

Limited RFP for Selection of an Event Management Agency (EMA) for
Inauguration of
India International Convention Centre (IICC), Dwarka, New Delhi

CONTRACT FOR SERVICE

BETWEEN

**Department For Promotion Of Industry And
Internal Trade (DPIIT) Ministry Of Commerce And
Industry,
Government Of India**

AND

DATED _____

FOR

Event Management Agency (EMA) for Inauguration of India International
Convention Centre (IICC), Dwarka, New Delhi as per EOI Ref No P-
37022/17/2023-IC

(On Non-judicial Stamp Paper)

The Department for Promotion of Industry and Internal Trade, Ministry of
Commerce and Industry, Government of India, Vanijya Bhawan, New
Delhi-110001, India, hereinafter referred to as the **Client** which
expression unless repugnant to context or meaning thereof shall include
its successors, affiliates and assigns) has:

1. Requested the Event Management Agency to provide certain services as
defined in the General Conditions attached to this Work Order (hereinafter
called the **Services**); and
2. The Event Management Agency, having represented to the Client that they

have the required professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this assignment.

NOW THEREFORE the Client hereto hereby agrees as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Work Order:
 - Appendix A:** Terms of reference containing, inter-alia, the Description of the Services and reporting requirements,
 - Appendix B:** Cost Estimate,
 - Appendix C:** Copy of Bank Guarantee for Performance Security as per the prescribed format.
 - Appendix D:** RFP, Corrigendum to the RFP and Work Order
 2. The mutual rights and obligations of the Client and the Event Management Agency shall be as set forth in the Work Order; in particular:
 3. The Event Management Agency shall carry out the Services in accordance with the provisions of the Work Order; and
 4. The client will make payments to the Event Management Agency in accordance with the provisions of the Work Order.
- 3. Commencement, completion, modification and termination of Work Order**
- 3.1.1 Effectiveness of Work Order :** This Work Order shall be effective from the date of receipt of the Work Order by the Event Management agency.
 - 3.1.2 Commencement of Services:** The Event Management agency shall commence the Services from the date notified by the Client.
 - 3.1.3 Expiration of Work Order:** Unless terminated earlier pursuant to relevant clauses in this Work Order hereof, this Work Order shall expire when Services have been completed and all payments have been made at the end of such time period after the Effective Date.
 - 3.1.4 Modification:** Modification of the terms and conditions of this Work Order, including any modification of the scope of the Services or of the Work Order Price, may only be made by written agreement between the Parties.
 - 3.1.5 Force Majeure**
 - 3.1.5.1** Neither party will be liable in respect of failure to fulfil its obligations if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophes, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with

utmost persistent effort in the carrying out of its obligations hereunder.

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

3.1.5.2 No Breach of Work Order: The failure of a party to fulfill any of its obligations under the Work Order shall not be considered to be a breach of, or default under this Work Order insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event:

1. has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Work Order, and
2. has informed the other party as soon as possible about the occurrence of such an event.
3. the dates of commencement and estimated cessation of such event of Force Majeure; and
4. the manner in which the Force Majeure event(s) affects the Party's obligation(s) under the Work Order.

3.1.5.3 Neither Party shall be able to suspend nor excuse the non-performance of its obligations hereunder unless such Party has given the notice specified above.

3.1.5.4 Extension of Time: Any period within which a Party shall, pursuant to this Work Order, 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.

3.1.5.5 Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the Event Management Agency shall be entitled to continue to be paid under the terms of this Work Order, 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 services after the end of such period.

3.2 Termination

3.2.1 If the Agency decides to terminate the project, then the client will forfeit the Performance Guarantee.

3.2.2 By the client: The Client may terminate this Work Order, written notice of termination to the Event Management Agency, to be given after the occurrence of any of the events specified in this clause:

- A. if the Event Management Agency do not remedy a failure in the performance of their obligations under the Work Order,
- B. if the Event Management Agency become insolvent or bankrupt;

- C. if, as the result of Force Majeure, the Event Management Agency is unable to perform a material portion of the Services;
- D. if the Event Management Agency fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
- E. if the Event Management Agency submits to the Client a false statement which has a material effect on the rights, obligations or interests of the Client. If the Event Management Agency places itself in the position of conflict of interest or fails to disclose promptly any conflict of interest to the Client;
- F. if the Event Management Agency, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Work Order;
- G. If the Event Management Agency performs substandard work, in this case, the cost shall be retrieved from the Event Management Agency for any liabilities that fall on the Client due to Non-performance or substandard quality of work.
- H. if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Work Order.

