

Tender Document

**EVENT MANAGEMENT at Vigyan Bhavan, Science City
for Gujarat Gyan Guru Quiz (G3Q)**

Introduction

Gujarat Gyan Guru Quiz (G3Q) is going to be organized on 7th July 2022 at Science City, Ahmedabad, Gujarat in co-ordination with the Ministry of Education, Government of Gujarat. G3Q endeavours to provide a platform to students and citizens alike through participation on the quiz for projects, programmes, schemes and achievements. Approximately 5000 participants are expected for the event.

[Note: The purpose of this document is to select the Event Management agency for the above mentioned event.]

The Agency need to submit the quotation in two different sealed covers which shall be titled as instructed below:

Cover:

“DOCUMENTS COVER FOR EVENT MANAGEMENT at Vigyan Bhavan, Science City”

This cover shall comprise of rates as per scheduled / attached format, duly signed and stamped on each page to be submitted with the self-attested/ signed and stamped supporting documents.

[NOTE:- Agency not fulfilling the criteria will not be held eligible to participate in the further process of Price/Financial Bid]

The cover shall be super scribing it To "The CEO, Knowledge Consortium of Gujarat, at ‘Pragna Puram Campus’, Near L D College of Engineering, Opp. P.R.L., Ahmedabad - 380 009 through courier/R.P.A.D./Speed Post/in Personal on or before 5th July, 2022 up to 17:00 hrs.

This outer envelope shall bear the submission address, and the title as instructed above, and be clearly marked “Do Not Open, Except In Presence of the Official Appointed”. KCG shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for rejection of proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

Any proposal received by the Client after the deadline for submission shall be returned unopened.

At any stage of the process, the decision of the KCG official will be held final. KCG official is authorized to make changes in the process or cancel the process at any point of time during the entire process.

Subject to Ahmedabad Jurisdiction only.

For, Knowledge Consortium of Gujarat,

Ahmedabad

Terms of Reference

1. SELECTION CRITERIA FOR BIDDERS

A. Evaluation

Only agencies empanelled with indexB are eligible for participation.

B. FINANCIAL BID

- a. Bidder shall fill up entire price bid along with final amount as part of price bid.

Authority reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the Services. Authority shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

Authority reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

C. Deciding award of contract:

Quality and competence of service shall be considered, as the paramount requirement.

2. SCOPE OF WORK

A. Conceptualization/Planning of the Event

- Conceptualization of the Event
- Develop the Concept plan and prepare detailed layout plan, detailed working drawings & specifications. The specifications and design of stage and other structures may require to be modified to suit the situation and as per the direction of authority.

B. Attractive/Innovative ideas for Authority Promotion/Effectiveness of the event

- The bidder is required to bring in innovations in various activities/works for Authority promotion. Hence bidder is free rather encouraged to suggest such works/services/activities at extra cost which may not be part of BOQ. The attractive/innovative ideas will have a bearing upon evaluation.

C. Liasoning/Obtaining permissions

- Bidder shall arrange/liaison for all necessary approvals like for electricity, firefighting, police department, loudspeakers etc. and shall abide by all

statutory rules and regulations as may be applicable and however the Authority shall assist the bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the bidder.

- Preparation of required documents and certificates to obtain approvals from Government/Authority/collector other agencies and overall coordination and follow up with agencies for getting approvals, certificates to be completed before 1 day of the event. Preparing drawing necessary for submission to statutory bodies for sanction.

D. Mobilization of Resources

- The bidder is advised to mobilize your resources like manpower, material, machinery, equipment, furniture, fixtures, artwork material for ambience etc. at the site before ten days of event starts.

E. Execution of temporary structures and facilitation

- Execution of related structures including design and layout plan of various works such as Ambience, Public Convenience, VIP, VVIP area, Infrastructure, food stalls, craft stalls, Services etc.
- The bidder has to make boundary wall for the venue if require and as per instruction of authority/Project Management Committee (PMC).
- For VIP seating, the bidder has to provide well cushioned sofa and chairs, tables. The bidder has to provide PVC chairs for the visitors.
- The bidder shall erect appropriate reception/admin area for the managing the event and other related activities.
- The entry gate each for visitor and VVIP & VIP shall be erected in accordance with the theme of the event and flags to be installed at & around the site as per instruction of Authority.
- General cleaning of the area on daily basis and also as per requirement.
- Use of fire-retardant materials in making all structures and applying fire retardant chemicals wherever required is mandatory.
- Designing creative for branding and promotional activities.
- Bidder shall prepare and install various types of branding like, box branding, standee, Hoardings, Directional signages, Service facilities etc., at various locations as per requirement of AUTHORITY.

