrangements for waiting participants with water and tea arrangements.</li> <li>vi. Distribution of kit bag on registration.</li> </ul>	<b>Job</b>	<b>1</b>



	<p>vii. Guide participants on accommodation details.</p> <p>viii. Collect return journey details to facilitate return reservation.</p>		
9.	<p><b>Accommodation</b></p> <p>To arrange following types of accommodations:</p> <p>i. Floor Accommodation for participant. An illustrative break-up given below. The number may vary depending on the items included in the festival.</p> <p>Participant : 3000 Volunteers/local : 500</p> <p><b>(Rooms/Dormitories to be provided by Suresh Gyan Vihar University free of cost)</b></p> <p>Mattress, bed sheet, blanket (depending on climate), Provisional store and Mobile Recharging Centre in the complex, First Aid and Security arrangement, Office with Public address system to be operational round the clock to be arranged by the bidder.</p> <p><b>Additional arrangements:</b></p> <p>ii. Twin sharing accommodation in Guest House/hotel (100) for officials</p> <p>iii. Panelist in Guest House/Hotels</p> <p>iv. Sr. Officers from GOI: 20 (Guest House/ Hotels)</p> <p>v. Participant of Cultural Evening: In Hotels</p> <p>vi. 100 Media persons: In Hotels</p> <p>vii. Artist accommodation</p> <p>viii. Celebrity accommodation (in 5 star property)</p> <p>ix. Control Room: 6 Rooms</p>	Job	1
10.	<p><b>Transport</b></p> <p>i. Arrange Buses and Cars at Reception at Rail Station/Bus Stand and Airport</p> <p>ii. Adequate cars with protocol committee to use for use with VIPs</p> <p>iii. Number of cars for Nodal officers of GOI, NYKS &amp; NSS: 20</p> <p>iv. Cars for use of Panelist and guests: 40 Small Bus/Cars for Media team: 04 Small buses for cultural groups: 05</p> <p>v. Inter city and local transport for all artists and organisers</p> <p>vi. Inter city and local transport for celebrities &amp; their accompanists as per their requirements</p>	Job	1
11.	<p><b>Publicity Requirements</b></p> <p>i. Invitation Cards for Inaugural and closing</p> <p>ii. NYF 2018 Brochures</p> <p>iii. Publicity in different media before and during the festival</p> <p>iv. Press Releases, Press Meet</p> <p>v. Media Centre with at least 10-15 chairs/sofa</p> <p>vi. Still photography and Videography of the event</p>	Job	1



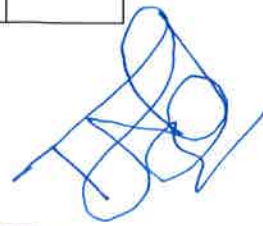
	<ul style="list-style-type: none"> <li>vii. 13 x Curtain Raisers in Delhi</li> <li>viii. Telephone / FAX</li> <li>ix. Computers with internet access.</li> <li>x. Designing of Pre-Publicity and during the event media publicity through banners and hoarding etc.</li> <li>xi. Certificate for all participants and volunteers</li> <li>xii. Certificate of appreciation to Partners</li> <li>xiii. To setup Media Counter &amp; Media Centre</li> <li>xiv. Live streaming of events on Social Media like Facebook etc</li> </ul>		
<b>12.</b>	<p><b>Food</b></p> <ul style="list-style-type: none"> <li>i. To create domes (Food court) to facilitate different types of food (Vegetarian &amp; Non-Vegetarian) in an open landscape</li> <li>ii. To make food arrangement for all participants, officials of NYF 2018, artists, organisers and celebrities.</li> <li>iii. To prepare a standard menu of food item to be served during the festival w.e.f 10.1.2018 to 17.1.2018 as per below:  10<sup>th</sup> Jan – 1000 pax  11<sup>th</sup> Jan – 2000 pax  12<sup>th</sup> Jan -16<sup>th</sup> Jan (Breakfast/Dinner) – 4000 pax  12<sup>th</sup> Jan -16<sup>th</sup> Jan (Lunch) – 5000 pax  17<sup>th</sup> Jan (B/L/D) – 2000 pax</li> <li>iv. Special arrangement may have to be made for teams reaching before 10<sup>th</sup> and after 17<sup>th</sup> January 2018</li> <li>v. Menu to suit taste of different regions</li> <li>vi. Dining area should be clean, spacious and have at least 20 service counters.</li> <li>vii. Food Coupons in kit bag at the time of registration.</li> <li>viii. Safe Drinking water facility.</li> <li>ix. Packed food if required</li> <li>x. Entertainment arrangement like T.V etc.</li> <li>xi. Public address system.</li> <li>xii. Frequent garbage cleaning arrangement.</li> <li>xiii. Caterers should be in uniform or should be with distinct identity.</li> <li>xiv. Separate enclosure for officials &amp; guests/VIPs</li> <li>xv. Fire fighting arrangements.</li> <li>xvi. 4-6 entry gates &amp; separate exit gates are to be ensured.</li> <li>xvii. Separate enclosure, coupon arrangements for service staff &amp; drivers preferably.</li> <li>xviii. Proper hand washing and sanitization facility</li> <li>xix. Power backup/Genset</li> </ul>	<b>Job</b>	<b>1</b>
<b>13.</b>	<p><b>VIP Lounges</b></p> <ul style="list-style-type: none"> <li>i. Separate arena for VIP/VVIPs and Dignitaries (With dining, housekeeping &amp; international standard washroom facility)</li> </ul>	<b>Job</b>	<b>1</b>



