

NATIONAL DIVYANGJAN FINANCE AND DEVELOPMENT CORPORATION
(DEPwD, Ministry of Social Justice and Empowerment, Government of India)
Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

NOTICE INVITING TENDER

National Divyangjan Finance and Development Corporation (NDFDC) a CPSE under Administrative control of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, GoI invites tenders for Engagement of Event Management Agency (EMA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the “**Divya Kala Mela, JOB Fair, Loan Mela, Divya Kala Shakti**” of Dept. of Empowerment of Persons with Disabilities (DEPwDs) (Divyangjan), Ministry of Social Justice & Empowerment, Government of India at **Shillong , Meghalaya from 09th – 18th April, 2026 (10 Days)**.

The Tender document and details of the tender is available on GeM Portal and NDFDC website at, <https://ndfdc.nic.in> Interested Bidders need to apply online on GeM Portal only alongwith requisite documents. The last date of submission of tender is **30th March, 2026**.

Chief General Manager (Admin)

NATIONAL DIVYANGJAN FINANCE AND DEVELOPMENT CORPORATION

(DEPwD, Ministry of Social Justice and Empowerment, Government of India)
Unit No. 11& 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

Tender for Selection of Event Management Agency (EMA) to Organize 09 days “Divya Kala Mela/Divya Kala Shakti/Job Fair/Loan Mela” at Shillong , Meghalaya from 09th – 18th April, 2026 (10 Days).

Published on 19th March, 2026.

Last Date of Submission of Bid: **30th March, 2026., 11:00 Hrs.**

Name of Bid Publishing Organization	National Divyangjan Finance and Development Corporation (NDFDC)
Address & Contact Number	CGM(Admin), National Divyangjan Finance and Development Corporation (NDFDC) DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi Tel: 011-45803730, 45088636
Name of Work	Engagement of Event Management Agency (EMA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the 09 days “Divya Kala Mela/ Divya Kala Shakti/Job Fair/Loan Mela” of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, Government of India at following destinations: Shillong , Meghalaya from 09th – 18th April, 2026 (10 Days).
Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees One lakh only) by way of DD/Pay Order in favour of “National Divyangjan Finance and Development Corporation” or through NEFT in following account: National Divyangjan Finance and Development Corporation SB A/c No- 51840100015085 IFSC Code- BARBOOKHDEL Bank of Baroda, Okhla Phase-II Branch New Delhi-110020
Estimated Cost of the Work	Rs.45.00 lakhs (excluding applicable taxes)
Bid Dates	19.03.2026
Bid Document Download Start Date	19.03.2026
Pre-Bid meeting Date	23.03.2026 (at 11.00 hrs.) at NDFDC Office
Bid Document Download End Date	30.03.2026 (at 10.00 hrs.)
Last Date & Time for Submission of Technical Bid & Financial Bid	30.03.2026 (at 11.00 Hrs.)
Date of opening of Technical Bid and Presentation on proposed concept and design development	30.03.2026 (at 11.00 Hrs.)
Date of opening of Financial Bid	As Per GEM Portal
Bid validity period	180 days from opening of Financial Bid
Bid Addressed to:	CGM (Admin), National Divyangjan Finance and Development Corporation (NDFDC), DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi -110020

Bid Component	<ol style="list-style-type: none"> 1. Technical Bid 2. Financial Bid 3. Earnest Money Deposit
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Bid Summary

Introduction:

National Divyangjan Finance and Development Corporation (NDFDC) is a CPSE under Administrative control of Dept. of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, GoI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013). It provides concessional loans to Persons with Disabilities (PwDs) for setting up/augmenting the self-employment ventures and for higher studies. In addition, Corporation provides skill training to PwDs under SIPDA scheme of DEPwD.

As per directions of DEPwD, NDFDC is organising 10 days “Divya Kala Mela” –a Exhibition-cum-Fair to exhibit/sale of products made by Persons with Disabilities (PwD’s) **at Shillong , Meghalaya from 09th – 18th April, 2026 (10 Days).**

The exhibition has to be put up in a suitable open space/indoor hall to be arranged by NDFDC in consultation with the local authorities, by putting up **75 number** of Octonom Stalls in Pagoda style for open space for Persons with Disabilities (PwDs)/organisations working for PwDs for showcasing/sale of products under the Awareness Generation and Publicity Scheme of Dept. of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India. Also, the stage to be set-up in German Hanger for various ceremonies & Cultural Prorames/Divya Kala Shakti.