- Providing and laying drainage system in the venue. Installation of enough no. of soak pits, and disposal of sewage using suction pump on regular basis is a part of the scope.
- Construction and development of parking area.
- Developing pathways as per tender / presentation / agreement.

F. Event Management

- Bidder shall depute adequate technical and qualified staff, experienced enough for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' – at no extra cost - for the efficient handling of the project and to ensure that the project proceeds in accordance with conditions of contract and time schedule. The details of these personnel shall be submitted to Authority without fail.
- Bidder to deploy architect, designers, clerical staff, consulting engineers and other professional persons, event management team required to be consulted by the Authority for the purpose of the event.
- Managing event management crew which will take care of all events in terms of Overall event co-ordination, Scripting and artist performance management, Time management.
- Arranging the anchor (male/female) for the event, for the complete co-ordination of the event.
- Arrangement for lightening of lamp for inauguration of the event.
- Hostesses in traditional costumes are to be arranged to escort the VIPs/VVIPs on the stage.
- Providing volunteers & users for the stalls, help desk, information desk & RSVP within the venue - or as per instruction of Authority. The volunteer shall be working under guidance of crew-coordinator & event manager.
- Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification and no extra payment for supervision or inspection will be charged or payable by the Authority
- Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by Authority. Bidder shall furnish the schedule of implementation to the Authority so that systematic and timely monitoring of the project can be done.

- Manage the event including housekeeping like maintaining toilets, drinking water facility, water supply for other works, electricity supply, cleanliness, garbage disposal, security, up keeping of the structures etc.

G. Execution with best industry practices/as per terms

- To erect the structures considering season, forces and codes with safety of public being a prime concern.
- Execute the work with due respect to aesthetics, safety, theme consistent with best of Industry practices within given time and approved cost.

H. Hygiene, safety & Security

- The scope also covers application of insecticides and use of fly catching machine to keep the venue hygienic
- Fire safety and other safety measures must be followed by bidder as per prescribed rules & regulations. There must be enough nos of fire extinguishers. If the fire extinguishers are found to be expiry date, there shall be heavy penalty and other actions may be taken by authority.

I. Post Event Work

- The bidder will be required to dismantle the works executed upon completion of event and as per requirement, without damaging the site/ premise and restore the same upto the satisfaction of the authority.
- Bidder shall clear the site on possession and hand over back the site once the event is over into pre-event condition within seven days of the completion of event.

J. Quantity

- Changes (Increase or Decrease) in the Quantity requirements can arise at any point of time of the Event

3. CONTRACTOR'S OBLIGATION

- The Agency shall be fully responsible for site review and event of the works conforming to relevant Indian or International standards as per scope of work. The contractor shall be responsible for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning.
- The contractor shall utilize optimally the allotted land area available for installation/construction of various facilities/components of the event. The details of the costing shall form part of the proposal. The contractor shall be responsible

for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning. The contractor shall provide a detailed scheme of installation & commissioning, operation and maintenance.

- The contractor shall take into consideration all aspects of the event at the time of bidding, namely, though not restricted to:
 - Execution and management by construction of structures as per scope Procurement of requisite materials and manpower.
 - Civil Works including site grading, development, toilets and other services Quality control.
 - Installation, testing and commissioning of electrical works under the scope.
 - Quality control
 - Environmental and social safeguards
 - Security and risk coverage
- The contractor has to ensure that in any case no damage is caused to the environment while executing the event.
- Once the event is completed, the debris and other waste material shall be removed and shifted to safe place, as directed.
- The workmanship shall be of high order and quality so as to prevent facility accidents and damaging the environment and surroundings.
- No Damage shall be caused to the existing structure if any. The contractor shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.