<b>14.</b>	<b>Exhibition area for sponsors</b> <ul style="list-style-type: none"> <li>i. Fabrication of booths/stalls for sponsors</li> <li>ii. Proper lighting and power backup for the booths/stalls</li> <li>iii. Seating Arrangement &amp; Tables for display</li> <li>iv. Backdrop/banners</li> <li>v. Water &amp; Refreshments</li> </ul>	<b>Job</b>	<b>8-10</b>
<b>15.</b>	<b>Medical aid</b> <ul style="list-style-type: none"> <li>i. To look after the immediate medical requirement of participants/official of NYF 2018.</li> <li>ii. To establish one medical room with proper signage.</li> <li>iii. Chairs and 3-4 beds</li> <li>iv. Emergency medicines</li> <li>v. Stretcher</li> <li>vi. Water, electricity</li> <li>vii. Ambulance. (To be co-ordinated with District Administration/ CMO - Jaipur)</li> </ul>	<b>Job</b>	<b>1</b>
<b>16.</b>	<b>Control Room</b> <ul style="list-style-type: none"> <li>i. Coordinate with all concern and provide information accordingly.</li> <li>ii. Trouble shooting during the festival.</li> <li>iii. To run round the clock from 9<sup>th</sup> January.</li> <li>iv. Arrangement of computers at various work stations- networking with the control room.</li> <li>v. Map displaying the venue of competition, auditoria, residential places for different categories</li> <li>vi. Important telephone numbers charts</li> <li>vii. At least 2 central helpline mobile numbers to be operational with operators/tele-callers for 20 days (including 15 days prior to the opening of the festival)</li> <li>viii. Fax machine</li> <li>ix. Xerox machine</li> <li>x. Details of all the events</li> <li>xi. Itinerary of different dignitaries</li> <li>xii. To be manned 24 hour</li> <li>xiii. CCTV cameras as per venue requirement</li> <li>xiv. Private security for the event areas</li> <li>xv. Walky Talkies</li> <li>xvi. General lighting with power backup/genset</li> <li>xvii. Fire fighting arrangements for the overall area</li> </ul>	<b>Job</b>	<b>1</b>
<b>17.</b>	<b>Content Creation (AV's)</b> To create/Curate films on various topics of 5 mins. each with multiple edits at DAVP rates, related to the main event theme, which may be used for publicity and in-campus display during the Festival.	<b>Job</b>	<b>10</b>
<b>18.</b>	<b>Reporting and Documentation (Pre and Post)</b> <ul style="list-style-type: none"> <li>i. Documentation of all Group/Panel Discussion</li> <li>ii. Documentation of Interactive Sessions conducted for motivational speakers and celebrities</li> <li>iii. Documentation of cultural evening programmes</li> <li>iv. Documentation of all press coverage</li> <li>v. Documentation of Yoga Activities</li> </ul>	<b>Job</b>	<b>1</b>



	vi. Documentation of exhibition areas		
	vii. Documentation of public speeches made by VIPs/ VVIPs / Dignitaries		
	viii. Complete documentation of Inaugural and Closing functions		
	ix. Submission of Final Report inclusive of all above and edited video film in HD format on NYF -2018		