NDFDC wishes to appoint Event Management Agency (EMA) by floating this tender for organizing Divya Kala Mela. The 10 days Divya Kala Mela exhibition would showcase the products made by persons with disabilities for display and sale. Besides, daily cultural programs would also be organised in the evening by Divyang Artist. **A grand finale of these cultural programmes of Divyang artists will be held on closing day.**

The entry to the event would be free and would be open to the general public from **10:00 AM to 07:00 PM** every day for the duration of the exhibition. The EMA shall be required to develop concept, design, fabricate, branding and manage the entire exhibition area including Artisan, Food/Sweet Stalls, Stage, Ministry Pavilion etc

I. Submission of Bid:

Bidder has to submit bid online on GeM portal. The Tender should be submitted in the following manner:-

Technical Bid should be complete with Concept and Design of the Proposed Exhibition site with Stalls, Branding and Design of all material to be put up as per Scope of Work including Ministry Pavilion, Gates, Artisan Stalls, Food/Sweet Stalls, Layout of the Exhibition area etc. The EMA will ensure that there is no Cost component mentioned in the Technical Bid. The Proposed venue would be handed over to the EMA 03 days before start of the exhibition for preparation & installation of Stalls and Decoration, etc. The EMA will furnish the **Undertaking for completion** of the work latest by

12:00 Hrs of the previous day from the start of the exhibition (08.04.2026 11:00 Hrs) and hand over the venue to NDFDC.

Financial Bid should be given strictly as per format mentioned in this Tender Document.

All pages of the offer must be signed, sealed and uploaded on GeM portal. **The bids complete in all respect must be submitted on GeM portal only.**

Technical Bid will be opened on GeM portal and each bidder shall have to make a Presentation on proposed concept and design development by them for the exhibition as per scope of work before the Tender Evaluation Committee (TEC) on **30.03.2026 at 11:00 Hrs** in the office of NDFDC, DPT-11&12, Ground Floor, DLF Prime Tower, F-79 & 80, Okhla Phase - I, New Delhi -110020. However, in case of any change, final date and time for presentation will be intimated by NDFDC separately on its website: www.NDFDC.nic.in/tender.

The Financial Bids will be opened as per **GeM portal**.

I. Scope of Work:

The Scope of work for organizing the “Divya Kala Mela” exhibition, Divya Kala Shakti. Loan Mela and Rozgar Mela etc. would showcase the products for display and sale at Divya Kala Mela **at Shillong ,Meghalaya from 09th – 18th April, 2026 (10 Days)**. is mentioned below:

S. No.	Particulars	Details
<input type="checkbox"/>	Arrangement of the Ground	➤ NDFDC will book the venue/ground for the mela.
<input type="checkbox"/>	Mandatory works from the part of the bidder.	➤ Permission from District Authority/Police/Fire Departments has to be obtained by the L1 Bidder for which no cost will be compensated. ➤ The site should not be damaged by drilling or any other digging work.
1.	Welcome Gate Theme Based.	➤ One Theme Based wooden/MDF Gates with Size of 40 Ft width X 35Ft. Height. ➤ One Box Gate with 25Ft width X 20Ft Height. ➤ Logo of Nodal organization and Dept. of Empowerment of PwDs, Ministry of SJ&E, Government of India, G-20, Vocal for Local etc. to be also placed properly on each gate. ➤ LED parkas with T-Stand to light up the gates.
2	Flower Decoration	➤ All Entrance and Exit Gates to be decorated with props and flowers from the Inaugural Function itself during the entire event.
3.	Venue Decoration	➤ A theme based Decoration for entire Pavilion/area of exhibition like Carnival, Retro, Mela Theme, Nature, and Culture etc. by using the following indicative items in sufficient quantity: Balloons, Metal Lanterns, Umbrellas, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Divya Kala Mela in and around Pavilion, Decorative Hanging Kettles, etc.

4.	Attraction Points and Visitors engagement Area	<ul style="list-style-type: none"> ➤ 5 Selfie Points with different themes. ➤ Acrylic Divya Kala Mela & Divya Kala Shakti Cut Out in English/Hindi with lighting (minimum size of 12 ft. X 4 Ft.). ➤ One India Map in Acrylic cut-out with light at the entrance, size would be 8 Ft. height with clear demarcation of Upcoming Divya Kala Mela Venues and already organized venues of Divya Kala Mela event by using different colours. ➤ Kids playing zone with proper safety measures.
5.	Floor Decoration	<ul style="list-style-type: none"> ➤ Entire Pavilion/area of Divya kala Mela event shall be covered by the New Neat & Clean Dark Grey Colour Carpet. New Red Carpet shall be used from Entry Gate to VIP Pavilion and stage. No digging or drilling is allowed at the site, to be confirmed from venue administration. ➤ New Carpets to be used for covering entire Divya Kala Mela pavilion, no stains, no stitching/patches/cut will be allowed, If found, EMA shall be liable for penalty as decided by the competent authority. ➤ Total Carpet area is estimated to be around 30,000 Sq. Ft. This may vary as per actual design/layout of the exhibition and requirement of the venue. The EMA would provide the additional Floor Carpet if required without any additional cost.
6.	Stalls for Arts & Crafts and Toilet Arrangements	<ul style="list-style-type: none"> ➤ Arts & Crafts Stalls-75 No. of Pagoda Octonom structure stalls with the approx. size of 10X10 Sq. Ft. for Artisans for showcasing/selling of Handloom/Handicraft Items on wooden platform. No drilling or digging of the site to be undertaken without the permissions of concerned venue authority. ➤ 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, One Fan, one dustbin, one rack, three side wall of Flex on frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 75 stalls. ➤ The stalls to be designed in such a way to avoid direct sun and rain during day and if required front shade of white colour of appropriate material with neat & good look need to be provided. ➤ Theme based Stalls to be created with proper branding inside of the stalls. Theme based Fascia be created by using logo/name of Divya Kala Mela, Nodal organization, Dept. of DEPwDs (Divyangjan), Ministry of Social Justice & Empowerment, Name of Arts/Crafts, Place of Artisans/Craftsman. ➤ EMA will barricade the entire venue through Tin, if required for safety of premises. ➤ The entire Exhibition area including toilets need to be accessible to Divyang artisans/artists as well as divyang visitors/dignitaries. ➤ 10 Mobile Toilet Blocks for Male & Female (06 for male and 04 for female) (Further 02 toilets should be accessible one each for male and female for the use of Divyangjan to be placed at the venue with cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue]. <u>The Accessible toilets are must which could be used by wheel chair Divyangjan also.</u> ➤ 1 Mobile Toilet Van for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue] ➤ All the required Items like Hand Soap, cleaner, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the EMA during entire Divya Kala Mela. ➤ If required, additional Portable Toilets to be installed for visitors during the event, without any additional cost.

