



Request for Proposal
for
Appointment of Event Management Company (EMC) for
organization of Taj Mahotsav in Agra

(February 2024)

Issued by:

Taj Mahotsav Samiti

64, Taj Road, Agra-282001, Uttar Pradesh



ताज महोत्सव-2024

दिनांक : 17 से 27 फरवरी, 2024
कार्यालय : सचिव, ताज महोत्सव समिति
स्थान : 64- ताज रोड, आगरा



उत्तर प्रदेश पर्यटन
यू.पी. नहीं देखा तो इंडिया नहीं देखा

ताज महोत्सव समिति

ई-निविदा सूचना

ताजमहल पूर्वी गेट रोड स्थित शिल्पग्राम परिसर, आगरा में आयोजित होने वाले ताज महोत्सव-2024 (17-27 फरवरी) के आयोजन हेतु कराये जाने वाले विभिन्न कार्यों के लिए <http://Tajmahotsav.org> के माध्यम से दिनांक 11.02.2024 को मध्याह्न 12:00 बजे तक निम्न कार्यों हेतु निविदायें आमन्त्रित की जाती हैं:-

क्र०सं०	कार्य का नाम	निविदा मूल्य	धरोहर राशि
1.	मुख्य मंच की साज-सज्जा थीम के आधार पर, स्टेज लाईट एण्ड साउण्ड/पीओए सिस्टम/ प्रकाश व्यवस्था, विद्युत सजावट/स्टेज एवं दर्शक दीर्घा हेतु एल्यूमीनियम हैंगर लगाया जाना/आन्तरिक साज- सज्जा थीम के अनुसार/शिल्पी, खान-पान हेतु अस्थाई स्टालों का निर्माण/अस्थाई गेट का निर्माण / सफाई व्यवस्था/ सुरक्षा व्यवस्था/सम्पूर्ण महोत्सव अवधि में फोटोग्राफी-वीडियोग्राफी /सी0सी0टी0वी0 कैमरा/वॉकी-टॉकी/ डी0एफ0एम0डी0/समस्त टेन्टेज कार्य/जनरेटर्स आदि की किराए के आधार पर व्यवस्था। (न्यूनतम उद्धरण के आधार पर)	रु० 11,800.00 (G.S.T सहित) (रु० न्यारह हजार आठ सौ मात्र)	रु. 5.00 लाख (रु० पांच लाख मात्र)

इच्छुक निविदादाता दिनांक 08.02.2024 के मध्याह्न 12:00 बजे से दिनांक 11.02.2024 को अपरान्ह 11:00 बजे तक <http://Tajmahotsav.org> से निविदा प्रपत्र नियम एवं शर्तों सहित डाउन लोड कर सकते हैं। निर्धारित मूल्य एवं धरोहर राशि का बैंक ड्राफ्ट (सचिव, ताज महोत्सव समिति, आगरा के पक्ष में देय) मूलरूप में टेक्निकल बिड के अन्य वांछित प्रपत्रों की छायाप्रति के साथ दिनांक 11.02.2024 को अपरान्ह 12:00 बजे तक निविदा में उल्लिखित प्रक्रिया के अनुसार अपलोड/ ई-मेल करना अनिवार्य होगा।

सचिव, ताज महोत्सव समिति, 64 . ताज रोड, आगरा
दूरभाष/फैक्स: 0562-2226431 E-mail-agrauptourism@gmail.com

Disclaimer

This tender document for “*Appointment of Event Management Company (EMC) for organization of Taj Mahotsav in Shilpgram, Agra*” contains brief information about the scope of work and selection process for the Successful Bidder/Applicant (or “*Company*”). The purpose of the tender document is to provide the Bidder with information to assist the formulation of their application (“*the Application*”). The services related to provision of organization of Taj Mahotsav for the region envisaged by the Authority will further be known as “*the Project*”.

While all efforts have been made to ensure the accuracy of information contained in this Document, this Document does not purport to contain all the information required by the Bidder. The Bidder should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their bid for the competition.

Taj Mahotsav Samiti, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restriction or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from, to be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

Taj Mahotsav Samiti reserves the right to accept or reject any or all applications without giving any reasons thereof. Taj Mahotsav Samiti will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the entries to be submitted in accordance with the conditions listed in this tender.

Data Sheet

1	Name of the Bid	Appointment of Event Management Company (EMC) for organization of Taj Mahotsav at Agra
2	Bid Processing Fee	INR 10,000 + GST@18% i.e. 11,800/- (Eleven Thousand Eight Hundred only) as per mentioned on the Portal (to be deposited in the account mentioned below through RTGS / NEFT or direct transfer – payment proofs to be submitted)
3	EMD	<p>INR 5,00,000/- (Five Lakh Only) (Demand Draft or online deposited in the account mentioned below through RTGS / NEFT or direct transfer - payment proofs to be submitted)</p> <p>Note: EMD is not to be deposited or details of demand draft not shared by the Bidders taking benefit of exemption of EMD with valid documents. For taking exemption of EMD, the intending bidder shall have to upload self-attested duly stamped copy of Udyog Aadhar registration certificate of MSME and valid NSIC enlistment certificate in appropriate category along with Bid. If the aforesaid document is not submitted by the Bidder, the exemption of EMD may not hold good and bid shall become invalid.</p>
4	Performance Security	INR 5,00,000/- (Five Lakh Only)
5	Name of the Authority's official for addressing queries clarifications and submission.	<p>Office of Secretary, Taj Mahotsav Samiti, UP Tourism, 64, Taj Road, Agra-282001 Contact: +91-562-2226431/ 2233056 E-mail for queries: tajmahotsav.cultural@gmail.com agrauptourism@gmail.com Website: http://www.tajmahotsav.org/</p> <p>Email for Technical and Financial Submission: uptd-agr@up.gov.in</p> <p>Note: Financial Quote has to be submitted as a Password locked PDF file.</p>
6	Payment Details	<p>Office of Secretary, Taj Mahotsav Samiti, UP Tourism,</p> <p>Indian Overseas Bank, A/C No. 1433010000006271 IFSC – IOBA0001433</p>
7	Bid Validity Period	120 days
8	Bid Currency	INR
9	Schedule of Bidding Process	

	Task	Key Dates
	Bid upload date	08/02/2024, 12:00 Noon
	Bid Start Date	08/02/2024, 12:00 Noon
	Bid End Date	11/02/2024 at 12:00 Noon
10	Consortium	Not allowed
11	Sub-contracting	Not allowed
12	Bid Opening Date	11/02/2024

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1. Section I: General Information

1.1 Project Background

The Taj Mahotsav Samiti stands as the driving force behind the iconic cultural celebration held in the historic city of Agra. Committed to preserving and showcasing the rich heritage of India, this esteemed committee orchestrates the annual Taj Mahotsav—a vibrant carnival of art, music, dance, and traditional crafts. With a dedicated focus on promoting cultural diversity and fostering a sense of national pride, the Taj Mahotsav Samiti plays a pivotal role in bringing together artists, artisans, and enthusiasts from across the country, creating a tapestry of cultural brilliance against the backdrop of the magnificent Taj Mahal.

In 2024, from **17th Feb 2024 to 27th Feb 2024**, the Taj Mahotsav Samiti, intends to organize the Taj Mahotsav for Indian and Foreign Tourists and citizens of Agra and surrounding region. The tentative theme of this year's Taj Mahotsav is **Symphony of Sounds: Melodies Across the Nation / Digital Desi: Embracing Technology in Tradition/ Colours of India: A Kaleidoscope of Festivities / Heritage Odyssey: A Journey Through India's Past.**

The successful agency shall support in finalising the theme and the event shall revolve around the same. Pertaining to this, the Scope of Work as given in Section 2 of this document which includes the details of the activities/events planned as part of the planned Taj Mahotsav.

2. Section II: Terms of Reference

2.1. Event Brief

The spring season in the month of February in Agra is connotative of varied hues of jollification. The city of love is absorbed in extravaganza of art, craft, culture, cuisine, drama and music in the form of an enthusiastic and mesmerizing "Taj Mahotsav" and makes you experiences the reverberating effect of the annual episode of the Taj Mahotsav. Taj Mahotsav holds a unique significance by being organized in the vicinity of Taj Mahal. This mega festival finds a prominent place in the calendar of annual events of Ministry of Tourism, Government of India.