4. AUTHORITY'S OBLIGATION

- Authority will provide land/venue for the said project.
- Grant in a timely manner all such approvals, permissions and authorisations which the Contractor may require or is obliged to seek from in connection with execution of the work and the performance of the contractor obligations.
- Authority shall appoint, an authorised person as 'Coordinator – AUTHORITY to coordinate with the Contractor in all matters related to project for the successful execution of the work and to be responsible for all necessary exchange of information required.

5. SAFETY MANAGEMENT AND RESPONSIBILITIES

The contractor shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the supervisor must be present on site at all times of

work to carry out safety audit checks to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site.

The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working.

The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited at the site/Venue.

6. ACCIDENTS

It shall be the sole responsibility of the contractor to adopt all the safety measures & deploy personnel who are adequately trained in safety.

- a) If any accident occurs due to operations or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the contractor.
- b) If any damage occurs to the structures/ material & equipment as well as rolling stock due to erection operations, the cost of damage will be recovered from the contractor's bill.

7. RIGHT TO VARY

The Professional Advisor will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the Authority to instruct the contractor to do and the contractor shall do any of the following:

- Increase or decrease the quantity of any work included in the Contract.
- Omit any such work (but not if the omitted work is to be carried out by the AUTHORITY or by another contractor), before the end of stipulated time limit of the contract.
- Change the character or quality or kind of any such work.
- Change the levels, lines, position and dimensions of any part of the works,
- Execute additional work of any kind necessary for the completion of the works, or
- Change any specified sequence or timing of construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of contract by the contractor or for which he is responsible, any additional cost attributable to such default shall be borne by the contractor.

The contractor shall not make any such variation without informing the Owner and Professional Advisor

Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions

shall be governed according to the payment modality as outlined in the mode of payment schedule as deemed decide by the owner and no objection either in written or oral shall be accepted

8. PAYMENT TERMS

1. Payment for Services shall be made by the accounts Department in Indian Rupees.
2. The total amount shall exclude GST (as applicable) or any other Government taxes.
3. No payment will be made for any kind of incomplete implementation of work.

9. Reimbursable Expenses

- Contractor have to take permission to KCG before issuing/applying for insurance.
- The insurance taken by contractor in the name of Authority shall be reimbursed by Authority.
- No other expenses incurred by the contractor shall be entitled for reimbursement.

10. Performance Bank Guarantee(ePBG)

- The successful L-1 vendor have to submit performance Bank Guarantee(ePBG) @ 5 % of Total L-1 Price for one (01) Month duration within 24 hrs of receiving order.

Annexure: I
Details of the Bidder

SN	Particular	Details to be filled by Bidder
1	Name of Agency	
2	Full Address	
3	Mobile Number	
4	Email id	
5	GST Registration Number	

Signature of the Bidder with Seal

Annexure: II

Financial Bid Format

To,

Knowledge Consortium of Gujarat,

Pragna Puram, Opp. PRL, Navrangpura, Ahmedabad

Sir,

I/We hereby bid for providing the service as per the Terms of Reference given under this Tender Document of KCG, Ahmedabad within the time specified and in accordance with the specifications and instructions and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

	Brief Description of work	Unit	Qty	Rate	Amount
A	Infrastructure for Vigyan Bhavan				
1	Event Launch Stage beautification and development of Existing Main stage inside Existing Hall: Main stage Inside hall to be made suitable for participants for Inauguration function. Providing necessary floral and theme decoration, banners, carpets on floors. If any modification alteration/addition on site is required same shall be made immediately without any extra charges to complete the job as directed by the Visualizer, Art Director ,Authority/PMC. Creation of necessary ambience is a part of scope of work. Reshuffling of sitting arrangement with schedule and crowd of the event/program shall be arranged without any extra cost. Seating arrangements, Ambience with Elevated platforms for photography, Media platform, Anchor seating platform and other related activities shall be constructed using steel support system and should have proper leveling and steps for access. Preparing Steps/Stairs/Ramps with proper dimension for all different levels is part of scope of work. Need to execute the side wing, do black masking/cloth wall for covering back side and other area is a pert of scope of work. All wiring on and around stage should be in FRLS (ISI mark) & in rigid PVC conduit protected with	Nos.	1		