7.	Stalls for Cuisine / Sweets	<ul style="list-style-type: none"> ➤ 10 No. of Pagoda Octonom structure stalls with the size of approx. 10ft X 10ft for Food on wooden platform. No drilling or digging of the site to be undertaken without the permissions of concerned venue authority. ➤ 3 tables with white cover and frills, 2 chairs, 3 electrical point & 2 power points, 4 Focus LED white lights, One Fan, one dustbin, one rack, front cover for closing stalls at night for safety, carpet, etc. ➤ Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Divya Kala Mela, nodal organization, Dept. of EPwDs, Ministry of Social Justice & Empowerment, Name of Culinary, Place of Culinary artist preferably a Divyang. ➤ Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/partition with ethnic designs. Only new material to be used for constructions of stalls. ➤ Name of the Artisans/Culinary experts will be provided by EMA to Nodal Organization for approval. The EMA will not entertain any unauthorized Artisans/Culinary experts/vendors without the approval of NDFDC. In case it is found that unauthorized Artisan/Culinary expert/ vendor is put up inside the venue, it will be the responsibility of the EMA to evict such unauthorized Artisan/Culinary expert/vendor, failing which appropriate action/penalty would be taken/charged to the EMA.
8.	Food Court	<ul style="list-style-type: none"> ➤ Two different cultural Themes based Food Courts are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, etc.) for Minimum of 50 persons at a time at the cost of EMA. ➤ Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls. ➤ Food Stalls on cultural themes etc. to be arranged by EMA at their cost & ensure the Quality of Food.
9.	Activity Area	<ul style="list-style-type: none"> ➤ A separate waterproof enclosure of around 400 Sq.ft. to be provided by EMA with proper carpeting, lighting and climate control measures. It should be provided with 15-20 tables and 60 chairs. This space will be utilized for meeting with participants, Job fair, loan fair etc. with provision of printing and affixing following: <ul style="list-style-type: none"> i) Banners of various sizes i.e.6X8ft.-06 banners, 3X2 ft. company name-20 banners. ii) Hand held Mike system for 01 day.
10.	Id & Uniform	<ul style="list-style-type: none"> ➤ 150 Nos. of Photo I-Cards with Logo string printing of Divya Kala Mela, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. [Artisan's ID Card]. ➤ 20 Nos. of Id-Cards with logo of Divya Kala Mela, Name of Officials etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. [Official's ID Card] ➤ 20 Nos. of Chef Caps and 50 Nos. of buffet caps for Food stall vendors ➤ 300 Nos. of good quality Caps & T-Shirts/Half sleeves fleece jackets <i>(with Divya Kala Logo) (depending on weather the selection to be made between T-shirts and Jackets by NDFDC).</i> ➤ 30 Nos. of Aprons & 100 Nos. of Hand gloves for the culinary experts. The design and material of the T-shirt/ Half sleeves fleece jackets, Caps and Aprons would be finalized with