This cultural bonanza was started in year 1992 and since then its grandeur has reached to greater heights. In the year 2024, we are celebrating the 34th year of this Mahotsav. This festival also figures in the calendar of events of the Department of Tourism, Government of India. A large number of Indian and foreign tourists coming to Agra joins this festival. A 10 daylong event is organized at various places of Agra, having multiple events relating to arts & crafts, culture, cuisines and fun fairs.

Arts & Crafts

One of the objectives of this craft mela is to provide encouragement to the Artisans. It also makes available the magnificent work of art and craft at the most reasonable and authentic prices that are not inflated by high maintenance cost. Here at Taj Mahotsav about 400 legendary artisans from different parts of the country get an opportunity to display their exquisite works of art. To name a few among them are the wood/stone carvings from Tamil Nadu, Bamboo/cane work from North East India, Paper mash work from South India and Kashmir, the marble and zardozi work from Agra, wood carving from Saharanpur, brass wares from Moradabad, handmade carpets from Bhadohi, Pottery from Khurja, Chikan work from Lucknow, silk & zari work from Banaras, shawls & carpets from Kashmir/Gujarat and hand printing from Farrukhabad and Kantha stitch from west Bengal etc.

Culture

Apart from the exquisite craft work you can experience the majestic and magnetic performances by artistes from every walk of life. The soul-stirring performances will engulf you to the extent of casting a spell. Throughout the Mahotsav, one can experience a profusion of folk & classical music & dances of various regions, especially the Brij Bhumi, performed the way they used to be centuries ago. The experience is so enthralling that you would not stop yourself from joining with the folk dancers. Besides the folk, the Mahotsav also exhibit the performance from the world-renowned artistes from classical, semi-classical and popular art forms.

Cuisines

Besides being the right destination for the arts & crafts, the Mahotsav is also a delight for the connoisseurs of good food as it is the ideal place to pamper the taste buds of the visitors with endless varieties of scrumptious dishes. Some of the oldest exponents of the cuisine-

art prepare the lip-smacking dishes. One can also relish the typical preparations from the interiors of Uttar Pradesh.

Fun Fair

Funfair is the biggest attraction for children in the festival. It is a complete family entertainment which offers thrill and amusement for everyone. Teenagers and adults enjoy various rides and roller coaster while children are happy with small ride such as merry-go-round, Train-rides and Ferris wheel. So have fun at Taj Mahotsav with your whole family.

To ensure seamless execution of the grand cultural celebration, leveraging their expertise in coordinating logistics, entertainment, and guest experiences, Taj Mahotsav Samiti, Agra, intends to engage an Event Management Company for designing, executing, operating & managing the **Taj Mahotsav 2024**. The objective of this assignment to strategically plan paying attention to detail will elevate the event, creating a memorable and flawless experience for attendees.

The event is planned to be held in Agra on 17th to 27th February 2024. Locations for Taj Mahotsav are Shilp gram parking, I love agra selfie point, Agra chaupati/zonal park, Sur sadan and Gyarah sisi.

The planned events would include myriad of activities -

- 1) **Cultural Events** (Cultural dance, drama, classical music performance, Bollywood night, Sufi night, Punjabi Night, Reality Show, talent Show, Stand up Comedy Show, Qawwali Night etc.) at multiple locations
- 2) **Handicraft Fair** focusing on showcasing and sale of handcraft items from different parts of India / Uttar Pradesh at Shilpagram
- 3) **Kite festival:** The selected EMC shall be responsible for setting up of Kite Festival at Gya– decorations, music, food stalls, small performance stage etc.



Reference images from previous Taj Mahotsav organized by Taj Mahotsav Samiti.

2.2. Scope of services

PART A

#	Location Name	Arrangements Required	Days
1	Shilpgram (6000 Capacity)	Stage, Sound system, Light system, Decoration, Pendals, German Hanger Barricading, Sitting Arrangement, Signage, etc. Arrangements for 350 stalls, barricading, signage, lighting, and sound arrangements	10 Days

PART B

#	Location Name	Arrangements Required	Days
1	I Love Agra Selfie Point (300 capacity)	Decoration, Sound & Lighting System	9 Days
2	Agra Chaupati (200 capacity)	Stage, Sound system, Light system, Decoration, Pendals, Barricading, Sitting Arrangement, Signage, etc.	9 Days
3	Soor Sadan Auditorium (1000 capacity)	Decoration, Additional Sound and Lighting System if required	9 Days
4	Sadar Bazaar	Sound system, Light system, Decoration, Barricading, Sitting Arrangement, Signage, etc.	9 Days
5	Kite Festival	Sound System, Decoration, barricading, sitting arrangements, signage, 12 Stalls for food / kites and related items	2 days

The google images of all the sites and their photos are added in Annexure II.

Component 1 - Event Planning, Execution, and Management

1. Event Planning and management

- 1) Pre-event planning as per the event requirements.
- 2) Planning and Execution as per event brief decided.
- 3) Concept development and presentation on suggested theme with rationale.
- 4) Set Designing and 3D rendering of the Set.
- 5) Printing & production of Invitation Card/ e-invites/ social media content
- 6) Sourcing of Event requisites such as giveaways/ mementos/ souvenirs etc.
- 7) Onsite Event Fabrication and Onsite Technical Setup.
- 8) Sourcing of specialists with technical competence for handling event and related activities and ushers as per event requirement.
- 9) Oversee the seamless execution and coordination of Taj Mahotsav events.
- 10) Ensure adherence to schedules, quality management, and efficient handling of unexpected situations.
- 11) Sourcing of any special equipment / Sound System / Tech Rider / Lighting equipment as per the event requirement for top-rated music bands etc. as per event requirement e.g. Music bands, motivational speakers, singers, dance troupes etc.
- 12) Arranging all required govt clearances/ permissions/ Licenses to conduct the event.
- 13) Local liaising with Hotel/ Location/ Stakeholders for smooth event setup and running of show.
- 14) Collaboration with Taj Mahotsav Samiti representative for the event flow or any special requirements.
- 15) Timely submission of event photographs, video etc. These must be submitted within 15 days of the event.
- 16) Timely event closure and submission of closure report. This report must mention date, time-duration, footfall, event-theme, expense report etc.
- 17) Airport and Hotel coordination for any branding requirement during arrival.
- 18) Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTV, to the satisfaction of Taj Mahotsav Samiti.
- 19) Providing security guards at most important locations of the entire event venue which should include but not limited to entry gates, main arena, lunch area, etc.
- 20) Any other work related to event management or any other marketing related work Mahotsav Samiti may assign.

Component 2 - Overlay Planning and Supply Management (for Large Scale and Small-Scale Events)

- 1) **Creative Design –**
Mementos, Printing, Graphic Design, Visuals
Create, produce, and manage mementos, promotional materials, graphic designs, and visual elements specific to Taj Mahotsav as per the approval of the Samiti.
- 2) Stage, backstage, VIP, Guests, & General Sitting, Pandal, German Hangers, Lighting, Decoration, barricading etc.

- 3) Design and manage the main stage area at Shilpagram, 11 Sidi Area for a captivating and functional setup.
- 4) Oversee technical requirements, seating arrangements, and stage decoration for performances and events.
- 5) Develop detailed overlay plans for each location, considering unique setups, decorative themes, lighting, and sound arrangements.
- 6) Provide comprehensive stage, sitting, barricading and decoration solutions arrangements and ensure each location aligns with the event's ambiance and enhances visitor experience.
- 7) The infrastructure supply shall encompass all floral arrangements, thematic designs, lighting concepts, and sound systems across all designated locations.
- 8) Coordinate and manage logistics for the timely supply of materials, equipment, and resources required for the smooth operation of Taj Mahotsav across all locations.
- 9) Supervise, supply, execute and manage setup for sound systems, lighting arrangements, and technical support ensuring optimal quality and performance at each event location.
- 10) Collaborate closely with event stakeholders, suppliers, and local authorities to ensure compliance with regulations, smooth execution, and efficient operations.

Tentative Bill of Quantities (BOQ) are mentioned in the Annexure A.

The Event Management Company (EMC) shall be responsible for organizing and managing multiple events as specified in Clause 2.1 above and the scope shall include (but not limited to) the following activities:

1. Assistance in preparation of a detailed schedule (*Minute-to-Minute*) of events pertaining to the management and organization of the Taj Mahotsav under the non-exhaustive list as specified in Clause 2.1
2. Sponsorship / advertisement management – The EMC must assist Authority in securing sponsorships / advertisement opportunity for the event. The assistance required may involve but not limited to:
 - a. Creation of advertisement master plan for the event
 - b. Preparation of creatives
 - c. Preparation of decks and presentations for prospective sponsors
 - d. Identification of prospective sponsors
 - e. Workshops and meetings for sponsors at Taj Mahotsav Samiti office
 - f. Design sponsorship plans as per the market requirements to attract sponsors
3. Based on the inputs received from the Authority, preparation and presentation of detailed approved event plans. Plans to include event concept, event layout, event theme development, quality of visual appeal etc.
4. Designing of venue site plans, presentation and execution of the same post approval of the Authority.