	<p>ELCB & voltage stabilizer & dedicated earthing. Provision for seating arrangements on stage will be required for VVIPs as directed by Authority is part of scope of work. The agency shall construct a designed backdrop cum screen as per the requirements of Art Director with required framing in steel/wooden section with structurally sound framework at the back for entire event. Provision for console arrangement as per the requirement and also the part of scope of work. All joints between sheets to be filled by self-adhesive cloth tape. The colour synthetic carpet to be laid on plywood with necessary flower arrangements is a part of scope of work. Office/Police lounge to be provided for Inauguration as well as remaining days of event as per requirements laid down by Authority/Police department, it is part of scope. Providing Presentation Stage/Dias arrangements as per the requirements of Committee members with executive chairs, sofa, presentation desk, podium and Back drop arrangements. Mode of measurement on lump sum basis. Internal or External Ramps and Steps/stairs shall not be measured separately. Total sofa, chairs and stage for VVIP seating shall not be paid separately. Backdrop on stage shall not be measured separately.</p>				
2	<p>Seating area for Inauguration function program in front of Stage. Provisions are to be made for people on the event days. All arrangements shall be done considering requirement of Security/Police Department/movement plan/as per required layout. Necessary defined access should be provided leading to performance area. Movement plan has to be indicated. As per instruction of Authority/PMC Carpeting, Internal 3ft barricading, Que managers restricting the VVIP area, VIP area and Invitees area shall be provided, measured and counted in their respective items. Reshuffling of the sitting arrangement with respect to schedule and contents of event/program shall be arranged without any extra cost for below enlisted arrangements. Mode of Measurement: Unit nos based. Internal 3ft barricading, Que managers, etc. will be measured as separate item. Carpet necessary sticking reservation notes and all work is part of scope of work and shall not be measure separately.- 2a. Sofa set (2 seater) for VVIP & VIPs</p>	Nos.	50		

2b	Cushioned chairs/Banquet chairs	Nos.	3000		
2c	Glass Tepoy	Nos.	25		
3	VVIP/VIP Lounge Inside existing Room - as per instruction of Authority (to be planned with two sections/ Partition in between) & one attached Chemical Toilet and also need to maintain other existing toilet block inside room : P/E arranging the VVIP/VIP lounge setup inside existing room with necessary furniture setup (Sofa, table, glass tepoy, etc.). Necessary minimum 20 nos. electrical points (5/15A plug points), General lighting (using Tubelights/PAR lights/Metal/Halogen/CFL/LED lights, etc.) for inside room if required as per Authority instruction is a part of scope of work. The lights should be enough upto the satisfaction of Authority/PMC and if required extra lighting shall be done without any extra cost. Other electrical equipments and material like general lighting (using Tubelights/PAR lights/Metal/Halogen/CFL/LED lights, etc.)(5/15 A plug points) etc), fans, AC, ELCB, MCB, wiring etc and related electrical items shall not be measured seperately.	Nos.	1		
4	Red Carpet: P/L with First quality brand new red carpet wherever applicable and directed by Authority. Red carpet on any structure provided is a part of scope of work of that structure and shall not be measured individually. The objective is to make entire venue dust free. Proper leveling and cleaning of land is to be ensured before the laying is a part of scope of work. Mode of Measurement: Based on actual work executed on site. (Note: This item should be executed only after instruction of Authority/Consultant.)	Sq. Ft.	4000		
5	Que Manager Barricading	Nos.	300		
6	Mojo Baricading (Item will be operated only if required)				
7	Mineral Water counter (3m x 3m)Pagoda/Canopy structure: The location of water counter will be finalized by Authority.	Nos.	5		
8	Flower decoration in entire venue at Stage, Hall entrance, VVIP lounge and other structures as directed by authority: as per requirements. Special decoration using flower is part of scope of work. New fresh flowers should be used.	Nos.	1		