		<p>Nodal Organization.</p> <ul style="list-style-type: none"> ➤ 34 Nos. of Caps & T-Shirts/Half sleeves jackets for the use of Staff/Officials. The same would be finalized with consultation of Nodal Organization. Size and Colour would be decided with Nodal Organization.
11.	Working Office & VIP Lounge /Pavilion	<ul style="list-style-type: none"> ➤ One working office/control room is to be created in 200 Sq. Ft. Area with wooden flooring, Electrical Points, 2 Computer Tables, High Back Chairs, with proper Light and proper Air conditioning/heater (as per weather). Roof should be water proof with inner ceiling & wall made with ply board and fabric. The control room /working office to be provided with 2 computers (P) and two printers, alongwith High speed fast internet connection. ➤ Theme based VIP Lounge/Pavilion is to be created in at-least 500 Sq. Ft. Area with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas with proper Light Arrangements, adequate Air Conditioning /heating (as per weather), side tables, center tables. Fitted with LED for streaming the stage programme and other mela videos. ➤ The VIP Lounge/Pavilion is to be decorated with flowers/props /Lanterns /lamps. ➤ The scheme of the Nodal Organization and Dept. of EPwDs, Ministry of SJ&E would be displayed properly <u>by using five Acrylic sandwich LED pannels.</u> The VIP lounge should be in sync with the decoration theme. ➤ Arrangements of adequate Air Conditioning/Heating (as per weather), Tea/coffee with snacks, cookies, drinking water with at least 2 suitable persons for hospitality in VIP lounge. The Tea and snacks etc. to be served in proper crockery maintaining proper hygiene.
12.	Stage & Green Room	<ul style="list-style-type: none"> ➤ One theme based stage size of 40ft. X 32ft. Covered from top with German Hanger size of 20X60 Mtr. (stage and audience) having seating capacity of 500 Audience including proper arrangement of suitable no. of AC/Coolers/Fans/Heaters (According to weather) for comfortable seating. The stage to be as per the VIP standard compliant with VVIP protocol requirement. ➤ 1 Sign Language Interpreter and 1 Anchor (in formal/Saree) befitting the formal function (presence of Governors/Ministers/ Sr. Officials) need to be arranged for Inaugural Function & closing ceremony of DKM and having good communication Skills and experience to handle such programmes. ➤ 2 separate Green Rooms of minimum 200 sq. Feet each with direct access to stage for Ladies & Gents with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/ equipment as required. Proper Carpeting on the Floor is also required. Separate mobile toilets to be installed for ladies and gents. ➤ A LED Backdrop size of minimum 20ft. X 12ft. at the back stage. Masking of both side of Stage & wherever required. ➤ 2 LED Screen for live streaming of the event at different places in the Mela ground with the size of 12X8Ft. ➤ Seating Arrangements for minimum of 500 visitors, Two Seater-8 Nos. of Sofas in front row along with central tables. Hanging

		<p>Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes.</p> <ul style="list-style-type: none"> ➤ Two Podiums with fixed Mic-One and Cord Less-02 nos. ➤ The stage to have flower decoration & proper branding of Divya Kala Mela & Divya Kala Sahkti specially on Inaugural and Closing day. ➤ The stage should be fully accessible for divyang artists /dignitaries. ➤ Arrangement of Security 'D' as per the requirement of protocol of VVIP by EMA. Further, EMA to also make arrangement of Masking in the stage area as well. The mela ground in case required by protocol/security by the VVIP.
13.	Parking Space	<p>EMA will make necessary arrangement for parking along with parking staff and security around the venue. Proper Branding of Divya Kala Mela should also be done in Parking Area.</p>
14.	Ushers & Housekeeping /Sanitation Staff	<ul style="list-style-type: none"> ➤ 2 Ushers (Girls in Saree) having good communication Skills to be provided for entire duration of the exhibition including Inaugural Function/closing. ➤ 2 Sign Language Interpreters on daily basis including Inauguration and Closing days. ➤ At any point of time 8 Sanitation Staff (5 Male & 3 Female) would be present for cleaning of Washroom/Restrooms/Toilets.The Washrooms have to be cleaned properly every half an hour from 9:00AM to 10:00PM /end of the mela. All the washrooms would be cleaned after day closing. EMA will ensure that all the Toilets/Washroom are neat & clean at all the time during the event. ➤ 08 No. of Housekeeping Staff with Supervisors (5 Male & 3 Female) from 9:00AM to 10:00 PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. EMA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done ➤ Fogging for mosquitoes to be done on daily basis in the evening, after visiting hours. ➤ If required, EMA will deploy the additional manpower for above mentioned activities during the event to manage the event to maintain good hygiene cleanliness, without any additional cost.
15.	Security Arrangements	<ul style="list-style-type: none"> ➤ 12 No. of Security Guards (08 Male & 04 Female), 1 Security Supervisor in proper uniform to be deputed 24X7 with required equipments during the entire duration of the exhibition. ➤ 2 No. of Door Frame Metal Detectors along with 2 Frisking Cabins for Male and Female separately. ➤ 04 No. of Hand Held Frisking Devices (HHFDs). ➤ 01 Baggage X-Ray Machine at entry gate (Baggage Scanner). ➤ 10 No. of Walkie-Talkie. ➤ 50 Nos. of Good Quality CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Divya Kala Mela duration 24X7, with Control Room setup and responsible Monitoring Team. The cameras should cover the entire exhibition site and stalls properly. ➤ EMA will make the arrangement of 02 Wheel Chairs with escorts/Volunteers at each of the Entry Gates for smooth movement of Divyang Visitors.
16.	Fire & Medical Arrangements	<ul style="list-style-type: none"> ➤ Fire Extinguishers as per required norms for the venue. Also, water drums, Sand Buckets on Stands, other fire fighting equipments and required arrangements as per the specification and guidelines issued by the concerned authorities.