5. Provision of the required overlay, light and sound for the events, inclusive of its mobilization, installation & decommissioning and operations & maintenance.
6. Conceptualization and provision of Venue Décor and Branding plans, presentation of the concepts, designs and themes and post approval, execution of the same for every event Authority may organize during the Taj Mahotsav.
7. Design and printing of event specific folders/brochures/envelopes/stationary post approvals from the Authority.
8. Design and printing of event specific branding material on flex/vinyl, post approval from the Authority. Please note the Branding and advertisement rights for the event rest with the Authority, and the Authority shall direct the EMC on the branding requirements.
9. Provision of DG sets for adequate power supply at the event venues, inclusive of their operating licenses and safety certificates, fueling and required technical operators.
10. Provision of event photography and videography services including post editing for the events along with the deployment of the required professional workforce and compilation of photographs and video reports of the event.
11. Provision, operations and maintenance of LED screens, plasma television screens and sound systems for all the events.
12. Diesel generator sets, LED boards, plasma screens, electrical works etc. as per requirement for the planned event.
13. Provision of electrical works, temporary lighting works and Air conditioning units with the required wiring and cabling along with the procurement of safety certificate and NOC's from the concerned regulatory authorities.
14. Designing and printing of offset and digital branding material and event collaterals and assist Authority in marketing and shout out of the event to invite more footfall at the event.
15. Scoping and provision of Male and Female ushers as per the requirement of event organized. The Ushers should be trained with adequate experience in events. The selected EMC shall bear the cost of the Ushers logistics, food & beverage arrangements, accommodation, travel including local travel, event uniforms etc. The uniform designs shall be approved by the Authority.
16. Scoping and Provision of service staff for Housekeeping, cleaning and waste management for the events in discussion. Their responsibilities shall be (but not limited to) –cleaning and waste management services for the venue and maintenance of all toilets deployed for the event. Procurement and supply of the required consumables shall be undertaken by the EMC. The Housekeeping staff should be trained with adequate experience. The selected EMC shall bear the cost of their logistics, food & beverage arrangements, accommodation, travel including local travel, their uniforms etc.

2.3. Project Considerations

1. The Authority shall nominate a point of contact from its management team or a team to liaise and coordinate with the selected EMC regarding planning, organization and execution of the events in discussion.
2. The selected EMC shall prepare a work plan and submit it to the Authority and its appointed representatives for review and deliberation, detailing the timelines of designing of event theme, mobilization of material, installation and de-commissioning schedule for the event.
3. All Equipment and material being installed by the selected EMC as per the requirement of the event in discussion shall be of superior quality and in excellent working condition with the required technical workforce and qualified personnel to certify the works being executed. The technical workforce shall be present during the commissioning and setup stage till the time of effective closure of the event. Details of the technical workforce shall be shared in writing with the Authority 5 days prior to the commencement of the event in discussion.
4. The event venue identified shall be made operational with all the agreed items and components 1 day prior to the commencement of the event in discussion for readiness and testing.
5. The selected EMC shall be responsible for obtaining all the necessary licenses, permissions and NOC's relating to the organization and conduct of the events in discussion and shall share copies of the permissions, licenses and NOC's to the Authority and its appointed authorized representatives. All associated costs to be borne by the selected EMC. Any default in non-compliance of procurement of the required licenses from the concerned regulatory authority shall be the responsibility of the selected EMC, The Authority shall be identified of any such acts of Non-Compliance. The Authority shall facilitate the selected EMC in obtaining applicable licenses, permissions and NOC's.
6. The selected EMC shall digitally document the event preparation and setup process and document the proceedings of the event in a template/format which shall be shared with the Authority. A Minimum number of 100 high quality photographs per event shall be captured and submitted to the Authority digitally detailing all the aspects of the events in discussion no later than 7 days post the completion of Taj Mahotsav.
7. The selected EMC shall consider all environmental compliance requirements prior to the commencement of the fabrication works of all components. The selected EMC shall be responsible for the removal and disposal of all waste material produced. The identified venue for the event in discussion shall be retro fitted in the same way that it had been provided to the selected EMC. The Authority shall not be liable for any non-compliance on this act.
8. EMC shall not have any target-based liability for sponsorships. However, the EMC will be expected to assist the Authority with activities such as promoting the event, organizing

meetings with the sponsors, utilize their market presence and contacts for securing sponsors for Taj Mahotsav Samiti.

2.4. Payment conditions

1. The selected EMC will be required to submit a Performance Bank Guarantee/ Performance Security equivalent to value as mentioned in the data sheet upon acceptance of LOI/Work Order.
2. After award of the contract, if Taj Mahotsav Samiti in the interest of the project or because of any other need arising subsequently, at its own discretion may order in –lieu or any new item(s), subject to a condition that the value of such items(s) shall be arrived at through permissible price discovery modes. Moreover, the value of such items will not exceed 25% of the total contract value and will not give any undue benefit to shortlisted bidder.
3. Final payment will be made upon satisfactory completion of work and submission of bills with supporting documents like Photographs/Videography.
4. The Professional fee is inclusive of statutory taxes, duties, cess and levies except GST which will be paid extra by Taj Mahotsav Samiti at the rate applicable on the date of invoicing.

2.5. Eligibility Criteria

Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Applications of only those Bidders who satisfy the Conditions of Eligibility will be considered for review.

To be eligible for evaluation of its Application, the Bidder shall fulfil the following:

#	Eligibility criteria	Documentary proof to be submitted
1	The Bidder must be a company registered in India under the Companies Act, 1956/Partnership firm registered under the Partnership Act 1932 or Proprietorship firm or LLP under Limited Liability Partnership act of 2008.	A copy of LLP/Proprietorship/ Partnership/Company registration certificate, GST Certificate and Pan Card
2	The Bidder must have a minimum average annual turnover from Event Management Business of INR 1.00 Crores over the past three financial years.	Form 2 and Financial statements from CA for the past 3 years
3	The Bidder must have provided event management services in the past 5 years for at least 3 large scale events with state or central level government departments/PSU's/ Trade Organization's like CII/SIAM of order value of minimum Rs. 50 lakh.	Form 3,4 & 5 and proof of execution i.e. Work Orders/completion certificate from clients.

#	Eligibility criteria	Documentary proof to be submitted
4	The Bidder should present its GSTN certificate department and should carry a valid PAN Number form the Income Tax Department.	Copy of Pan Card and GSTN Certificate
5	The Bidder must have labour registration.	Copy of Labor Registration

2.6. Technical Evaluation

The Bidders shall send their technical bid via email on uptd-agr@up.gov.in. The eligible Bidders as per the eligibility criteria mentioned above shall be evaluated further for shortlisting. Only shortlisted parties shall be allowed to participate in the next phase of selection.

Each eligible bidder shall have to make a presentation of max. 30 slides on the overall concept and shall be marked as below. The Presentation of the eligible bidders shall be evaluated on the following criteria:

#	Marking criteria	Marks
1	Quality Certification such as ISO certification (International Organization for Standardization) / Active member of the Indian Convention & Promotion Bureau or any other relevant certification for Event Planning and Management	8 marks
2	Technical Experience The bidder must have successfully provided event management services in the past 5 years state or central level government departments/PSU's/ Trade Organization's like CII/SIAM of order value of minimum Rs. 50.00 Lakh. Documentary proofs for up to 8 events with 4 Marks each – Maximum 32 marks	32 marks
3	Technical Presentation - Overall concept of the Taj Mahotsav I. Overall idea and central theme around the theme selected II. Creativity and innovation in the planning and implementation III. Inclusion of city's smart features/solutions in overall concept IV. Integration and planning of mentioned key events. V. Tentative branding and marketing strategy for the Taj Mahotsav VI. Broad list of branding collaterals shall be presented (samples of previous work in soft format) – Logos, Themes etc.	60 Marks
	Total	100 marks

Minimum score of 60 marks in the technical evaluation process is required to be considered as a Technically Shortlisted Bidder. Only Technically Shortlisted bids (having the minimum

required score) would be eligible for opening of financial bids. The financial proposals of only Technically Shortlisted Bidders will be opened in the presence of the Bidders representatives who choose to attend.