9	<p>Fire-fighting, extinguishers: Minimum 15 extinguisher bottles or more as per requirement, 10 sand bucket or more as per requirement and other related equipments. P/F Fire extinguishers, sand buckets, water barrels etc. is to be provided as per standard requirement and getting approval from concern Dept. / Fire department. Agency need to fire safety Audit through competent authority. The agency shall ensure that portable Extinguishers have expiry date later then 3 months of the closure of the event. failing which a suitable penalty shall be leveid. The agency need to provide Fire and Structural certificate after fire audit and submit it to concern authority. The agnecy shall arrange to prepare plan for fire disaster management plan and orient the team in consultation with authority/PMC.</p>	Nos.	15		
B Electrification work, Light & Sound work					
1	<p>ELECTRIFICATION: Power Supply: Getting approval from Electrical inspector & Torrent Power Ltd.or any other electrical dept. for main power source as a temporary base. All required payments to be deposited in time, so that there is no delay in sanction of temporary power. The power, electrification, cabling, installation and testing of various panels, transformer etc., for general site illumination, decorative lighting within venue. Transformer as main power source & DG sets with proper foundation as secondary power source to be provided. All approvals regarding temporary power connection and electrical installations from Transformer, Electrical inspector office and other local authorities. From supply point to individual load point power should be distributed with proper safety precautions and properly rated materials. All electrical items & cabling is part of scope. a.)Electrical wiring/Cabling/MCB/ELCB/Change over switch/DB/Main panel borad/Sub panel bord/earthing/other electrical setup related items.</p>	Nos.	1		

2	<p>DG Set : Temporary Providing and testing silent (Soundproof/ Acoustic) DG set of following sizes, including of fuel required for running DG set. Temporary Providing and testing Silent (Soundproof) DG set of following sizes and getting approval from Electrical inspector and pollution control board also including of loading, unloading and transportation up to site. Synchronized panel and required accessories to be considered. DG sets should be running no-load/full load during the event performing time. Govt. Duties should be paid as per the norms, payment receipt should be made available on site. Require layout plan and connecting load get approve from Consultant/ Electrical Inspector. Government approval for usage of DG sets is scope work of agency. All the DG sets should be not older than 5 years from the event period. DG Sets should be provided with necessary inter connections, change over and cabling as stand by (back up) power.including dry run & testing Mode of measurement: Based on actual work executed on site. NOTE: Fuel Cost for the testing all rehearsal as per requirement & Main Event is inclusive. No Additional Fuel cost will be given by authority. a.) 125 KVA as running condition during program Temporary Providing and testing Silent (Soundproof) DG set</p>	Nos.	2		
3	125 KVA as standby	Nos.	1		
4	Sound System: Front of house sound system shall consist of 4 pair of flying line array accompanied by subs	Nos.	1		
5	Delay Stacks shall consist of 4 Pair Flying Line Array accompanied by prescribed no of Sub's Homogeneity in brands is compulsory. (Handmade , Non Branded Subs & Discontinued series of any brand will not be accepted)	Nos.	2		
6	Digital Mixing Console One regular + one backup with online UPS Mier, YAMAHA CL 5 or Digidesign Venue or Soundcraft VI Series . Cat 5 Snake connecting Console work surface to Stage Input Racks. Console must be in a position to accommodate 64 Channels at a time although all channels may not be used at the same time. Snapshots with pre wired stage rack for individual acts. Cat 5 cable must have a minimum length of 100 Meters. Console should have in built effects such Reverb, Delay, Graphic/ Parametric	Nos.	1		

	Equalizers, Delay Lines for Time Correction, Compressors, Limiters on Output Channels.				
7	Podium microphones with podium box setup Wooden/Glass podium with branding on it is a part of scope of work.	Nos.	2		
8	Sound Mixer	Nos.	1		
9	LED SCREENS: Supply and installation (12 ft.X8 ft.) – P-3.9mm indoor type LED Screen with truss hanging arrangement. LED screen having pitch of 6mm, outdoor fitting with DVD, pendrive, truss, wooden platform and other related items is apart of scope of work. Size of LED screen will be finalized by Authority. Including of all cabling/transmitter/receiver switcher/cameras etc. and arrangement of live shoot and recording as per site requirement.	Nos.	6		
10	Digital Mixer with 14 input with Switchers & recorders (Ronald make)	Nos.	1		
C	Event Management				
1	Providing, Manning and Executing well dressed Hostesses with good knowledge of English, Hindi & Gujarati to communicate with dignitaries (for entire event days) Minimum Qualification criteria should 12th Standard Pass (English Medium) for following tasks: (1). Pushpvarsha, Tilak, kankoo-chokha to special guests & VVIP/VIP lamp lightening (2). Felicitation and Rose Buds to VVIP/VIP (3). Giving Bouquets to VVIP (4). Dias arrangements & any other activity of the event.	Nos.	4		
2	Inauguration Ceremony items like Lighting lamp, Diya, Match box, Stand with lamp, candle etc.	Nos.	1		
3	Providing and arranging for Anchor with speech scripted for the event with protocols, assuring synchronised performance management. The anchors shall be finalized in consultation with Authority.	Nos.	1		
4	Celebrity Anchor for Launch and entire event period	Nos.	1		
5	Providing, Arranging and Executing : for Welcome of delegates with flower/bouquets/khadi rumal and rose/Fruit Basket etc. as directed by the Authority (If required) for VVIP/VIP & Invitees. As per instruction of Authority official. Agency shall submit the receipt of same to Authority concern official (Qty/day 30 nos. for 1 inaugural day)	Nos.	30		