## APPENDIX – B

### Consolidated summary of costing of various items to be managed and executed by the EMA.

SL No	Particular	Specification	Qty.	Day (s)	Rate	Amount (INR)
<b>1</b>	<b>Theme, Logo &amp; Mascot</b>					
<b>A</b>	<b>Designing</b>					
<b>B</b>	<b>Fabrication</b>					
<b>2</b>	<b>Opening and closing Ceremony/Cultural evening (Main Event arena )</b>					
<b>A</b>	<b>Infrastructure , Fabrication, Decor &amp; seating Arrangements</b>					
i)	Superstructure					
ii)	Fabrication & Décor					
iii)	Seating arrangements for participants & Dignitaries	for 5000 pax & dignitaries plus 1000 additional on opening ceremony				
iv)	Green rooms	for artist				
v)	Lounge for Prime Minister and VVIP(s) for Opening Ceremony – 2 Nos.					
vi)	Masking around the arena for the opening ceremony.					
<b>B</b>	<b>Management of Opening /Closing Ceremony</b>					
i)	Supervision and conducting the ceremony - special displays items/Cultural programme					
ii)	Preparation of minute to minute programme					
iii)	Conduct Rehearsal of the special events as well as the participating teams					
iv)	Preparation of name plates for the participating states contingent					
v)	Preparations of team order					
vi)	Light/Sound Arrangement (including Wireless/Cordless Mics) with manpower /AV & Power Back up.					
vii)	Prepare the opening & closing declarations of the chief guest					
viii)	Identify the announcer / comperes	for 2 days ( 2 Male & 2 Females )				

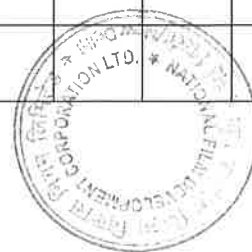




ix)	Backstage arrangements including Refreshments for Artists					
x)	Centre LED Screen of Size 26' x 14.5' (1 no.s) with platform on stage.					
xi)	Staircase on either side of the stage (2.no.s)					
xii)	Side LED Screens of size 20'x11.5' with support structure (2 no.s )					
xiii)	Properties for the stage including ceremonial lamp, presentation trays etc.					
xiv)	Platform for Media coverage with risers inside venue.					
xv)	Felicitation of VIPs and dignitaries					
xvi)	Conduct rehearsal of the special events as well as the participating teams.					
xvii)	Content Creation					
xviii)	Minimum 8-10 delay screens with live relay facility across the Festival Venue					
<b>3</b>	<b>Conversations/Group/Panel Discussion/Workshops organisation</b>					
<b>A</b>	<b>Infrastructure</b>					
i)	12-14 Conversations/Group discussion - Backdrop framing & Podium	Décor and structure				
ii)	12-14 Panel Discussion - Backdrop framing & Podium	Décor and structure				
iii)	8 Workshops – Backdrop framing	Décor and structure				
iv)	To identify auditoria with proper stage, green room light & sound arrangements as per requirement for different events	Light and Sound /video				
v)	Power backup/Gensets for each venue					
<b>B</b>	<b>Programming</b>					
i)	To organize Group/ Panel Discussion on different identified topics of NYF 2018					
ii)	Hiring of Panelist/Speaker/Motivators/facilitators					
iii)	Preparation of time schedules					