2.7. Financial Evaluation

The Bidders shall send their financial bid via email on uptd-agr@up.gov.in. It is mandatory to furnish the unit rate against all particulars, failing which the proposal shall be liable to be rejected. A separate format (**ANNEXURE A**) of the financial bid format has also been published along with the RFP document. The same is to be used while sending the financial bid on the email address. **The Financial Bid file must be password protected and the password should be shared after the technical Bid Evaluation or when sought by the Authority/Client during the tendering process.**

If there are any conditions attached to any financial bids which shall have a bearing on the total cost, the tender committee shall reject any such bids as non-responsive financial proposal. However, if the Tender Evaluation Committee feels it necessary to seek clarifications on any financial proposals regarding taxes, duties or any such matter, the Tender Evaluation Committee shall do so by inviting responses in writing.

2.8. Technical Bid Evaluation

Highest Technical scoring proposal (Tm) shall be given a technical score (St) of 100 points. The technical score of the other proposals (To) shall be computed as follows.

St = 100 x To (Other Technical proposal)

Tm (Highest Technical proposal)

Evaluations will be based on documentary evidence submitted by the Applicants and presentation before the Selection Committee of Authority with respect to evaluation/selection criteria.

2.9. Financial Bid Evaluation

Minimum score of 70 marks is required in the technical evaluation process. Only those bids having minimum score would be eligible for opening of Financial Bids. The financial proposals of only technically shortlisted applicants will be opened in the presence of the Bidders representatives who choose to attend.

Lowest financial proposal (Fm) shall be given a financial score (Sf) of 100 points. The financial score of the other financial proposals (Fo) shall be computed as follows.

Sf = 100 x Fm (Lowest Financial proposal)

Fo (Other Financial proposal)

Bids determined to be substantially responsive (see instructions to Applicants) will be checked by the client for any arithmetical errors in computation and summation. Where there is discrepancy between rates indicated in figures and in words, rates in words will govern.

The bid shall contain no interlineations or overwriting except as necessary to correct errors made by the bidder themselves. Any such correction shall be initialed by the authorized person.

2.10. Final Bid Evaluation

The Applicant shall be selected under the Quality-cum-Cost Based System (QCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and procedures described in this RFP. Proposals shall finally be ranked according to their combined technical (St) and Financial (Sf) scores using the weights (T=the weight given to the technical proposal; F=the weight given to the financial proposal; T+F = 100) indicated below.

$$S = St \times (T=70\%) + Sf \times (F=30\%)$$

In case of a tie, bidder with higher technical score will be considered for award of work. The Successful Bidder would be notified in writing by the client by issuing the Letter of Award (LOA) in favour of the Bidder.

The client reserves the right to accept any proposal or reject any or all the proposals without assigning any reasons and any liability whatsoever including financial liability. The client also reserves the right to close or cancel the entire process of appointment at any point without assigning any reasons whatsoever and without any liability whatsoever.

3. Section III: Instructions to Bidders

3.1. General instructions

- i. A Bidder is eligible to submit only one Application for the Project.
- ii. The Bidder shall initiate, and actively pursue and involve itself in all investigations and enquiries, Authority feedbacks, information, convening of and attendance at meetings, and in any other activities as are or may be necessary for producing high quality work as per the requirements.
- iii. The Bidder shall carry out the services in compliance with the provisions of this Agreement. Any and all changes necessary to ensure that the Bidder's documents conform to the intent and purpose set out in the Agreement, shall be made at the Bidder's own expense. The Bidder represents that it is a professional and experienced company providing services related to organization of Taj Mahotsav in Agra, and hereby agrees to bear full responsibility for the correctness and technical merit of the services performed.
- iv. Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the proposal by paying a visit to the Authority and/or by sending written queries to
- v. Taj Mahotsav Samiti shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the Selection Process, including any error or mistake therein or in any information or data given by Taj Mahotsav Samiti.
- vi. The Professional fee is inclusive of statutory taxes, duties, Cess and levies except GST which will be paid extra by Taj Mahotsav Samiti at the rate applicable on the date of invoicing.

3.1.1 Cost of Bidding

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

3.1.2 Acknowledgement by Bidder

It shall be deemed that by submitting the tender, the Bidder has:

- ▶ made a complete and careful examination of the tender;
- ▶ received all relevant information requested from Taj Mahotsav Samiti;
- ▶ acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of Taj Mahotsav Samiti;

- ▶ satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- ▶ acknowledged that it does not have a Conflict of Interest; and
- ▶ agreed to be bound by the undertaking provided by it under and in terms hereof.

3.1.3 Availability of Bid Document

This Bid document is available on the web site <http://www.tajmahotsav.org/> for the Bidders to view, download the tender document.

3.1.4 Clarifications of

- i. During evaluation of tender, the Authority may, at its discretion, ask the Bidder for a clarification of his/her tender. The request for clarification shall be in writing.
- ii. In case the Bidder seeks for any queries, he shall send letter or e-mail to the correspondence address given in Data Sheet
- iii. However, the Authority shall not entertain any correspondence from the Bidders during the period of tender opening to selection of the successful Bidder. Any wrong practice shall be dealt in accordance with the section 3.1.7 of this tender document under Fraud and Corrupt Practices.

3.1.5 Amendment of tender Document

- i. At any time prior to the deadline for submission of tender, the Authority may, for any reason, whether at its on in iterative or in response to a clarification requested by a prospective Bidder, modify the tender document by amendments. Such amendments shall be uploaded on the website <http://www.tajmahotsav.org/>, through corrigendum and form an integral part of tender document. The relevant clauses of the tender document shall be treated as amended accordingly.
- ii. It shall be the sole responsibility of the prospective Bidder to check the web site <http://www.tajmahotsav.org/> Website from time to time for any amendment in the tender documents. In case of failure to get the amendments, if any, the Authority shall not be responsible for it.
- iii. In order to allow prospective tenders a reasonable time to take the amendment into account in preparing their tenders, the Authority, at the discretion, may extend the deadline for the submission of tenders. Such extensions shall be uploaded on the website <http://www.tajmahotsav.org/> and Authorities website.

3.2. Preparation and submission of Bids

3.1.6 Language of tender

The tender prepared by the Bidder, as well as all correspondence and documents relating to the tender exchanged by the Bidder and the Authority shall be written either in English or Hindi language. The correspondence and documents in Hindi must be

accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the tender.

3.1.7 Documents constituting the tender

The tender prepared by the Bidder shall comprise the following components:

- i. Financial tender – Financial Bid as per the prescribed format given in Appendix 5.6

3.1.8 Tender form

The Bidder shall complete the tender forms and the appropriate price schedule/BOQ furnished in the tender document.

3.1.9 Tender currency

Prices shall be quoted in Indian Rupees only.

3.1.10 Formats and Signing of tender.

- i. The Bidder shall prepare one electronic copy of financial tender.

3.1.11 Deadline for submission of tender

Tender must be submitted by the Bidder at website <http://www.tajmahotsav.org/> not later than the time specified on the prescribed date. The Authority may, at its discretion, extend this deadline for submission of tender by amending the tender document, in which case all rights and obligations of the Authority and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3.1.12 Submission of tender

- i. The bid submission by the Bidders to submit the Proposal in response to this RFP published by the Authority by email on uptd-agr@up.gov.in. Submission can be done till the Proposal Due Date specified in the RFP. Bidders should start the process well in advance so that they can submit their Proposal in time.
- ii. Bid submission can be done only from the bid submission start date and time till the bid submission end date and time given in the tender. Bidders should start the bid submission process well in advance so that they can submit their tender in time.

3.1.13 Late tender

- i. Bids received by the Authority after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected.

3.1.14 Withdrawal and resubmission of tender

- i. No tender can be resubmitted subsequently after the deadline for submission of tenders.

3.1.15 Authority's right to accept any tender and to reject any or all tenders.

- i. Notwithstanding anything contained in this tender, TAJ MAHOTSAV SAMITI reserves the right to accept or reject any Bid and to annul the Selection Process and

reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

- ii. The Authority reserves the right to reject any Bid if:
 - o At any time, a material misrepresentation is made or uncovered, or
 - o The Bidder does not provide, within the time specified by TAJ MAHOTSAV SAMITI, the supplemental information sought by TAJ MAHOTSAV SAMITI for evaluation of the tender.
- iii. Such misrepresentation/ improper response may lead to the disqualification of the Bidder. If such disqualification /rejection occurs after the tender have been opened and the highest-ranking Bidder gets disqualified / rejected, then the Authority reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

3.1.16 Period of validity of tender

- i. tender shall remain valid for 90 days after the date of tender opening prescribed by the Authority. An tender valid for a shorter period shall be rejected by the Authority as non-responsive.