		<p>The fire clearance to be obtained by the EMA from the concerned authorities for the exhibition.</p> <ul style="list-style-type: none"> ➤ Fire Brigade Van from 10:00 AM to 11:00 PM daily. EMA can approach Fire Brigade office for requisitioning Fire Tender with crew. ➤ One Separate First Aid Canopy at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc. ➤ Tie up with the nearby Government Hospital for any emergency.
17.	Power and Power Back-up	<p>Arrangement for uninterrupted power supply either through Generator or through temporary electric connection etc. (with security deposit to electricity company) is the responsibility of the EMA.</p> <p>The electricity bill and fuel costs to be borne by the EMA without compromising uninterrupted power supply and adequate lighting.</p>
18.	Water Arrangements	<ul style="list-style-type: none"> ➤ EMA will ensure uninterrupted water supply by providing adequate water tankers for each day to facilitate the vendor for cooking and cleaning. ➤ EMA will provide the drinking water facility with Water Dispensers made available for the visitors at 10 places in the Mela. For summers availability of cold water to be arranged. ➤ EMA has to arrange the adequate Bisleri or equivalent Water Bottles and separate Drinking Water Dispenser at the VIP Lounge/Pavilion/ office.
19.	Insurance coverage	Adequate Insurance Cover for the entire period of the exhibition.
20.	Lunch/Dinner/ High Tea/Snacks	<ul style="list-style-type: none"> ➤ 50 persons High Tea/Lunch/Dinner on Inauguration & Closing day each. ➤ 200 Persons Lunch arrangements (Dal Sabji, Roti &/or Rice) on daily basis for artisans /artists for 10 days. ➤ Snacks (sandwich, Nuts, Cookies, Sweets)/Tea/coffee/cold coffee/ Water Arrangement on daily basis (09 days) in VIP enclosure. ➤ 25 no. food packets for Media Persons etc. on Inauguration & closing day each. ➤ 500 refreshment packets (on need basis) quantity may increase or decrease for each on inauguration and closing day. ➤ Three days additional Tea, Lunch & snacks for 150 persons during CRE programme. ➤ 200 lunch for job fair particulars in the day of job fair. (The quantities of Lunch, Snacks, Tea etc. may vary and will be governed accordingly).
21.	Cultural programmes in the evening –Group Dance and Singers	<ul style="list-style-type: none"> ➤ All cultural programmes to be performed by Divyangjan Artists only to be arranged by EMA. The list of the artists to be provided by EMA well in advance for the approval of NDFDC/DEPwD. ➤ The EMA would propose the list of Artists for cultural Programme who would be performing on each evening from 6:00 PM to 9:00 PM for the entire duration of the exhibition. The Cultural Programmes like Quwali, Bollywood/ Punjabi Playback/Rap Singers, etc. ➤ The Cultural Programme and Name of Artists would be finalized by the nodal organization /DEPwD, Ministry of SJ&E, after submitting the List of Artists by EMA. ➤ The EMA will organize different cultural activities Like Kathputli Dance, Folk Dance, etc. on each evening of Divya Kala Mela. ➤ The EMA will make all necessary arrangements i.e. Honorarium, travel & stay arrangements (if required) etc. of all the artists/

		anchors/Sign Language Interpreters
22.	Miscellaneous Arrangements	<p>Flash Mob activities during the event:</p> <ul style="list-style-type: none"> ● Regional performing art from concerned state where DKM is being held as Flash mob activity for engaging the visitors and to give lively/happening atmosphere to the DKM. ● One (1) Shehnai Vadak of lire music Group for the entire duration of Divya Kala Mela stationed at the entrance on a properly made place /platform. ● 25 good quality Shawls and 10 Mementoes for Welcome of Hon'ble Minister and VIP Guests visiting the exhibition. ● 25 Mementos for felicitating achievers (buyer /Seller etc) during the DKM. ● All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, lamp etc. ● 100 Helium Gas Divya Kala Mela Printed Balloons at the time of inauguration.
23.	Photography & Video-graphy	<ul style="list-style-type: none"> ➤ 2 Photographers & 2 Videographers for the inaugural/ closing function. One Photographer & One Videographer for other days from 10:00 AM to 07:00 PM. ➤ Drone camera is also required on daily basis for recording and live streaming, with due permissions from the concerned authorities obtained by EMA. ➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization. ➤ Promo videos/photographs/Teasers will be created by the EMA and handed over to Nodal Organization in Hard Disc. ➤ The EMA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event.
24.	Lighting	<p>Whole venue including stage area/hanger to be lit up properly, it should look like Stadium in night, if required the EMA would install more light as per requirement of the Venue.</p> <p>Adequate lighting to lit up the entire area and each stall with sufficient lighting utilizing the following in adequate quantity:</p> <ul style="list-style-type: none"> ➤ White Metal Lights ➤ LED Par Can Light with Multiple Colour ➤ LED Halogen Light ➤ LED Serial Light ➤ Bulb Light ➤ Sky Beam Light ➤ Follow Spot Light ➤ LED Spot Light ➤ Box Truss-with 40 LED Par, 10 Moving Head, 6 Blinder, 6 Boom White, 1 Profile. ➤ Tri-colour LED serial light rapping on poles in and around venue.
25.	Music & Sound	<ul style="list-style-type: none"> ➤ PA System with ample amount of Speakers to be installed for Public Announcement and playing Music during/Cultural Programme by following the General Guidelines for Music/ sound of the Local Authority. ➤ Appropriate Music & sound System for Cultural Programme at Venue. (JBL or equivalent) ➤ Amplifier-4 ➤ Mixer-2 ➤ 8 Stage Monitor ➤ 5 No. of Cordless Mike for inauguration and closing function.