3.2.3 Payment upon termination: Upon termination of this Work Order, the Client will make the following payments to the Consultants:

1. Remuneration pursuant to relevant clauses for Services satisfactorily performed prior to the effective date of termination;
2. If the Work Order is terminated pursuant to Clause 3.2.2 A), B), D), E) or F), the Event Management Agency shall not be entitled to receive any agreed payments upon termination of the Work Order. However, the Client may consider making payment for the part satisfactorily performed on the basis of the quantum meruit as assessed by it, in its sole discretion, if such part is of economic utility to the Client. Under such circumstances, upon termination, the Client may also impose liquidated damages as per the provisions of relevant clauses of this Work Order. The Event Management Agency will be required to pay any such liquidated damages to Client within 30 days of the termination date.

3.2.4 Disputes about Events of Termination: If either Party disputes Termination of the Work Order under relevant clauses hereof, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to arbitration under relevant clauses hereof, and this Work Order shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3.3 Intellectual Property

3.3.1 Commission to own intellectual property created: All rights to any intellectual property conceived or produced by the Consultant for the Client in the course of performing the Consultancy Services and all information (including information that is in electronic form), working papers, reports or other papers collected or produced by the Consultant for the purpose of providing the Consultancy Services are the property of the Client from the date that property is created or developed and the Consultant waives in favour of the Client any moral rights that the

Consultant may have.

3.3.2 Existing intellectual property: Despite anything to the contrary contained in this Agreement, it is understood and agreed that the Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, know how, methods, techniques, skills, knowledge and experience possessed by the Consultant prior to, or acquired by the Consultant during, the performance of this Agreement and the Consultant will not be restricted in any way with respect to the same.

3.3 On termination or completion: Not more than five (5) Business Days following the date of termination of this Agreement (for whatever reason) or completion of the Consultancy Services, the Consultant will deliver to the Client all information (including information that is in electronic form), Confidential Information, intellectual property, working papers, reports or other papers that are the property of the Client.

3.4 Obligations of the Event Management Agency:

3.4.1 General: The Event Management Agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Event Management Agency shall always act, in respect of any matter relating to this Work Order 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 Sub-consultants or third parties.

3.4.2 Conflict of interest: Prohibition of Conflicting Activities: Neither the Event Management Agency nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

1. during the term of this Work Order, any business or professional activities which would conflict with the activities assigned to them under this Work Order; and
2. after the termination of this Contact, such other activities as may be specified in the SC.
3. During the term of this Work Order, the team members allotted by the Event Management Agency to this project may not work with any other Country on Ease of Doing Business.

3.4.3 Confidentiality: The Event Management Agency, their Sub-consultants/contractors, and the Personnel of either of them shall not, either during the term or after the expiration of this Work Order, disclose any proprietary or confidential information relating to the Project, the Services, this Contact or the Client's business or operations without the prior written consent of the Client.

3.4.4 Documents Prepared by the Consulting Agency to be

the Property of the Client: All designs, reports, other documents and software submitted by the Consulting Agency pursuant to this Work Order shall become and remain the property of the Client, and the Consulting Agency shall, not later than upon termination or expiration of this Work Order, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consulting Agency may retain a copy of such documents and software.

3.4.5 Liability of the Event Management Agency : Subject to additional provisions, if any, in this Work Order the Event Management Agency's liability under this Work Order shall be as provided by the Applicable Law.

3.4.6 Professional Liability Insurance: Event Management Agency will maintain at its expense Professional Liability Insurance including coverage for errors and omissions caused by Event Management Agency's negligence, breach in the performance of its duties under this work order from an Insurance Company permitted to offer such policies in India, for a period of one month beyond completion of services commencing from the effective date, (i) For an amount not exceeding one time the total payments for Professional Fees made or expected to be made to the Event Management Agency hereunder or (ii) the proceeds, the Event Management Agency may be entitled to receive from any insurance maintained by the Event Management Agency to cover such liability, whichever of (i) or (ii) is higher with a minimum coverage of (insert amount and currency)

3.5 Obligations of the client

3.5.1 Assistance and Exemptions: The Client will use its best efforts to ensure that the Government will provide the Event Management Agency with work permits and such other documents as necessary to enable the Event Management Agency to perform the Services:

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

3.6 Payments to the Event Management Agency

3.6.1 Advance payment will not be considered.

3.6.2 Payment shall be made as per the payment schedule below-

| Payment Schedule | % Payable (against invoice) |
|---|------------------------------------|
| Advance against Bank Guarantee before commencement of Event | 20% |

| | |
|--|-----|
| Within 30 days of completion of event without any encumbrances and after physical verification by committee. EMA will have to submit post event albums (as per scope of work), digital photo and video album in the form of copy able external hard drive of whole event with requisite invoice for processing the same. | 60% |
| On approval of the event performance report detailing utilization - Post Event | 20% |

3.6.3 The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by DPIIT) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.

3.6.4. Payment against any increase/ decrease in the quantity/ material/ job will be based on a pro-rata basis subject to pre-approval from DPIIT.