3.2 Earnest Money Deposit

- i. The Bid document should be accompanied with an Earnest Money Deposit (EMD) as mentioned in the Data Sheet of this document.
- ii. Any tender not secured in accordance with above shall be treated as non-responsive and rejected by the Authority.
- iii. Unsuccessful Bidder's EMD will be returned promptly as possible after opening of the Price Bid.
- iv. The successful Bidder's tender EMD will be adjusted with Performance Security to be submitted by the Bidder upon signing the contract.
- v. The EMD may be forfeited:
 - a) If Bidder (i) withdraws its tender during the period of tender validity specified by the Bidder on the e- bid form: or (ii) does not accept the correction of errors or (iii) modifies its tender price during the period of tender validity specified by the Bidder on the form.
 - b) In case of a successful Bidder, if the Bidder fails to sign the contract with the Authority.

3.3 Opening and evaluation of Bids

3.3.1 Opening of financial tender

- i. The financial tenders of technically qualified shortlisted Bidders shall be opened in the presence of Bidders who choose to attend. The date and time for opening of

financial bids will be as specified in the data sheet. The name of Bidders, percentage price quoted for various items etc. will be announced at the meeting.

3.3.2 Correction of Errors

- i. Financial Bids determined to be responsive will be checked by TAJ MAHOTSAV SAMITI for any arithmetic errors. Where there is a discrepancy between the rate quoted in the Financial Bid, in figures and in words, the amount in words will prevail over the amounts in figures, to the extent of such discrepancy.
- ii. The amount stated in the Financial Bid will be adjusted by TAJ MAHOTSAV SAMITI in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected quoted rate of tender, his tender will be rejected, and his Bid Security shall be liable for forfeiture in accordance with Clause 3.2v.

3.3.3 Method of Selection of Consultant:

- i. Method of selection will be QCBS

3.3.4 Contacting the Authority

- i. No Bidder shall contact the Authority on any matter relating to his/her tender, from the time of the tender opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Authority, he/she can do so in writing.
- ii. Any effort by a Bidder to influence the Authority in its decisions on tender evaluation, e- bid comparison or contract award may result in rejection of the Bidder's tender.
- iii. In the event of any information furnished by the Bidder is found false or fabricated, the minimum punishment shall be debarring /blacklisting and legal proceeding can also be initiated.

3.4 Award of Contract

3.4.1 Award Criteria

- i. The final Letter of Award (LoA) will be given to the Bidder on QCBS basis.

3.4.2 Notification of award

- i. Prior to the expiration of the period of tender validity, the Authority will notify the successful Bidder in writing, by letter/e-mail/fax, that its tender has been accepted.
- ii. The notification of award will constitute the formation of the contract.

3.4.3 Performance Security

- i. Prior to award of contract, to fulfill the requirement of performance security during the implementation period, the successful Bidder will deposit Performance Security amount equivalent to as mentioned in the Data Sheet of the financial Bid value in the form of Bank Guarantee drawn on any Nationalized Bank in favor of TAJ MAHOTSAV SAMITI valid for three months after completion of the Project.

- ii. Before the contract is awarded to the Bidder, an agreement will have to be signed by the Consultant at his cost on proper stamp paper.

3.4.4 Signing of contract

- i. At the same time as the Authority notifies the successful Bidder that it's tender has been accepted, the successful Bidder shall have to sign the contract agreement with relevant documents. The agreement draft along with other related terms and conditions will be same as furnished in this tender. Any refusal will not be allowed.

4. Section IV: General Condition of Contract

1. General Provisions

4.1.1 Definitions

- i) Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
 - a) “Consultant” means any private or public entity that will provide the Services to the Authority (“the Client”) under the Contract
 - b) “Contract” means the Contract signed by the Parties and all the attached documents, if any
 - c) “Government” means the Government of the Client’s country/state.
 - d) “Party” means the Client or the Bidder, as the case may be, and “Parties” means both of them.

4.1.2 Law Governing Contract

- i) This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

4.1.3 Language

- i) This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

4.1.4 Notices

- i) 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.
- ii) A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address.

4.1.5 Authorized Representatives

- i) Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Advisor may be taken or executed by the officials specified in the Contract.

4.1.6 Taxes and duties

- i) The Professional fee is inclusive of statutory taxes, duties, cess and levies except GST which will be paid extra by TAJ MAHOTSAV SAMITI at the rate applicable on the date of invoicing.

4.1.7 Fraud and Corruption

- i) Definitions: defines, for the purpose of this provision, the terms set forth below as follows:

- a) "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
 - b) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - c) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
 - d) "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.
- ii) Measures to be taken
- a) The Client will cancel the contract if representatives of the Consultant are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract;
 - b) The Client will sanction the Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said contract.

4.1.8 Limitation of Liability

- i) The Contract will require that the aggregate liability of the Consultant under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Consultant hereunder. The preceding limitation shall not apply to liability arising as a result of the Consultant's fraud in performance of the services hereunder.

2. Commencement, Completion, Modification and Termination of Contract

4.2.1 Effectiveness of Contract

- i) This Contract shall come into effect from the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

4.2.2 Commencement of Services

- i) The Consultant shall begin carrying out the Services not later than 15 days after the Effective Date specified in the RFP or the Contract.

4.2.3 Expiration of Contract

- i) Unless terminated earlier pursuant to GC Clause 4.2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the RFP or the Contract.

4.2.4 Modifications or Variations

- i) 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.

4.2.5 Force Majeure

- i) Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

- ii) No Breach of Contract

The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

- iii) Extension of Time

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.

- iv) Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Advisor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

4.2.6 Termination

Either Party may terminate this Agreement with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations.

- i) By the Authority

The Authority may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (i) of this GC Clause 4.2.6.i). In such an occurrence the Client shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- a) If the Consultant does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or

within any further period as the Client may have subsequently approved in writing.

- b) If the Consultant becomes insolvent or bankrupt.
- c) If the Consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GC Clause 4.3.ii) hereof.

ii) By the Consultant

The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this GC Clause 4.2.6.ii):

- a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to GC Clause 4.6 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to GC Clause 4.3.2 hereof.

iii) Payment upon Termination

Upon termination of this Contract pursuant to GC Clauses 4.2.6.i) or 4.2.6.ii), the Client shall make the following payments to the Consultant:

- a) payment pursuant to GC Clause 4.5 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of GC Clause 4.2.6.i), reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3. Obligation of the Consultant

4.3.1 Standard of Performance

The Consultant 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 practices, and shall observe sound management practices,

and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with third Parties.

4.3.2 Confidentiality

Except with the prior written consent of the Client, the Consultant 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 Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of this Agreement.

4.3.3 Documents prepared by the Consultant to be the property of the Authority

- a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the Client, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof.
- b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract.
- c) Notwithstanding the above, it is agreed that nothing contained herein above shall be applicable to Consultant's pre-existing materials and working papers (i.e Materials owned by the Consultant which were created and developed prior to this Agreement without direct reference to the deliverables under this Agreement) which may now be incorporated by the Consultant into the final deliverables/reports or the like, supplied to the Client hereunder in the course of delivering the Services pursuant to this Agreement. However, in the event any such pre-existing material is used in the deliverables/reports provided to the Client by the Consultant, the Consultant hereby agrees to grant the Client an irrevocable, non-transferable, non-exclusive, paid-up, royalty free and perpetual license to use such pre-existing material as it exists in the deliverable/ reports prepared by the Consultant as a part of this Agreement.

4.3.4 Accounting, Inspection and Auditing

The Consultant (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and (ii) shall periodically permit the Client or its designated representative, up to two years from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Client, if so required by the Client as the case may be.

4. Obligation of the Client

4.4.1 Assistance and Exemptions

The Client shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the Contract.

4.4.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the Consultant under this Contract shall be increased or decreased accordingly under this Contract.

4.4.3 Services and facilities

The Client shall make available free of charge to the Consultant the Services and Facilities as required by the Consultant to execute the Services.