		<ul style="list-style-type: none"> ➤ If required, EMA would provide Sound System as per requirement of the Performing Artist during the Cultural Event.
26.	Publicity & Awareness	<ul style="list-style-type: none"> ➤ Designing & fabrication of Welcome & Collage Standees (50 Nos of size 3 Ft. x 6 Ft.) on wooden frames. ➤ Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Mela. ➤ 250 number of Pole branding of size 5ft X 3 ft for putting on all electric poles leading to the venue. ➤ 150 number of Publicity Panels of size 6ft. x 8 ft. ➤ 50 number of Publicity Panels of size 10ft. x 8ft. ➤ Table Facia (Total 100 Nos). ➤ Facia on craft stall (100 Nos of size 5ft. x 1ft. to be placed). ➤ 50 number of Publicity Panels of size 16ft. x 8ft. ➤ Direction Panels (20 Nos of size 3ft. x 2ft.). ➤ 2000 Schemes & Products leaflets, on first day. ➤ 400 Bill books to be handed over on day 1 of the Mela. ➤ Flex Banners for Food/Sweet stalls (15 Nos of size 3 ft. x 4 ft.) in the exhibition area, etc. Pole buntings etc. ➤ The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex. ➤ 250 coloured Certificate with Divya Kala Mela branding and Printing of Name and other details. ➤ 100 Invitation Card printed as per design for Inaugural and closing ceremonies each. ➤ Arrangement for putting up of above hoardings/Flex Banners at various places in the city for good publicity. ➤ One E-rickshaw with proper branding and voice/jingle to run every day for 12 days in the city for publicity of the Mela. ➤ Floor Decals entire Divya Kala Mela pavilion/area.
27.	Media Promotion	<ul style="list-style-type: none"> ➤ EMA will release the newspaper advertisement for cultural events on alternate days of the Divya Kala Mela event in the local newspaper for publicity. ➤ EMA will do the FM radio publicity through Jingle Mode (atleast 10 slots daily) with approval of Nodal Organization, before and during the event. ➤ EMA will do social media promotion like Face book, YouTube, X, Whatsapp, Koo, Google, etc. ➤ 2 Social media person to be deployed on site for Divya Kala Mela event. Creatives/Original pictures of the Divya Kala Mela to be posted daily during the Divya Kala Mela. ➤ EMA will compile the list of popular local handles of the city for tagging the same for daily publicity. The same should be provided in advance to NDFDC ➤ The EMA would also make the provision for paid promotion on social media for the ongoing Divya Kala Mela event i.e. at least 02 (two) good influencers to be invited at the start of the Mela. ➤ Live Streaming of the Divya Kala Mela cultural programmes on Facebook on daily basis. ➤ Arrangement of Press Meeting on the day of Inauguration. ➤ EMA to record video/bites of 5 artisans & 5 visitors daily for promoting the mela on social media platforms. ➤ A promo video teaser to be released on social media platforms at least two days in advance of the inauguration. ➤ A thank you city video teaser to be released during closing ceremony highlighting the various events during the mela.
28.	Other arrangements	Additional protocol arrangements for VVIPs for Inaugural & Closing ceremonies (Security, Masking & D-enclosure, Additional Food & Security arrangements, additional AC/Heater on stage etc. to be borne by EMA.

The estimated cost of organizing the “**Divya Kala Mela/Divya Kala Shakti/Job Fair/Loan Mela**” would be **Rs. 45 lakhs excluding applicable taxes.**

II. Rejection of Bids

The bid will be considered Non Responsive & Summarily Rejected in case it does not fulfill any one or more of the following conditions:-

- a. If EMD is not provided by the bidder.
- b. If the bidder tries to put any influence.
- c. If the bidder furnished false information.
- d. If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- e. Any bid received by NDFDC after the stipulated time and date in the Tender Document.
- f. Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- g. A Bid valid for a shorter period shall be rejected as non-responsive, Bid shall remain valid for 180 days after the date of Bid opening.

III. Obligations of NDFDC

All material for creatives will be provided by the NDFDC while creative's will be developed by the EMA.