3.6.5 Any quantity/ material/ job that has not specifically mentioned in Scope of Work/ BoQ shall be finalized based on mutual discussion with DPIIT & vendor. Nodal Officer/ SPOC appointed by DPIIT shall be the concerned person to finalize the same.

3.6.6 The final payment shall be released only after completion of the required work detailed in the RFP Document.

3.6.7 The GST be paid as applicable.

3.6.8 For facilitating electronic transfer for funds the selected agency will be required to indicate the name of the Bank and Branch, account number (i.e., bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected agency.

3.6.9 Currency: The price is payable in local currency i.e. Indian Rupees.

3.6.10 Payment for Additional Services: For the purpose of determining the remuneration due for additional services as may be agreed under relevant clauses for modification in this Work Order.

3.7 Settlement of disputes

3.7.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Work order or its interpretation.

3.7.2 Disputes Settlement: Any dispute between the Parties as to matters arising out of and relating to this Work Order that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provision specified in the Special Conditions (SC) of Contract or all disputes shall be finally settled by Secretary DPIIT.

3.7.3 Any grievance regarding penalty shall be first decided/resolved at the Joint Secretary Level and with the final decision of Secretary DPIIT, whose decision shall be final.

3.8 Responsibility for the accuracy of project documents

3.8.1 General

The Event Management Agency shall be responsible for the accuracy of the estimate and all other details prepared by them as part of these services. The Event Management Agency shall indemnify the client against any inaccuracy in the work, which might surface during implementation of the project.

3.9 Liquidated damages

3.9.1 If the selected Event Management Agency fails to complete the Assignment, within the period specified under the Work Order, the Performance Guarantee is liable to be forfeited in full or part in case of underperformance and undue delays in performance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the Client. In case of part forfeiture of Performance Guarantee and if the agency proceeds to complete the assignment, the Performance Guarantee will need to be buffered and restored to the original value.

4. Miscellaneous

4.1 Assignment and Charges:

4.1.1 The Work Order shall not be assigned by the Event Management Agency save and except with prior consent in writing of the Client, which the Client will be entitled to decline without assigning any reason whatsoever.

4.1.2 The Client is entitled to assign any rights, interests and obligations under this Work Order to third parties.

4.1.3 Indemnity: The Event Management Agency agrees to indemnify and hold harmless the Client from and against any and all claims, actions, proceedings, lawsuits, demands, losses, liabilities, damages, fines or expenses (including interest, penalties, attorneys' fees and other costs of defense or investigation (i) related to or arising out of, whether directly or indirectly, (a) the breach by the Event Management Agency of any obligations specified in relevant clauses hereof; (b) the alleged negligent, reckless or otherwise wrongful act or omission of the Event Management Agency including professional negligence or misconduct of any nature whatsoever in relation to Services

rendered to the Client; (c) any Services related to or rendered pursuant to the Work Order (collectively —Indemnified matter). As soon as reasonably practicable after the receipt by the Client of a notice of the commencement of any action by a third party, the Client will notify the Event Management Agency of the commencement thereof; provided, however, that the omission so to notify shall not relieve the Event Management Agency from any liability which it may have to the Client or the third party. The obligations to indemnify and hold harmless, or to contribute, with respect to losses, claims, actions, damages and liabilities relating to the Indemnified Matter shall survive until all claims for indemnification and/or contribution asserted shall survive and until their final resolution thereof. The indemnity/total liability by the Event Management Agency shall be to the extent of total bidding amount (total cost of financial proposal) in favour of the client. The foregoing provisions are in addition to any rights which the Client may have at common law, in equity or otherwise.

4.1.4 Notices: Unless otherwise stated, notices to be given under the Work Order including but not limited to a notice of waiver of any term, breach of any term of the Work Order and termination of the Work Order, shall be in writing and shall be given by hand delivery, recognized international courier, mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses specified in the SC. The notices shall be deemed to have been made or delivered (i) in the case of any communication made by letter, when delivered by hand, by recognized international courier or by mail (registered, return receipt requested) at that address and (ii) in the case of any communication made by telex or facsimile, when transmitted properly addressed to such telex number or facsimile number.

4.1.5 Severability: If for any reason whatsoever any provision of the Work Order is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties will negotiate in good faith with a view to agreeing upon one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable. Provided failure to agree upon any such provisions shall not be subject to dispute resolution under the Work Order or otherwise.

4.1.6 Professional Liability Insurance: Event Management Agency will maintain at its expense, Professional Liability Insurance including coverage for errors and omissions caused by Event Management Agency's negligence, breach in the performance of its duties under this Work Order from an Insurance Company permitted to offer such policies in India, for a period of one year beyond completion of Services commencing from the Effective Date, (i) For an amount not exceeding one time the total payments for Professional Fees made or expected to be

made to the Event Management Agency hereunder or (ii) the proceeds, the Event Management Agency may be entitled to receive from any insurance maintained by the Event Management Agency to cover such a liability, whichever of (i) or (ii) is higher with a minimum coverage of [insert amount and currency].