5. Payments to the Consultant

Payments will be made to the account of the Consultant and according to the payment schedule stated in the Contract. The Professional fee is inclusive of statutory taxes, duties, cess and levies except GST which will be paid extra by TAJ MAHOTSAV SAMITI at the rate applicable on the date of invoicing. The payment will be made upon satisfactory completion of work and submission of bills with supporting documents like Photographs/Videography.

6. Good Faith and Indemnity

4.6.1 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.

4.6.2 To the fullest extent permitted by applicable law and professional regulations, both the parties indemnify each other and their associates and employees against all claims by third parties (including each other's affiliates) and resulting liabilities, losses, damages, costs and expenses (including reasonable external and internal legal costs) arising out of the third party's use of or reliance on any report, deliverable, etc. disclosed to it by or through the parties as part of the regular interactions or for project/s purposes.

7. Settlement of Disputes

4.7.1 This Contract shall be governed by, and construed in accordance with, the laws of India.

4.7.2 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4.7.3 Jurisdiction

Any dispute relating to this Contract or the Services shall be subject to the exclusive jurisdiction of the District court of Agra, to which both the parties agree to submit for these purposes.

8. Fraud and Corrupt Practices

4.8.1 The Consultant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Tender, the Authority shall reject a Bid without being liable in any manner whatsoever to the Consultant, if it determines that the Consultant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Processing Fee, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter-alia, time, cost and effort of the Authority, in regard to the TENDER, including consideration and evaluation of such Consultant's Proposal.

4.8.2 For the purposes of this Clause 4.8, the following terms shall have the meaning hereinafter respectively assigned to them:

- a) "**corrupt practice**" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LoA or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under the Clause 3.2.13 of this tender, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any

matter relating to the Project or the LOA, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Consultants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

9. Indemnity and Liability

4.9.1 To the fullest extent permitted by applicable law and professional regulations, both the parties indemnify each other and their associates and employees against all claims by third parties (including each other’s affiliates) and resulting liabilities, losses, damages, costs and expenses (including reasonable external and internal legal costs) arising out of the third party’s use of or reliance on any report, deliverable, etc. disclosed to it by or through the parties as part of the regular interactions or for project/s purposes.

4.9.2 The Contract requires that the aggregate liability of the selected Consultant under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Consultant hereunder.

5. Appendix

Form 1.1: Letter of the Proposal

Letter of Proposal

(On Bidder's letter head)

(Date and Reference)

To:

Secretary,

Taj Mahotsav Samiti,

64, Taj Road, Agra-282001, Uttar Pradesh

Sub: Submission of proposal for Appointment of Event Management Company (EMC) for organization of Taj Mahotsav at Agra in Feb 2024

Dear Sir,

With reference to your tender Document dated DD-MM-YYYY, I/we, having examined all relevant documents and understood their contents, hereby submit our tender for _____ (Insert name of Project)

The Bid is unconditional and unqualified.

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

This statement is made for the express purpose of shortlisting for appointment as the Vendor for the aforesaid Project.

I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Bid.

I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

I/We declare that:

- I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;

- I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4.8 of the Tender document, in respect of any Bid or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Bid that you may receive nor to select the Vendor, without incurring any liability to the Bidders;
- I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community;
- I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates;
- I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO/Partners/Directors/Managers;
- I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Taj Mahotsav Samiti in connection with the shortlisting of Vendor or in connection with the Selection Process itself in respect of the above-mentioned Project;
- I/We agree and understand that the proposal is subject to the provisions of the TENDER document. In no case, shall I/we have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Bid is not opened or rejected;
- I/We have studied tender and all other documents carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of the Project;
- I/We agree and undertake to abide by all the terms and conditions of the tender Document.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the tender Document.

Date:

Place:

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

(Name and seal of the Bidder)

Form 1.2: Financial Proposal Submission Form (On Bidder's letter head)

(The bidder will submit this form duly signed and stamped with all details other than the financial quote. The financial quote will be uploaded only on the excel format shared with this RFP on the portal.)

[Location, Date]

To,
Secretary,
Taj Mahotsav Samiti,
64, Taj Road, Agra-282001, Uttar Pradesh

Sub: Financial Bid for Appointment of Event Management Company (EMC) for organization of Taj Mahotsav at Agra in Feb 2024

Dear Sir,

We, the undersigned, offer to provide the services for the above in accordance with your tender dated _____, and our Bid (Response to Financial Bid). Our attached Financial Bid is as per following table.

We understand that the Authority reserves the right to negotiate the Financial Bid for the services as a whole or for individual sub-components (Annexure- Detailed Bill of Quantities) of the services.

We undertake that our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Signature:

Name and title of Signatory:

Name & address of the Bidder

Form 2: Financial capacity of the Bidder (on the letterhead of Bidder)

Please provide with financial details about the Bidder along with necessary supporting documents. Audited financial statement from C.A. for the last three (3) years must be attached as proof to the response. Along with that please provide financial information in the following format:

Year	Annual Turnover (in INR)
2019 – 2020	
2020 – 2021	
2021 - 2022	
2022 - 2023	

On Behalf of (Name of the Bidder)

Signature of the Authorized Person

Name:

Designation:

Contact No:

Email Address:

Form 3: Bidder's years of experience

(on the letterhead of Bidder)

The Bidder should provide events details to have a minimum 5 years of work experience in organization, planning, management and execution of events.

List of events:

#	Event/ assignment name:	Client name:	Date of event	Credential reference Page No.

Years of experience in organization, planning, management and execution of events:
.....Years

Note: Form V has to be filled for each event with necessary documentary evidence in support of the experience claimed

On Behalf of (Name of the Bidder)

Signature of the Authorized Person

Name:

Designation:

Contact No:

Email Address:

Form 4: Bidder's list of events

(on the letterhead of Bidder)

The Bidder should provide details of only those large-scale assignments/events that have been undertaken by it under its own name of minimum contract value of INR 50 Lack in the past 5 years with state or central level government departments/PSU's/ Trade Organization's like CII/SIAM.

List of eligible events:

#	Assignment/ event name:	Client name:	Date of event:	Contract value <i>(in figure & words)</i>	Reference Page No.

Note: Form V has to be filled for each event with necessary documentary evidence in support of the experience claimed

On Behalf of (Name of the Bidder)

Signature of the Authorized Person

Name:

Designation:

Contact No:

Email Address:

Form 5: Credential format
(on the letterhead of Bidder)

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity for carrying out Event Management services]

Assignment name/Client Name:	
Location of Event:	Total no of event setup days: Schedule of event:
Address of client:	Contract Value (INR)
Narrative description of the event with pictures:	

Note: Bidder need to provide all the supporting documents like WO/Completion certificate for each credential.

On Behalf of (Name of the Bidder)

Signature of the Authorized Person

Name:

Designation:

Contact No:

Email address:

Form 6: Declaration Letter 1

(on the letterhead of Bidder)

Declaration for not being barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal Submission.

Declaration Letter for “Appointment of Event Management Company (EMC) for organization of Taj Mahotsav at Agra in Feb 2024

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> intends to submit a proposal in response to “Expression of Interest for Appointment of Event Management Company (EMC) for organization of Taj Mahotsav 2024 at Agra RFP, we also declare that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> has not been blacklisted by any Central / State Government Department / Public Sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal Submission.

Sincerely,

(Signature of the Authorized Person)

(Board Resolution for the Nomination of Authorised Signatory to be submitted along with this form)

Name:

Designation:

Contact No:

Email Address:

Form 7: Declaration Letter 2

(on the letterhead of Bidder)

Declaration that, during the last three years, the Bidder has neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> intends to submit a proposal in response to “*Expression of Interest for Appointment of Event Management Company (EMC) for organization of Taj Mahotsav at Agra in Feb 2024*”, we also declare that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> has during the last three years, neither failed to perform on any agreement, nor has been evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or agreement nor have had any agreement terminated for breach by us.