6	Providing,Arranging and Executing: or Welcome of delegates with Small size 3D momentoes etc. as directed by the Authority.(If required) for VVIP/VIP & Invitees. As per instruction of Authority official. Agency shall submit the receipt of same to Authority concern official	Nos.	30		
7	Dias preparation using Tables, chairs, sofa, podium, tipoy, screen, mics, Light and sound as per requirement	Nos.	1		
8	Providing and arranging Golf carts/battery operate vehicles with flower decoration for VVIP/VIP to travel within Venue during the Lauch day - as per site requirements or as instructed by Authority officials.	Nos.	4		
9	SERVICES AND UTILITIES Housekeeping Work:- House Keeping with tools, equipment, Consumables etc.Event Contractor shall have to consider all the service staff from mobilization to demobilization from site, consumables, equipment, tools etc. Providing House keeping staff/cleaning/Sweepers for General cleaning of venue and strucutres, General parking areas with Garbage disposal, cleaning area in uniform. Providing min. 50 No's of dustbins to maintain entire venue proper hygiene is a part of scope. The agency shall be responsible to keep the venue clean even after post event.	Person	10		
10	Making arrangements for security guards in traditional uniform for event. VIP Lounge etc,back stage and VVIP seating areas covering entire venue. Security arrangements to be made at all parking areas fixed for the event by Authority within/outside the venue. Audience/crowd control and management for events door stipulated scope of works within the Venue is part of scope of work. Age group of security guard shall be between 25 - 45 years only.	Person	10		
11	Photography & Videography of the Lauch event :Event management, activities carried out by the agency for the Lauch Event period : Digital Photography: Agency to arrange the digital photo shoot for the Lauch Event. Agency to shoot and compose the photo Album of the Lauch Event, VVIP - VIP, All over ambience, structure, etc. Agency to submit softcopy by way of DVD. HD Videography: Agency to arrange, HD Video shoot for the Launch event date wise, VVIP - VIP Visit, Tourists Visit, different activities. Entire Event Documantation Using highend camera (HD OUTPUT) setup as per requirment of	Nos.	1		

	the event. multi camera setup & live editing Concole with all Cabeling. Setup before 1 day of the event. Agency need to keep atleast 4 photographer and 4 Videographer on site along with Jimmy Jib Camera Set Up on motorized crane				
D	Infrastructure for Other requirement for Entire venue				
1	VIP / VVIP & General Entry Gate- Theme -as per theme approved by Authority.:- The VIP & VVIP entry to the venue from approved locations with suitable Theme/design/creativity. The locations shall have to be finalized as per the Authority as indicated in conceptual layout requirements. There will be separate entry for VIP and VVIPs. Steel or wooden braced and tied structure with outer face covered with plywood. The entry should be decorative depicting Theme and having proper decorative lighting.	Nos.	3		
2	General Entries Gate:- The General entry to the venue from approved locations with suitable Theme/design/creativity. The locations shall have to be finalized as per the Authority as indicated in conceptual layout requirements. There will be separate General entry. Steel or wooden braced and tied structure with outer face covered with plywood. The entry should be decorative depicting Theme and having proper decorative lighting.	Nos.	1		
3	Floor covering: P/L whole area with flooring for all areas of venue except for the structures, already paved area and parking. The upper layer shall be compulsarily a brand new covering. The agency shall be responsible to restore, maintained and replace as per need/instruction of Authority/PMC. The objective is to make venue dust free. Proper leveling and cleaning of land is to be ensure before the laying is a part of scope of work. Mode of Measurement: Based on actual work executed on site in Sq.Ft.	Sq.Ft	3000		
4	Decorative cloth Barricading (Single side/Double side): Providing & fixing cloth barricading with proper wooden/ steel support covered with both side white/decorative cloth. Cloth shall be stainless & wall shall be in plumb and minimum 1.00 to 3.00 mtr height as per requirement on site. Agency shall ensure proper alignment & uniform height & color. Mode of measurement: based on actual work executed on site- as instructed by	rft.	100		