4.1.7 Performance security:

For the due performance of the assignment in accordance with the terms and conditions specified, the selected bidder shall on the day or before signing the contract which shall not be later than 7 (Seven) days from the issue of the Letter of Award and prior to the commencement of work, furnish to **DPIIT** a performance security of an irrevocable and unconditional Bank Guarantee for an amount equal to **5% of cost mentioned in financial bid.**

The Bank Guarantee/s shall be in favor of **DPIIT**, issued by any nationalized or scheduled Indian Bank, approved by the Reserve Bank of India. The Bank Guarantee/s shall be on the Proforma, which shall be approved by **DPIIT**.

It is expressly understood and agreed that the performance security is intended to secure performance of the entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.

The assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to **DPIIT** before the expiry date of the Bank Guarantee originally furnished. Bank guarantee shall be released, 60 days post the successful completion of the whole Project engagement.

Bank guarantee shall not bear any interest to DPIIT. No claim shall be entertained in this regard.

4.1.8 Penalty

4.1.8.1 Penalty: The selected agency has to provide services as per the requirements of the RFP. In case the services rendered are not as per the requirement of the Department, the selected agency will have to come up with a solution within a given timeframe failing which 20% will be deducted from the amount payable. The other form of penalty not mentioned in the RFP will be decided by the appropriate authority on a case-to-case basis.

4.1.8.2 Any dispute regarding penalty shall be handled as per dispute settlement provision.

4.1.9 DPIIT shall appoint Nodal Officer(s)/ Single point of Contact (SPOC) to deal with all the activities pertaining to event management. In addition to this, DPIIT will also designate certain officers who will physically verify the work of EMA.

4.1.10 It will be the sole responsibility of EMA to coordinate with the officers and should depute dedicated personnel(s) to coordinate with the concerned officers on day-to-day basis to verify each deliverable/ deployment (material or manpower)/ procurement, etc. related to this RFP prior to carrying out such activities.

4.1.11 The EMA shall update the daily progress and activities to concerned officer deputed by DPIIT.

4.1.12 The verification and recommendation (on quantity and quality of material used) of the designated officer shall be binding on EMA.

4.1.13 The selected bidder will have to submit an Event performance report as described in the Scope of Work on successful completion of event.

4.1.14 Location of the project is Delhi. No travel, lodging, food expenses will be borne by DPIIT for resources of the selected bidder travelling to Delhi/ NCR and the quoted rates in the bid should be blended off-site/ on-site resources. DPIIT will not bear any other out-of-pocket expenses.

4.1.15 The selected bidder shall not be permitted to charge any separate fee for utilizing or deploying any software/tools/ licenses obtained from any third party or any proprietary software or anything over and above in performance of the services under the project, unless pre-Approved by DPIIT in writing.

4.1.16 Extension in the contract, if any shall be applicable at the same rate as mentioned in the financial bid.

4.1.17 Without prejudice to any terms and conditions as mentioned in the financial bid, DPIIT at its absolute discretion may amend the covenants & above terms and conditions as per the business exigencies with the approval of the competent authority.

Note: All conditions of RFP shall be considered to be an integral part of this Work Order

Appendix-A: Terms of Reference (ToR)

SCOPE OF WORK

The indicative event details below:

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| Event Name | Inauguration of India International Convention Centre-Dwarka Sector-25 |
| Event Date | Hawan & Pojan :16 th September 2023 tentatively between 2PM to 5PM Inauguration: 17 th September 2023 tentatively between 10 AM to 1PM |
| Event Venue | India International Convention Centre-Dwarka Sector-25 |

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|------------------------|---|
| Targeted Footfall | ~6,000+ |
| On-Site Event Elements | <ul style="list-style-type: none"> 7. Hawan & Poojan 8. Inaugural Session 9. Cultural Function 10. Registration & Helpdesk 11. Visitor Management 12. Miscellaneous 13. Video Conferencing |

The bidders are advised to visit the event venue (India International Convention Centre-Dwarka sector-25) and formulate a detailed plan of event execution in the technical presentation which should cover all the aspects of the scope of work. The selected bidder will have to provide requisite decoration, structures, competent manpower and other services, in consultation with the DPIIT.