IV. Criteria for Selection of Bidders

Eligibility Criteria (To form part of the Technical Bid):

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

1. The agency/firm should have experience of successfully managing similar type of events in India in the past 3 years. However, the scope of work of these events should include complying to all requirements and managing all clearances that may be required for successful arrangement of events (signed and stamped work order to be taken as documentary & credible proof).
2. The agency/firm/company (Private) should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
3. The agency/firm should submit a demand draft of **Rs. 1.0 Lakhs (One Lakh only)** in favour of NDFDC payable at New Delhi as EMD along with technical bid. Attach the details.
Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/proofs of exemption for waivers in Tender Fee & EMD.
4. The agency/bidder should have completed a minimum of **03 (Three)** Events/ Similar nature of events for Government of India/PSUs/Autonomous Bodies/ Federations of Industries/Public Listed Company etc. during the past **03 (Three)** financial years. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-F**.
5. The firm/agency should have a **minimum average annual turnover of Rs.20 lakh during the last three financial years.** Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period or the

Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished along with documentary proof for the same as per **Annexure-G**.

Agencies having any national level event/earlier experience will be preferred. Higher turnover will be preferred for special quality reason. Also Agencies with experience of conducting event (s) in the proposed city will be given preference.

6. The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.
7. **Selection of bidder will be based on the Combined Quality-cum-Cost Based System with 30:70 weight age i.e. 30% weightage to the Technical proposal and 70% weight age to the Financial proposal. (As per GEM Portal)**

8. Technical Evaluation (100 marks):

The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at **Annexure-H**. The agencies scoring 70 marks and above will be declared as technically qualified.

The financial bid of only those agencies will be considered, who have qualified technically.

Technical and Financial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid as per GEM calculation score.

Technical Bid and Financial Bid

Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid.

Total scores of the vendors would be calculated as per the following formulas:

1. $(T1/Tmax)*0.7 + (Lmin/L1*0.3)$
2. $(T2/Tmax)*0.7 + (Lmin/L2*0.3)$
3. $(T3/Tmax)*0.7 + (Lmin/L3*0.3)$

Bidder with the highest marks computed above on cost and quality basis will be awarded the bid, as per the score on GEM

The decision of NDFDC with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NDFDC reserves the right to reject any or all the bids without assigning any reason whatsoever.

Note: NDFDC reserves the right to award the contract as combined for both the places to one bidder or individually/separately to different bidders for the two Venues mentioned in the bid. Further, NDFDC management reserves rights to allocate/define the scope of works specifically for event manager/EMA for both the venues.

- 9. The bidders are required to understand the scope of work properly, before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. NDFDC reserves the right to assess bidder capacity to perform the contract should the circumstances warrant such assessment.**

Party should not be in dispute with NDFDC, either directly or indirectly through any other agency.

10. Financial Score:

The financial bid is to be quoted in the prescribed format as at **Annexure-C**.

NDFDC reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. NDFDC can accept OR reject the financial bids without assigning any reason and decision of the NDFDC will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, NDFDC reserves all the rights to decide on the issue of identifying selected bidder.

- 11. Special Conditions for Evaluation:** The Bidder would be selected as per criteria mentioned above. However, in the event of two or more Bidders secure exactly the same Composite Score, then NDFDC reserves the right to declare as Preferred Bidder whose, Presentation Score is highest among such Bidders who have secured exactly the same Composite Score.

V. Other Conditions:

a. Liquidated Damages:

The entire work as listed in the scope of work is to be completed by **12.00 Noon** on the previous day from start of the exhibition. The bare space will be handed over to the EMA on **two day before start of the exhibition** and the entire work of setting up of exhibition as per the work order is to be completed accordingly latest by **12.00 Noon on the previous day to start of the exhibition.**

The above time schedule is required to be strictly adhered to and followed. Liquidated Damage will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date/time of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Bank Guarantee provided by the EMA and or bill.

Further, in case of delay to deliver the work within stipulated schedule, NDFDC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NDFDC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account of Performance Bank Guarantee. Moreover, NDFDC shall also be entitled to take all other legal proceedings as may be required for shortfalls in recovery.

b. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish, EMD of **Rs.1,00,000/- (Rupees One Lac only)** in

form of Demand Drafts drawn in favour of “NDFDC” payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid.

- ii. No interest shall be paid on EMD.
- iii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Divya Kala Mela work.
- iv. The Successful Bidder’s EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing Performance Bank Guarantee.
- v. The EMD may be forfeited either in full or in a part, at the discretion of NDFDC, on account of one or more of the following:
 - 1. The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
 - 2. Bidder does not respond to request for clarification of their Bid.
 - 3. Bidder fails to co-operate in the Bid evaluation process, and
 - 4. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

C. Payment Terms:

The Fund would be released to the EMA in Three following instalments:

Instalment	Deliverables	Percentage
1 st	Issue of Work Order (on submission of Bank Guarantee/FD of Equal Amount of Bid/work order)	20%
2 nd	After Successful Inauguration of Divya Kala Mela	30%
3 rd	After Successful Completion of the Event and Submission of Utilization Certificate for 1 st & 2 nd Installment.	50%

- a) NDFDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of contact. No deviations shall be entertained.
- c) In case of any dispute, decision of competent authority of NDFDC will be final and binding on each Bidder.

VI. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, of any such eventually is given by party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NDFDC will be final and conclusive.