Sincerely,

(Signature of the Authorized Person)

Name:

Designation:

Contact No:

Email No:

Annexure I: Site Location Details

1. Shilpagram Parking - 27°09'58"N 78°03'16"E



2. I Love Agra Selfie Point - 27°09'33"N 78°03'41"E



3. Agra Chaupati



4. Soor Sadan - 27°12'09"N 78°00'20"E



5. Sadar Bazaar - 27.159060, 78.013202



6. 11 Seedhi Area - 27°10'47"N 78°02'05"E



ANNEXURE -1

Item Rate BoQ

Tender Inviting Authority: Taj Mahotsav

Name of Work: Appointment of Event Management Company (EMC) for organization of Taj Mahotsav in Agra

Contract No:

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Note:

The BOQ to be submitted in password protected PDF format and the password to be shared by the technically-qualified bidder after technical evaluation, on request from the authority official mail id.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
1	2	4	5	6	13	53
1	Shilpgram					
1.01	Stage decoration based on Theme (40'x24') made with fireproof wooden ply, iron, mirror, clay, ceramic, POP, fiber resin mate etc. TECHNICAL SPECIFICATIONS : STAGE - Height from ground to Truss level 22 feet; Iron/ Steel Structure frame with Acrylic Floor / Stairs; Backdrop shall be made of Silk Screen fitted on wrought iron frame; Four wings. Masks are suggested to be molded with Fiber Glass and Colour Pigments; (Load Capacity approx. 10 ton) Black masking on either side of stage, Stage design shall have sufficient space for logos of Sponsors	1.000	Job			0.00
1.02	LED Wall for main stage size 24' X 10' (P3) - days	240.000	sqft			0.00
2	Stage light and Sound					
2.01	Par Lights-	64.000	Nos			0.00
2.02	Medium	44.000	Nos			0.00
2.03	Narrow	152.000	Nos			0.00
2.04	Leko(1KV)	12.000	Nos			0.00
2.05	Ground row with diffused filters	16.000	Nos			0.00
2.06	Lights with scrollers	8.000	Nos			0.00
2.07	Haze machines with blowers	4.000	Nos			0.00
2.08	ACL set of 24 lamps	2.000	Nos			0.00
2.09	Desk for conventional lighting (Celco)	1.000	Nos			0.00
2.1	Effect projector	8.000	Nos			0.00
3	Automated Lighting					

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
3.01	Moving Mirrors 1.2 (Cyber, sgm, golden scan)	18.000	Nos			0.00
3.02	Sharpy beam	20.000	Nos			0.00
3.03	Color filters 202/165/048/111/180/137	2.000	Nos			0.00
3.04	Jambo smoke machine	4.000	Nos			0.00
3.05	Follow Light-SGM 1200wt	2.000	Nos			0.00
3.06	Truss 100x100 ft	1.000	Nos			0.00
3.07	Beam Lights Around	10.000	Nos			0.00
3.08	Vedio Projector with three cameras	3.000	Job			0.00
3.09	Sky Folding In Back	1.000	Job			0.00
3.1	Light Dimmers for stage	6.000	Nos			0.00
3.11	Flat Fluid spot 2.5 Kw.	2.000	Nos			0.00
3.12	Kramer Switcher	2.000	Nos			0.00
3.13	Kramer Spiliter	4.000	Nos			0.00
3.14	Proper Cableing	1.000	Job			0.00
4	Sound System					
4.01	Crown Amplifior each of 5000 watt	15.000	Nos			0.00
4.02	Crown Dual Channel digital power amplifiers 3000W@2ohm, 2100W@4 OHM, 1500w@8ohm per channel	5.000	Nos			0.00
4.03	Matching Cross over	3.000	Nos			0.00
4.04	J.B.L. vertec 4889	12.000	Nos			0.00
4.05	J.B.L Sub Woofer	10.000	Nos			0.00
4.06	J.B.L. Top for Centre Fill & Delay	9.000	Nos			0.00
5	Stage Monitoring					
5.01	J.B.L. 915	12.000	Nos			0.00
5.02	J.B.L. Sub Duel Speaker	2.000	Nos			0.00
5.03	Side fill J.B.L. 725	4.000	Nos			0.00
5.04	Foot mikes for dancers	6.000	Nos			0.00
5.05	Cordless SM58	4.000	Nos			0.00
5.06	Cordless SM58 Beta	2.000	Nos			0.00
5.07	Corded Sm58	30.000	Nos			0.00
5.08	Corded Sm57	10.000	Nos			0.00
5.09	As per mike JBL only AKG C-1000	4.000	Nos			0.00
5.1	Shure collar Microphones wireless	4.000	Nos			0.00
5.11	Professional quality complete Jazz Drum	1.000	Nos			0.00

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
SI. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
5.12	Complete Microphone Kit Shure or senheiser for Jazz Drum	1.000	Nos			0.00
5.13	In Ear Monitor Shure or Senheiser	8.000	Nos			0.00
5.14	Base Guitar Amplifier AMPEG 4/8x10	2.000	Nos			0.00
5.15	Lead Guitar Amplifier - Fender twin/super reverb	2.000	Nos			0.00
5.16	Key Board Amplifier Roland AC 550/880	2.000	Nos			0.00
5.17	Digital Sound Mixer (Console) SC 48 or Equivalent with Digital Effects	1.000	Nos			0.00
5.18	All Sound Cables & Connectors Should be Monster or Neutrik	1.000	Job			0.00
5.19	D.I. Box BSS	15.000	Nos			0.00
6	Cassette Deck					
6.01	CD Player	2.000	Nos			0.00
6.02	Laptop with 1 TB RAM, 6 GB ROM, I5 Configuration	2.000	Nos			0.00
6.03	Graphic Equiliser	1.000	Nos			0.00
6.04	Podium (Transluscent)	1.000	Nos			0.00
6.05	Head Phone	2.000	Nos			0.00
6.06	Announcement system with loudspeakers	12.000	Nos			0.00
6.07	Cloth framed screens with projector	4.000	Nos			0.00
7	For Shilpi Canteen					
7.01	Garden Chairs Without Armrest	100.000	Nos			0.00
7.02	Tables 3'X2' SqFeet	50.000	Nos			0.00
7.03	Kanat covering around shilpi canteen	1.000	Job			0.00
7.04	High arrangement LED Lights	50.000	Nos			0.00
8	Aluminum Hanger					
8.01	Audience area 40000 Sq Ft	40000.000	sqft			0.00
8.02	Main stage 5200 Sq Ft.	1.000	Job			0.00
9	Mobile vacuum toilets for artists/ VIP	1.000	Nos			0.00
10	Cloth masking for back stage 160'x40'	1.000	Job			0.00
11	Sofa set (theme based) 3 seater	25.000	Nos			0.00
12	Banquet chairs with cover	3000.000	Nos			0.00
13	Garden Chairs	3000.000	Nos			0.00
14	Central table	12.000	Nos			0.00
15	Barricading with iron pipe (covered with cloth) and with iron jali of 4' to 5' height 2000 R/ft.	1.000	Job			0.00
16	Projector Screen/LED Screen 12'x8' with complete operational system	6.000	Nos			0.00
17	Synthetic carpet (new) 100000 Sq. Ft.	1.000	Job			0.00

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
SI. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
18	Food stall of 12'x15' size made of GI Tin covered with cloth on all sides	10.000	Nos			0.00
19	Stall allotment office/ Media center with furniture having size 18'X9'.	3.000	Nos			0.00
20	Fire Tender enclosure 18'x12'	2.000	Nos			0.00
21	First aid fire fighting systems (like Co2 type, ABC type etc) as per site requirement	1.000	Job			0.00
22	Police Thana and CCTV control room 30'x15'	1.000	Job			0.00
23	Establish a fully furnished VIP/Chairman's camp office with a 3-seater sofa set, three tables, two ceiling fans, and chairs. The setup should accommodate a minimum of 15 persons comfortably.	1.000	Job			0.00
24	Electricity control room 18'x20'	2.000	Nos			0.00
25.00	Tin boundary 2400 R/Ft.	1.000	Job			0.00
26	Reception/ Enquiry/ Control room 10'x10' with PA System	1.000	Job			0.00
27	Octonum Stalls Dimensions: 3x3 meters each Installation: Indoor placement within a secure space with a proper platform for safety and wind protection. Furnishings: 1 table and 2 chairs per stall Additional Features: Inside the tin frame and fascia included for enhanced aesthetics and structural integrity.	300.000	Nos			0.00
28	Mirror 5'x3' for green rooms	4.000	Nos			0.00
29	Security personnel- Guard	60.000	Nos			0.00
30	Security personnel- Gun Man with legal license	10.000	Nos			0.00
31	Security personnel- Supervisor	5.000	Nos			0.00
32	Coloured CCTV camera with complete recording & operating system for Mela Ground and Parking Area	40.000	Nos			0.00
33	Walky-Talky (range 2 km.)	30.000	Nos			0.00
34	DFMD	6.000	Nos			0.00
35	Hand Held Metal Detector	6.000	Nos			0.00
36	Interior decoration based on theme , Decoration with statue, mask & wall painting /hanging in traditional / folk style, internal direction signages.	1.000	Job			0.00
39	Silent generators (AVR system) 62 KV with fuel	5.000	Job			0.00
40	Light Poles along with metal halide lights	100.000	Nos			0.00
41	Semi High Mast Lights	20.000	Nos			0.00
42	Halogen 500 watts	200.000	Nos			0.00
43	LED Lights 23 Watt (to be provided in all stalls and other places)	1200.000	Nos			0.00
44	Three phase main line (all underground wiring)	1.000	Job			0.00
45	Decoration lights (jhalar) on trees, front facade and boundary walls of the venue, light decoration from temporary gate to mahotsav exit gate.	1.000	Job			0.00