The scope of work for the Event Management Agency (EMA) to include, but not limited to:

1. SITE LAYOUT PLANNING

7. The EMA will be responsible for the master planning of the event venue i.e., India International Convention Centre-Dwarka, sector-25, formulate a detailed site plan and layout highlighting areas for each element of the event.
8. The site plan must have clear area demarcation for each infrastructural elements like various halls, exhibition area, meeting rooms, food court, entry & exit point, parking area, registration area, helpdesk area, media center, ambience décor, emergency exit plan, emergency services area, passage connecting each element, walkways, toilet blocks, etc.
9. More than 2000 plus high-profile delegates and visitors are estimated to visit the event and thousands of personnel will be working at any given point of time. Therefore, it is expected to factor these considerations while planning the detailed layout.

| S.No. | Particulars | Overview |
|-------|---|--|
| | Concept/ Theme Buildup for the Inauguration | EMA shall be responsible to create the Concept and Developing theme for the event, bring out creative designs for the event such as backdrops (both LED content and printable), standees, banners, arches, view cutters, tent cards, car passes, signage, and other collaterals Etc. |
| | Show Flow Curation | EMA shall be responsible for creating show flow basis, the VVIP protocol and incorporating mandatory ceremonies including unveiling, on stage felicitations, VVIP addresses, cultural performance as per duration |

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| | Show Flow Management/ Show Running | EMA shall be responsible for show running of the entire unveiling and launch ceremony including technical coordination and on-stage flow of the event duration. |
| | Content Development for all the event | EMA is responsible to conceptualizing and development of all content including scripting, direction, music compilation, editing for various mediums including main event area and other areas in the event venue set up, video Bytes Etc. |
| | Physical Installations as per theme | EMA shall be responsible for the Installation depicting various aspects of the theme including physical installations and technology-based installations |
| | <ul style="list-style-type: none"> - Floral Installations - Glass Based Installations - Fibre Based Installations -Eco-Friendly Installations | <p>EMA shall be providing the Thematic installations to include representation of theme and highlight achievements</p> <p>India Milestones- Customized glass-based installation</p> <p>Installations created with eco friendly material</p> |
| | Flower Decoration & Infrastructure | <p>Flower Décor and branded installations at venue including venue Exterior, Welcome area, meet and greet area, Pre-Function Area, Lounges, Main Stage area and Ambience décor.</p> <p>Floral Décor (High Quality Fresh Flowers (Cosmos Flower, Gaillardia Flower, Zinnia Flower, Dahlias Flower, Peonies Flower, Fox Brush Orchids Flower, Tulips Flower, Gloriosa Lily Flower, Pineapple Lily Flower, Rain Lily Flower, Flower, Roses- different colour, Carnations Flower, Birds of paradise).</p> <p>Open terrace area on 3rd Floor level – This area measuring approx. 4300sqm. may be included for flower decoration and carpeting. EMA needs to provide high quality flower decoration and lighting, if any. All the steps need to be furnished with carpet for accommodating people to sit. The open terrace area shall have theme decoration with flowers as per the design shared by the EMA.</p> <p>Grand steps from 2nd Floor to Ground floor level – Steps to have red carpet along with</p> |

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| | | <p>high quality flower decoration. The layout for laying carpet shall be as per the theme / route plan of the event to be finalized by the competent authority. The arrangement should capture the entire façade in one frame for broadcasting live (incase required). The entire area including steps should be free from wires or any visible support elements. EMA shall ensure lighting for the entire area as part of their scope of work.</p> <p>Open space between Exhibition Hall Foyer-1 and Convention Center - EMA to provide red carpet and high-quality flower decoration between the area (approx. 40 m x 40 m of which the carpeted area will 40 m x 4 m) for movement of VVIP between Exhibition Hall Foyer and Convention Center. Suitable arrangement shall be made to ensure the passage is rain proof.</p> <p>Theme flower decoration for the open green area in front of Convention center. This area may be considered for themed flower decoration which is visible from the 2nd floor grand steps. EMA to provide flower decoration and lighting highlighting the theme of the event for following areas. The area to be considered for decoration will include approximately 10-12 acres of area in front of convention center.</p> <p>Flower decoration (3 sides and roof) for exit staircase structure (6 numbers) in sync with the green area decoration as part of 1 theme. The roof of these structures should not be visible after the themed decoration.</p> <p>The theme and design of the decoration needs to be approved by DPIIT based on the options to be provided by EMA prior to installation.</p> |
| | <p>Gallery Showcasing "NEO Bharat" Theme</p> | <p>EMA shall be responsible for setting up for a special thematic showcase / gallery area for VIP walkthrough, depicting journey of IICC and India milestones. Displays to include 3D cutouts, printed panels, AV screens, Plasma screens, and tech engagements arranged in aesthetic manner. Theme should be revolving around "NEO BHARAT".</p> |