iv)	List of subject of Group Discussion and participants.					
v)	Transport, Water & refreshment arrangements					
vi)	Toilet facility near stage					
vii)	Invitation to speakers/ Panelist.					
viii)	Allocation of participants in different groups					
<b>4</b>	<b>Food Arrangements</b>					
<b>A</b>	<b>Food Court for Participant</b>					
i)	Superstructure, Fabrication & décor, washrooms for participants.					
<b>B</b>	<b>Food Court for VIP/ VVIPs and Dignitaries</b>					
i)	Superstructure, Fabrication & décor, seating arrangement for dignitaries					
<b>C</b>	<b>Food &amp; Beverage</b>					
i)	Food arrangements for all participants & Officials					
ii)	Food Coupons in kit bag at the time of registration.					
iii)	Packed food if required					
iv)	Entertainment arrangement like T.V etc.	LED				
v)	Public address system.					
vi)	Frequent garbage cleaning arrangement.					
vii)	Fire fighting arrangements.					
viii)	4-6 entry gates & separate exit gates are to be ensured.					
ix)	Separate enclosure, coupon arrangements for service staff & drivers preferably.					
<b>5</b>	<b>Registration</b>					
<b>A</b>	<b>Registration -Superstructure /Fabrication</b>	<b>Entrance area /hostels</b>				
<b>B</b>	<b>Participants</b>					
<b>C</b>	<b>Officials</b>	<b>Officials / Organizers / Suppliers / Media</b>				
i)	GOI, NYKS , NSS & Guest States					
ii)	Officials from State GOVT					
iii)	Panelist, Judges and Accompanists , Organizers	Moderators + judges +				



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		panelist				
D	Special Invitees & VIPs and Dignitaries	On site printing setup for Photo IDs				
i)	Photo Identity card for above categories.					
E	Set Up and run at least 10 counters round the clock during 9 <sup>th</sup> to 12 <sup>th</sup> January 2018. Two counters operational on 9th and period after 12 <sup>th</sup> till 16 <sup>th</sup> January 2018. Enough seating arrangements for waiting participants with water and tea arrangements.					
F	Production of kit bag on registration.	Bag+Tshirt+note pad+pen +Reading Material				
G	Guide participants on accommodation details.					
H	Collect return journey details to facilitate return reservation.	Registration counter for help				
6	<b>Accommodations</b>					
A	<b>Bedding with sheet &amp; blanket</b>					
i)	Participants	3500				
B	<b>Guest House</b>					
i)	Twin sharing accommodations in Guest house	100				
ii)	Panelist in Guest house / hotels					
iii)	Sr. Officers from GOI :	15				
C	<b>Artists Accommodation</b>	<b>Artists &amp; Entourage</b>				
D	<b>Media Persons / Agency / Others</b>					
i)	Control Room - 6 rooms	for participants				
ii)	Agency Accommodation					
iii)	House Keeping for hostels					
E	Participant of Cultural Evening: In Hotels					
F	Celebrity accommodation (in 5 star property)					



<b>7</b>	<b>Transport</b>					
<b>A</b>	<b>Buses</b>					
i)	Arrangement Buses for Pickup & Drop	Only for Arrival and Departure				
ii)	Local Excursions (For 1 day)	Within 50Km area				
iv)	Small bus / Cars for Media Team					
<b>B</b>	<b>Cars</b>					
i)	Adequate cars with protocol committee to use for use with VIPS					
ii)	Nodal Officers - GOI, NYKS & NSS (20)	Innova Car				
iii)	Car for use of panelist and accompanists (40)	Innova Car				
<b>C</b>	<b>Flights</b>					
i)	Flight travel & local Transport for Celebrities/Artist/Moderators etc.	Artist travel				
ii)	Flight travel & local Transport for Agency					
<b>8</b>	<b>Media Center</b>					
<b>A</b>	<b>Equipment / Fabrication / Stationery etc.</b>					
i)	Fabrication & Décor					
ii)	Live LEDs					
lii)	IT Equipments					
iv)	Printers /Fax					
v)	Stationary					
vi)	Internet					
vii)	Furniture for Media Center					
viii)	Tables					
<b>9</b>	<b>Control Room</b>					
i)	Manpower for Coordination with all concerned stakeholders and provide information accordingly.					
iv)	Arrangement of computers at various work stations- networking with the control room.					
v)	Map displaying the venue of competition, auditoria, residential places for different categories					
vi)	Important telephone numbers charts					
vii)	2 Mobile numbers – central helplines for 20 days					
viii)	Fax machine					
ix)	Xerox machine					
x)	Details of all the events					
xi)	Itinerary of different dignitaries					