	Authority official. (Item will be operated only if required)				
5	View cutter: P/E View cutter using cloth wall/branding wall/any other related material and its height also as decided by the Authority (Item will be operated only if required)	Sq. Ft.	1000		
6	Pole with Flags: Good quality satin/silk cloth flags as directed by Authority, proper painted poles in alliance with theme décor with various locations in venue. The pole should be coloured and separated from Electrical poles. (Item will be operated only if required)	Nos.	50		
7	Pagoda/Canopy setup (5mt. x 5mt.): for various activity like Food counter, Frisking room near gates for checking. P/E structure with top covered waterproof SRF materials. Each structure having area of 3m X 3m with upto 300mm raised wooden flooring using 19mm thick Fire Retardant Plywood, synthetic carpet, Partitions shall be made in prefabricated aluminum sections (ht. up to 2.50 Mts.) with laminated panels. Providing necessary furniture like 2 nos Tables and 4 nos P.V.C. Chairs. Proper internal general lighting (using Tubelights/PAR lights/Metal/Halogen/CFL/LED lights, etc.), 1 no of fans, 2 no of (5/15 Amp) plug points are to be provided in each cabin. The structures are to be provided after getting the approvals from appropriate departments.	Nos.	2		
E	Branding				
1	Vigyan bhavan Welcome Branding Signages/Hoarding and other related works at various location (specify nos. in each category) a.) Welcome branding - b.) Hoarding - 15 feet X 10 feet c.) Backdrop - d.) standee - at various locations The measurement shall be as per actual sizes of various work done, which shall be converted into total sq.ft. of work. The branding shall be provided by way of proper anchoring/foundation, steel framing, bracing etc as to ensure structural stability. The made of Star 4 Pass 350 GSM Black back, as per creative designs which includes logo as directed by Authority, font size in Hindi/English/Gujarati language or other language	Sq.Ft	1000		

	as directed by Authority is a part of scope of work. The signages made of vinyl flex, painted ply cutouts, vinyls as per creative designs which includes logo as directed by Authority. Size type and height of the signages shall be approved by Authority. Minimum size of template shall be 600mm x 900 mms. Provision of signages with detailed specifications shall be given separately by bidder. The flex material shall be replaced as an when damaged. Hence agency shall keep the printed flex/Vinyl/retroreflecting/ other material used set in advance. Agency provide atleast two dedicated manpower with vehicle for patrolling the work taking photographs and rectify the damage is a part of scope of work.				
2	Welcome Pillars: Welcome pillars of approved decorative theme are to be placed at approved location The height of welcome pillars shall be minimum 10 to 12 ft or incase of box type 3ft. to 4ft. The made of Star 4 Pass 350 GSM Black back, 3M vinylflex, painted ply cut outs, pasting on foam sheet as per creative designs which includes logo as directed by Authority, font size in Hindi/English/Gujarati language or other language as directed by Authority is a part of scope of work. Necessary speed breakers shall be provided for Welcome pillars. Mode of measurement: Mode of measurement shall be Unit Pair. based. The submission of structural Engineer certificate is part of scope of work.	Nos.	15		
4	Providing, printing and arranging Colorfull Printing material using logo creative need to be develop and after approval need to execute size, font size, shape, language and other will be finalized by the authority. Items to be prepared a.) Badgets	Nos.	1500		
4b	Invitation Card (as per directed by Authority)	Nos.	1000		
4c	Car pass printing of different category as directed by Authority.	Nos.	1000		
4d	Flyers (Approx. A4 size)	Nos.	4000		
Total					