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| | Artist Management for Cultural Program | EMA shall be responsible for artist Management for stage performance and cultural showcase - includes choreographer, performers, rehearsals, logistics, music compilation and visual supplement. |
| | Thematic performance | EMA shall be responsible for Conceptualizing thematic act in the form of visual performance depicting the New India theme. Includes Music composition, choreography, costuming, props, and AV |
| | Post Event Avs | EMA shall be responsible for Creation of short edits post event including scripting, editing, graphics and animation effects |
| | F&B For VVIPs, VIP's and other senior members | EMA shall provide the High-tea Arrangements for approx. 6000-7000 attendees at different locations within premises. The quality of High-Tea arrangements should not be less than 5 stars rated. EMA shall pre-approved the catering vendor from DPIIT officials in advance. Havan Puja Day: - High Tea shall be served to 400-500 guests VIP's with table serving. |
| | Hospitality Management | EMA shall be responsible for Hospitality, VVIP's, VIPs and senior management as per protocols and in coordination with relevant authorities |
| | Logistics Management | EMA shall be responsible for Logistics management including transportation of material, security, set up and dismantling schedule, facilities required in addition to existing facilities, facility in parking area etc |

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| | Live streaming setup | <p>EMA shall be responsible for Live streaming set for web casting on digital platforms, including online editing, switchers, monitors, streaming software to be coordinated along with mainline broadcast. EMA to provide all necessary equipment for live broadcast of the event on the LED façade on the external façade of convention centre. It shall be responsibility of the EMA to ensure that the event is telecasted uninterrupted. The necessary equipment will include but not limit to:</p> <ul style="list-style-type: none"> a) 3G HD SDI fibre converter- 1 nos. b) 3G HD SDI receiver - 5 nos. or VDO hub - 1 nos. c) Single mode fibre approximate - 700m for each location d) Any other equipment to execute the event in smooth manner. |
| | Social Media Planning and promotional activities | EMA shall be responsible for social media planning in the form of Pre-Event teasers, promotions through static and dynamic content and post event follow up content for maximum outreach as per brief |
| | Registration management | EMA shall be responsible for registration and accreditation management including preparation and distribution of badges for media. Setting up of enough registration counter for the invitees and using the state of the modern art technology for the on-site registration management |

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| | <p>Manpower Support & Management</p> | <p>Manpower management including Hostesses, Volunteers, helpers, stage coordinators, hospitality managers, artist security. Provide uniformed and well-dressed ushers on the days of the event. Provide manpower support for all technical and non-technical services per the scope of work.</p> <p>Provide dedicated manpower, to the satisfaction of DPIIT, for manning F&B area, technical support (lounges, organizer's office, etc). The list of such manpower with their identity and contact details to be provided to DPIIT, 7days prior to the event.</p> <p>Deploy additional manpower with event management competence for smooth execution of the event.</p> <p>Deploy more manpower for handling onsite registration and manning helpdesks at venue.</p> |
| | <p>Anchor & Artist Management</p> | <p>Emcee - appointing a suitable emcee for the event in line with the stature of the event. Including emcee scripting as per show flow, booking of the accommodation, handling logistics, artist fees etc.</p> |

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| | Seating Arrangement | <p><u>Meeting room at Basement 1 (Carnation)-</u> Two options are proposed for furniture configuration. First option is considering only seating arrangement in oval format (meeting configuration) for 200 PAX. This will only be for display. The scope of EMA will include providing high quality oval table configuration and seating for 200 pax accent lighting with lamps, decorative flowers etc. The tables will have clean and spot free fabric with fresh flower bouquet all along. The quality of material to be provided shall be preapproved by DPIIT.</p> <p>The second option is considering banqueting for delegates with serving counters all around. The hall may be furnished with round table seating configuration for 210 PAX. The scope of EMA will include providing high quality round tables and seating for 210 pax. The tables will have clean and spot free fabric with fresh flower bouquet in the centre of each table, accent lighting with lamps, decorative flowers etc. The quality of material to be provided shall be preapproved by DPIIT The counters will be sufficient to serve High Tea for 210 PAX with high quality finishing and décor. It should be ensured there is no cluttering of pax around the counters and enough numbers should be provided.</p> <p><u>Ball room (Laburnum)-</u> It may be furnished with round table seating configuration for approx. 650 PAX. The scope of EMA will include providing high quality round tables and seating for approx. 650 pax in the ball room. The tables will have clean and spot free fabric with fresh flower bouquet in the centre of each table accent lighting with lamps, decorative flowers etc. The quality of furniture and type of to be provided shall be preapproved by DPIIT and shall be equivalent or better than the reference image enclosed. layout is also provided for reference purpose. EMA need to be equipped with drinking water bottles, cutlery, cloth napkins and all other necessary arrangement for the event.</p> |
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5 nos. of Meeting rooms at 3rd floor - 5 meeting rooms at third floor may be furnished with different configurations to demonstrate the flexibility in design. The configurations will include board room configuration, banqueting configuration, lounge configuration, classroom configuration and theatre configuration. The required capacity and tentative layout is in the Enclosure 3. The EMA will include providing high quality round tables, flat tables, oval tables, accent lighting with lamps, decorative flowers etc. as per the layout with following seating capacities.