	CCTV Cameras					
	Private Security for the event areas					
	Walky Talkies					
	General lighting with power backup/ genset					
	Fire fighting arrangements for the overall area					
<b>10</b>	<b>Media And Social Media</b>					
<b>A</b>	<b>As Below</b>					
i)	Invitation Cards for Inaugural and closing					
ii)	NYF 2018 Brochures.					
iii)	Minute to Minute programme for the opening and closing ceremony					
iv)	Room with at least 10-15 chairs/sofa	4 Pagoda Lounge for Media				
v)	Still photography and Videography of the event					
vi)	13 x Curtain Raiser in Delhi / Jaipur					
vii)	Publicity in different media before and during festival					
viii)	Press releases, press meet					
ix)	Telephone /FAX					
x)	Computers with internet access.					
xi)	<b>Pre- and during the event media publicity through banners and hoarding etc.</b>					
xiv)	Certificate for all participants and volunteers					
xv)	Certificate of appreciation to Partners					
<b>11</b>	<b>Youth parliament Session</b>					
<b>A</b>	<b>Fabrication</b>					
vii.	Arrange proper stage, seating, mock parliament layout, as per requirement					
viii.	Seating arrangement on the dais for the speaker					
ix.	PA System, Proper sound & light system.					
x.	Toilet facility near stage					
xi.	Back drop/ banners as per programme.					
xii.	Power backup/Genset					
<b>B</b>	<b>Programming &amp; management</b>					
v.	Identification of Panelists/ Speaker/facilitators					



vi.	Allocation of participants in different group					
vii.	Content Creation					
viii.	Transport, Water & refreshment arrangements					
<b>12</b>	<b>3 Sponsor stalls (Area 1500-2000 sqft each)</b>					
i)	Ujwala Scheme					
ii)	MNRE					
iii)	Skill development					
<b>14</b>	<b>Exhibition for sponsor</b>					
i)	Fabrication of booths/stalls for sponsors					
ii)	Backdrop/banners					
iii)	Seating Arrangement & Tables for display					
iv)	Water & Refreshments					
v)	Proper lighting and power backup for the booths/stalls					
<b>15</b>	<b>Venue -Branding</b>					
i)	Entrance arches /Pole branding /Generic & Thematic branding					
<b>16</b>	<b>Cultural Evenings</b>					
<b>A</b>	<b>Infrastructure</b>					
i)	Light /sound arrangement/AV & Power Backup					
ii)	Seating arrangement					
iii)	Green rooms for artists					
<b>B</b>	<b>Management</b>					
i)	Supervise and conduct the cultural Evening.	Artist+ content				
ii)	Preparation of minute-to-minute programme.					
iii)	Identification of Indoor/outdoor Location as per the Celebrities.					
	ii. Felicitation of VIPs and dignitaries					
	ii. To identify the <b>Announcer/ comperes</b> (Hindi & English), <b>Rock Band, Cultural/Dance/Music Troupes and artists.</b>					
<b>17</b>	<b>Medical AID</b>					
<b>A</b>	<b>Infrastructure/Medical material etc</b>					





i)	One medical room with proper signage.					
ii)	Chairs and 3-4 beds.					
iii)	Emergency medicines					
iv)	Stretcher					
v)	Water, electricity					
vii)	Ambulance					
<b>18</b>	<b>Reporting &amp; Documentation ( Pre &amp; Post )</b>					
<b>A</b>	<b>Complete Documentation</b>					
i)	Documentation of all events (Documentation of all Group/Panel Discussion)					
ii)	Documentation of Interactive Sessions conducted for motivational speakers and celebrative					
iii)	Documentation of cultural evening programmes					
iv)	Documentation of all press coverage					
v)	Documentation of Yoga Activities					
vi)	Documentation of exhibition areas					
vii)	Documentation of public speeches made by VIPs/VVIPs/ Dignitaries					
	Complete documentation of Inaugural and Closing functions					
<b>19</b>	<b>Audio Visual content</b>					
	<b>10 Films in HD Format of 5 minutes each with Edits at DAVP Rates</b>					
<b>20</b>	<b>Yoga (Setup /Gurus)</b>					
<b>A</b>	<b>Fabrication / Material / Manpower</b>					
i)	Fabrication	backdrops + stage + installations				
ii)	Yoga Mats					
iii)	Yoga Gurus					
iv)	Water arrangement					
v)	Sound system					
vi)	Power Backup / Genset					
	<b>Total</b>					
	<b>GST</b>					
	<b>Grand Total</b>					

A summary of the costing as indicated in row titled Grand total will be taken into consideration for determining the lowest financial bid.