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
SI. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
46	Media Platform 12' height erected with ballis with 3'x3' top wooden platform with ladder and parapet of 3' height on the top	1.000	Job			0.00
47	Construction of Main Gate (design based on Theme) size 40' x 20' Material :- iron / steel /Wood & plywood / mix medium / structure frame, size of Entry Gate 6' x 15'	2.000	Nos			0.00
48	Attractive Platform for puppet show size 8*6 sqft, covered with cloth from three side, with PA sound system.	1.000	Nos			0.00
49	Making of proper ticket window with G.I. tin sheet covered with cloth on all sides with 8 counters, Display Boards, Table, chair with cloths.	2.000	Nos			0.00
50	Covered Dustbins (big size) for whole mela ground.	40.000	Nos			0.00
51	Adequate cleaning and picketing in the entire premises and proper disposal of garbage from the stalls. Cleaning of the toilets and sufficient staff.	1.000	Job			0.00
52	Two Green Rooms near main stage 25x15 ft each with two takhat (4x8 ft each), two mirror, four tables, 10 chairs mating floor and sheets.	1.000	Job			0.00
53	For main stage, A super stage 24x16 ft., with height about one feet with neat frills, carpet and cloth sheets. This would be used as per program requirement. Four labours must be kept in ready to go position during the program	1.000	Job			0.00
54	Barricading for open stall	1.000	Job			0.00
55	Police canteen Food stall	1.000	Job			0.00
56	Balli Barrier on road for traffic control.	1.000	Job			0.00
57	Arrangement of press conference catering for 200 person	1.000	Job			0.00
58	Balli Barrier on road for traffic control.	1.000	Job			0.00
59	Conceptualising, Design, manufacture and supply of attractive and exclusive Mementos, souvenirs etc. 15 Nos. for VIP (Approximate Cost Ranging Rs. 8000 to Rs. 9000) 125 Nos. (Approximate Cost Ranging Rs. 1000 to Rs. 1500)	1.000	Job			0.00
60	Conceptualising, Design, Printing and Supply 1. Invitation Card (For Inauguration Ceremony) 3500 2. Invitation Card (For Closing Ceremony) 2000 3. Car Pass- 2000 Nos. 4. Programme Sheet (Hindi and English both)- 5000 nos. each 5. VIP Pass- 6000 nos. 6. Guest Pass- 4000 nos. 7. Sponsor Pass- 4000 nos. 8. Certificate- 5000 nos. 9. Shilpi Stall Pass (with cover and dori)2000 10. Staff on Duty-2000 nos. 11. Officer on duty-2000 nos. 12. May I help you- 1500 nos. 13. Media Pass- 2000 nos. 14. Entry Ticket- 150000 nos. 15. Leaflets- 20000 nos. 16. Broachers- 10000 nos.	1.000	Job			0.00
61	Conceptualising, Design, Printing, installation(at 6 ft height) of flex / hoardings at 50 locations including framing and removal after event of flex, hoardings etc (Min Size – 10 Ft X 20 Ft)	1.000	Job			0.00

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
SI. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
62	Branding	1000.000	Sqft			0.00
63	Comfortable and Appropriate Working Office & VIP Lounge for a Minimum of 20 Persons.	1.000	Job			0.00
64	Appropriate/Comfortable Sitting Arrangement, Consultation desk, and necessary furniture for First Aid in (Permanent Structure as provided by Taj Mahotsav Committee) for First Aid along for one qualified Doctor & Nurse and necessary medicines, equipment's etc.	1.000	Job			0.00
65	Power Back up:-> Silent Generators with capacity of 125 KW each with operator and diesel. Arrangement for an interrupted power supply.	3.000	nos			0.00
66	Silent Generators with capacity of 63 KW each with operator and diesel. Arrangement for an interrupted power supply.	5.000	nos			0.00
67	Toilet Arrangements:-. 15 Portable Toilets to be installed for visitors (Ladies & Gents both).	1.000	job			0.00
68	If anything would be required any additional elements in technical than that would be charge on Actual (As per requirements of Artist)	1.000	job			0.00
69	Arrangement to organise the event in case of rain	1.000	job			0.00
70	I Love Agra Selfie Point - 9 Days					
71	Theme Based Decorations	1.000	Job			0.00
72	Sound System	1.000	Job			0.00
73	Photography - 1 Nos	10.000	Mandays			0.00
74	Videography - 1 Nos	10.000	Mandays			0.00
75	2 Staff	3.000	nos			0.00
76	Numbers of white double seater sofa with broad arm rest.	150.000	nos			0.00
77	Number of white center tables in front of the front row of sofas	25.000	nos			0.00
78	Numbers of banquet dunlop chairs with white cover and tri-color ribbon.	1000.000	nos			0.00
79	Branding	1000.000	Sqft			0.00
80	Agra Chaupati - 9 days					
81	Stage	1.000	Job			0.00
82	Lighting	1.000	Job			0.00
83	Sound System	1.000	Job			0.00
84	Theme Based Decorations	1.000	Job			0.00
85	Photography - 1 Nos	10.000	Mandays			0.00
86	Videography - 1 Nos	10.000	Mandays			0.00
87	3 Staff	3.000	no			0.00
88	Branding	1000.000	Sqft			0.00
89	Soor Sadan Auditorium - 9 Days					
90	Stage Decoration	1.000	Job			0.00

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
91	Stage Furniture	1.000	Job			0.00
92	Branding	1000.000	Sqft			0.00
93	Lighting if required	1.000	Job			0.00
94	Sound System	1.000	Job			0.00
95	Photography - 1 Nos	10.000	Mandays			0.00
96	Videography - 1 Nos	10.000	Mandays			0.00
97	2 Staff	2.000	nos			0.00
98	Sadar Bazar - 9 Days					
99	Open Stage	1.000	Job			0.00
100	Stage Decoration	1.000	Job			0.00
101	Stage Furniture & other sitting Arrangement - 300 nos	1.000	Job			0.00
102	Barricade with wooden Balli	200.000	Rmt			0.00
103	Branding	1000.000	Sqft			0.00
104	Lighting if required	1.000	Job			0.00
105	Sound System	1.000	Job			0.00
106	Photography - 1 Nos	2.000	Mandays			0.00
107	Videography - 1 Nos	2.000	Mandays			0.00
108	5 Staff	5.000	nos			0.00
109	Numbers of white double seater sofa with broad arm rest.	4.000	nos			0.00
110	Numbers of banquet dunlop chairs with white cover and tri-color ribbon.	500.000	nos			0.00
111	Kite Festival - 2 Day					
112	Numbers of white double seater sofa with broad arm rest.	8.000	nos			0.00
113	Number of white center tables in front of the front row of sofas	5.000	nos			0.00
114	Other Tent Chair	300.000	Nos			0.00
115	Stage 30x16 sqft	1.000	Job			0.00
116	Medical Booth	1.000	Nos			0.00
117	Police Booth	1.000	Nos			0.00
118	Barricade with wooden Balli is (Not iron pipe) covered with cloth. 1000 Running meters. (Please quote per running meter cost)	1000.000	Rmt			0.00
119	Sound System	1.000	Job			0.00
120	Theme based decoration	1.000	Job			0.00
121	Security & Other Staff member	1.000	job			0.00
122	Fire Arrangements	1.000	job			0.00

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #
SI. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE (Excluding GST) for the total duration for respective as mentioned in RFP In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
123	Medical Arrangements:	1.000	job			0.00
124	Power Back up	1.000	nos			0.00
125	Photography - Nos	4.000	Mandays			0.00
126	Videography of 10 days in Harddisk (2TB)	2.000	Mandays			0.00
127	Branding	1000.000	Sqft			0.00
128	10 Stalls for food / kites and related items	20.000	nos			0.00
129	Carpet If required	1000.000	sqft			0.00
	TOTAL AMOUNT					0.00