i . Meeting room 1- Aster Hall (Room no 3228) : The proposed configuration shall be U-shaped conference tables with seating capacity of 44 PAX. Additional row seating with 30 chairs are to be provided along the wall.

i i . Meeting room 2 - Petunia Hall (Room no 3230) : The proposed configuration shall be round banquet tables with seating capacity of 96 PAX.

i i i . Meeting room 3- Tulip Hall (Room no 3224): The proposed configuration shall be combination of single seater sofas similar to VVIP lounge with seating capacity of 20 PAX along with center tables and side tables on both sides of sofa.

iv. Meeting room 4 - Zinnia Hall (Room no 3232): The proposed configuration shall be class room type seating with tables and chairs for 108 PAX. The stage of 8m x 3m is to be provided near the projector screen along with podium stand.

v . Meeting room 5 - Daffodil Hall (Room no 3226): The proposed configuration shall be oval type board room with oval format (meeting configuration) for 24 PAX. The EMA will include providing high quality oval table configuration and seating. The tables will have clean, and spot free fabric. The quality of material to be provided shall be preapproved by DPIIT. Lounge configuration will have sofas with absolutely clean spot free fabric, Centre tables without any deformity, scratches, peeling paint etc. the lounge room will

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| | | have ascent light to be provided though lamps at the corners or appropriate places. The center table will have fresh flowers. The décor of the lounge should be in same tone with an objective to host VVIP delegates. |
| | VVIP Lounge Furniture | EMA shall be responsible to furnish VVIP lounges with suitable furniture. EMA to provide high quality sofas (single seater) , center table and side / corner table (high quality scratch free finish / marble top) , accent lighting (lamps), high quality flower bouquet for tables , planters in brass pot (polished) as per layout arrangement to be approved by DPIIT. The lounges that may be considered for furnishing include i. Lounge 1 (Ground floor level) - 8-seater. ii. Lounge 2 (Ground floor level) - 8-seater. iii. Lounge 3 (Basement level 1) - 6-seater. |
| | Lobby area Furniture | EMA to manage the certain lobby areas and may also be considered for furnishing under the scope. EMA to provide high quality sofas (single / twin seater) , center table and side / corner table (high quality scratch free finish / marble top), high quality flower bouquet for tables, planters in brass pot (polished) and as per layout arrangement to be approved by DPIIT for following lobby areas i. Lobby at 1 st Basement level - Approx. area 120sqm. with approx. 18 seats. ii. Lobby at 3rd Floor level - Approx. area 115sqm. & 140 sqm with approx. 33 seats & 44 seats. |
| | Auditorium area Furniture | EMA to provide high quality sofas (single seater) for 24 PAX, center table (high quality scratch free finish / marble top/glass top) for front row , high quality flower bouquet for tables, planters in brass pot (polished) as per layout arrangement to be approved by DPIIT |

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| | Green Room & Artist Room Furniture | EMA shall be responsible for arranging the necessary items such as chairs, view mirror with wooden stand, water bottles and other furniture and to be approved by DPIIT. |
| | CCTV arrangements | EMA shall be responsible for managing the CCTV area and creating a dedicated CCTV room in coordination with the authorities and shall also support the security agencies as and when required. |
| | Entry and Exit Management | Drop off point Pick Up point Golf cart shuttle route Registration Kiosk for smooth movement of visitors Parking and movement signages Invites need to provide the proper ground support in terms of pick-up and drop with less distance to cover by foot. |
| | View Cutter | Certain areas must be curtained to avoid them visible from the circulation during the event. EMA to provide view cutters in form of white cloth/ banners/ Flower backdrop or as appropriate and as per requirements for following areas. Branding banners flower backdrop for area between foyer 1 and foyer 2. This is approximately 500-600 sq.m. area. All area south of convention center where the construction debris/ material is visible from the convention center. The height of the curtains shall be minimum 10 mts or as per requirements at site. View cutters for labour colony at Gate 9 and surrounding boundary wall. View cutter between VVIP drop off and open exhibition. |