Name:





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**Designation:**

**Signature**

## **Appendix-C**

### **Daily Report to be submitted by EMA on completion of the assignment**

1. Details of manpower deployed at designated venues.

#### **Note:**

1. *The above report should be submitted by EMA on daily basis on the designated days of the events.*
2. *The above information should be supported with documentary proof.*
3. *An assessment by NFDC in qualitative and quantitative terms duly taking into consideration into the proposal submitted by the EMA would be made.*

### **CERTIFICATE**

The items in the above report have been verified and found to be correct and the EMA has carried out all their tasks as per the provisions of the Contract.

**DGM, NFDC**

## Appendix-D

### To Whomsoever it may concern

This is to certify that .....(Agency Name)

having its registered office at .....(Address) have sufficient technical and supervisory staff on permanent rolls to cater to events organized by NFDC.

The List of Key Experienced Staff are given below:

Name:	Qualification	Experience

Yours Sincerely

Authorized Signatory  
With Sign & Seal of EMA

## **ANNEXURE VII**

### **To Whomsoever it may concern**

This is to certify that .....(Agency Name)

having its registered office at .....(Address) is

neither blacklisted by any Central Govt / State Govt / PSU's by whatever mean and  
nor defaulter of any repayment of loan/deposits etc from any financial institutions.

Yours Sincerely

Authorized Signatory  
With Sign & Seal of EMA

## ANNEXURE VIII

### Chartered Accountant (CA) Certificate (on the Letter Head of Chartered Firm)

We, (name and address of Chartered Firm), the auditor of (name and address of EMA) has examined the books of accounts and other records, including voucher and supporting documents maintained by (name of EMA) in connection with production of (reference of the project) for (name of Ministry / Department).

We have also carefully examined the agreement containing terms & conditions for support, signed between "National Film Development Corporation" and (name of EMA) dated (agreement date) for the grant of funds covered by this certificate and the budget approved by the donor agency.

On the basis of information and above stated documents produced to us, we hereby certify that the said firm incurred a total expenditure of Rs. (in figure & words) towards cost of production of (reference of project)

SL No	Particular	Amount (INR)
1	Theme, Logo & Mascot - Design & Fabrication	
2	Opening and closing Ceremony/Cultural evening (Main Event arena )	
3	Group & Panel Discussion	
4	Food Arrangements	
5	Registration	
6	Accommodations	
7	Transport	
8	Media Center (Equipment / Fabrication / Stationery etc)	
9	Control Room	
10	Media And Social Media	
11	Youth parliament (2 sessions) 1.5 HR Session each	
12	Music bands	
13	Petroleum Ministry 3 stalls (Area 1500-2000 sqft each)	
14	Zones & other activities (Superstructure/fabrication & Décor	
15	Venue -Branding	
16	Cultural Evenings	
17	Medical AID	
18	Reporting & Documentation ( Pre & Post )	
19	Audio Visual content	
20	Yoga (setup /Gurus)	
	<b>Total</b>	
	<b>GST</b>	
	<b>Grand Total</b>	

The Certificate is issued at the request of the proprietor of (name of the EMA) and the figures are certified as per documents produced to us.

Place :

Date :

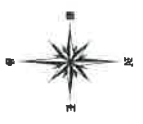
For, (name of Chartered Firm)

Chartered Accountant

Firm Regn. No. \_\_\_\_\_

Name and signature of Partner

Membership No. \_\_\_\_\_



**INDEX**

01	VOLUNTARY CODE
02	COUNCIL OF
03	STUDENT COUNCIL
04	STUDENT COUNCIL
05	STUDENT COUNCIL
06	STUDENT COUNCIL
07	STUDENT COUNCIL
08	STUDENT COUNCIL
09	STUDENT COUNCIL
10	STUDENT COUNCIL
11	STUDENT COUNCIL
12	STUDENT COUNCIL
13	STUDENT COUNCIL
14	STUDENT COUNCIL
15	STUDENT COUNCIL
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