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| | Power Back-up & General Lightning | <p>DG back up- all external lighting/ sound/ LED/ public announcement etc. as provided by EMA to have its own power back up. For the entire event venue on the light poles, each light pole needs to be illuminated with LED lights. Rates will be inclusive of wiring from the source to consumption points through underground cabling.</p> <p>Tentative requirement 250 KVA + 125 KVA Addl. 250 KVA + 125 KVA as backup UPS - 375 KVA</p> |
| | Safe Room | <p>EMA is required to setup a Safe room for VVIP around the stage at inaugural hall which would include Sofas, Chairs, Tepoy tables, Flower decoration, water bottles, carpeting etc.</p> |
| | Control Room & Emergency Services | <p>EMA to make the control room for fire, disaster management, healthcare services, etc. In form of a hangar with carpeting, air- conditioning and general lighting. It must have adequate number of rooms to cater to officers from various services and outside pagodas for the guards, CCTV monitors and other communication facilities. Walkie-talkie charging station & Golf Cart charging to be part of the setup.</p> |
| | Signages | <p>Buntings, banners, flags, scrollers, etc. of appropriate sizes at various locations at the venue, as well as throughout the prominent locations of New Delhi using appropriate eco-solving printing materials including lighting (wherever required). The responsibility of taking approval from the Government authorities lies on EMA</p> |
| | Plants and Landscaping | <p>EMA shall do the appropriate landscaping with plants across the event venue, ensuring overall ambience décor.</p> |
| | Pagodas | <p>Pagodas to be provided at various locations at the event venue with carpet, -seating arrangement at each pagoda.</p> |
| | Installation of LED Screen | <p>Installation of LED screens to be placed at various locations inside the venue with provision for live telecast of events, with sound facility.</p> |

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| | Security Support | <p>Necessary security measures equivalent to the standard of VVIP programmes (Hon'ble Prime Ministerial level), including but not limited to, deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTVs, to the satisfaction of DPIIT and other stakeholders.</p> <p>Provide security guards at most important locations of the entire event venue, including but not limited to, entry/exit gates, main hall, lunch area, camp offices, lounges, etc.</p> <p>Ensure proper security arrangements at the entire event venue as per requirements.</p> <p>Coordination with all the security agencies deputed and as per the directive received from DPIIT.</p> <p>All the access to halls, exhibition area, lounges, Foyer area, F&B venues and entire event site is to be controlled through proper manning at all entry and exit gates.</p> <p>Security room for "Special Protection Group"</p> <p>-</p> |
| | Video Conference Set-up for VVIP | <p>(Hardware based Video conferencing setup)</p> <p><u>Hardware (H.323/SIP) Videoconferencing System configuration</u></p> <p>Resolution: Full High Definition (FHD) 1080p30/ 1080p60.</p> <p>Make: Videoconferencing equipment like Cisco / Poly or equivalents</p> <p>Input/Output: It should have 1-2 direct HDMI interfaces as Video IN to integrate with external camera and 1-2 HDMI Video output to connect display units.</p> <p>Protocol Support: It should support IP calling (H.323/SIP Compliant).</p> <p>Audio Support: It should have Audio Line In and Line Out with echo cancellation.</p> <p>Two OEM Microphones as part of the Videoconferencing system</p> <p><u>Network Requirement</u></p> <p>Minimum 40 Mbps Internet Leased Line (ILL circuit) / Leased lines over Fiber connection from any network service provider with a Public IP address with suitable adapter for providing RJ-45</p> |

(Ethernet connection).
(NOTE: 1. Broadband connection, Wi-Fi Connectivity or RF Radio link are not suitable for Videoconferencing.)

Backup network link of at least 40 Mbps or more capacity Internet leased line over fibre connection from a different service provider (ISP) with a Public IP address with suitable adapter for providing RJ-45 (Ethernet connection) should be provisioned.

Audio, Video & Display Requirements

Multiple Professional Full HD Video Cameras

Suitable Interface converters to connect camera with Videoconferencing systems through HDMI Input supporting 1080p60/1080p30.

The camera which will be used to focus on Hon'ble PM should be placed close to the Display Unit keeping line of sight (eye contact)

Two Display Units (LED Video Wall/ Display Units) with minimum 1080p resolution to be arranged as per the site requirement for viewing by participants/ audience and Dignitaries at Dias. Minimum Two LED displays 55 inch or higher (One for local view and second for remote view)

Suitable Interface converters to connect Videoconferencing system with above displays through HDMI interface supporting 1080p60/1080p30 (if Displays do not have HDMI interface)

Audio system (PA system) with multiple Microphones and Speakers as per site requirement should be arranged. Audio system need to be integrated with Videoconferencing system (Codec) with Echo Cancellation. incase Displays do not have audio capability.

Power Requirement

Proper UPS power supply for equipment used for Videoconferencing and network should be provisioned. 1- 2 KVA Online UPS with 1-hour backup for VC equipment is recommended.

Scope of work mentioned herein may subject to change based on the VVIP protocol requirements. Agency will have to cater the same without fail.

Appendix B: Cost Estimate,

Appendix C: Copy of Bank Guarantee for Performance Security as per the prescribed format.

Appendix D: RFP, Corrigendum to the RFP and Work Order