VII. Arbitration

- a) If a dispute of any kind whatsoever arises between the NDFDC and the bidder in

connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.

- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NDFDC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NDFDC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state the reasons for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

VIII. Cancellation/Postponement of Programme:

In case the organising of the Divya Kala Mela Exhibition **is cancelled or postponed due to any reason, no claims shall be made by the bidder on NDFDC.**

Annexure – A

Covering Letter on Letter Head of EMA

To,
The Chairman-cum- Managing Director
NDFDC
DPT-11&12, ground floor, DLF Prime Tower, F-79 & 80,
Near Tehkhand Village, Okhla Phase - I,
New Delhi -110020

Sub: Selection of Event Management Agency (EMA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the “Divya Kala Mela/Divya Kala Shakti/Job Fair/Loan Mela” under National Fund scheme of the Dept. of EPwDs (Divyangjan), **Shillong ,Meghalaya from 09th – 18th April, 2026(10 days).**

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising Divya Kala Mela under Awareness Generation and Publicity scheme of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E in the month April, 2026 for 10 days at Shillong ,Meghalaya as per the Guidelines, Terms & Conditions mentioned in this RFP document.

The Technical & Financial Bid is enclosed herewith as per the Terms and Conditions of the Bid and RFP documents.

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.

I acknowledge the rights of the NDFDC to reject our bid without assigning any reason or otherwise any hereby waive our right to challenge the same on any account whatsoever.

I agree to keep our bid valid for acceptance for 180 days or for subsequently extended period, if any, agreed to by us.

It is to certify that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

Yours sincerely

Signature Name of Authorized Person
Designation Date & Seal

**Annexure – B
Technical Bid
Format**

To,

The Chairman-cum- Managing Director
NDFDC
DPT-11&12, Ground floor, DLF Prime Tower, F-79 & 80,
Near Tehkhand Village, Okhla Phase - I,
New Delhi -110020

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising “Divya Kala Mela/Divya Kala Shakti/Job Fair/Loan Mela” under Awareness Generation and Publicity Scheme of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E, in the month of April, 2026 for 10 days at Shillong ,Meghalaya, as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail Technical bid is enclosed herewith on the indicative points mentioned below:

1. Theme based Entry Gates as per Venue Requirement – 3 options of each Gate to be given by EMA.
2. Theme of Divya Kala Mela Pavilion (Decoration, Flooring etc.) – 3 options to be given by the EMA.
3. Stalls (Craft & Food) designs and Quality – 3 options of food & craft stalls to be given by the EMA.
4. Light & Sound
5. Invitation Cards – 3 options to be given by EMA.
6. Promotional & Awareness Materials
7. Preparedness of the EMA to undertake the work. A detailed descriptions to be given by the EMA on the availability of resources and timelines for the completion of work, if allocated to the EMA.
8. Media Management – Special Focus on Social Media and promotion
9. Cultural Programme Management – List of Artists who would be performing during the event. The artist should have the ability to gather people and engage them.
10. Fire, Health & Security Arrangements
11. All other arrangements as indicated in Scope of Work.
12. Any other special effects/ activities/ arrangements.

Yours sincerely,

Signature Name of Authorized Person
Designation
Date & Seal

Annexure – C

Financial Bid Format

To,

The Chairman-cum-Managing Director
NDFDC
DPT-11&12, Ground floor, DLF Prime Tower, F-79 & 80,
Near Tehkhand Village, Okhla Phase - I,
New Delhi -110020

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organising “Divya Kala Mela/Divya Kala Shakti/Job Fair/Loan Mela” under Awareness Generation and Publicity Scheme of the Dept. of EPwDs (Divyangjan), Ministry of SJ&E, in the month of April, 2026 for 10 days at Shillong ,Meghalaya as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Yours sincerely,

Signature Name of Authorized Person
Designation
Date & Seal

Financial Bid Format (Amount in Rs.)

S. No.	Particulars	Details	Amount (In Rs.) Excluding GST for Shillong, Meghalaya
☐	Arrangement of the Ground	➤ NDFDC will book the venue/ground for the mela.	
☐	Mandatory works from the part of the bidder.	<ul style="list-style-type: none"> ➤ Permission from District Authority/Police/Fire Departments has to be obtained by the L1 Bidder for which no cost will be compensated. ➤ The site should not be damaged by drilling or any other digging work. Which are not allowed by venue administration. 	
1.	Welcome Gate Theme Based.	<ul style="list-style-type: none"> ➤ One Theme Based wooden/MDF Gates with Size of 40 Ft width X 35Ft. Height. ➤ One Box Gate with 25Ft width X 20Ft Height. ➤ Logo of Nodal organization and Dept. of Empowerment of PwDs, Ministry of SJ&E, Government of India, G-20, Vocal for Local etc. to be also placed properly on each gate. ➤ LED parkas with T-Stand to light up the gates. 	
2	Flower Decoration	➤ All Entrance and Exit Gates to be decorated with props and flowers from the Inaugural Function itself during the entire event.	
3.	Venue Decoration	➤ A theme based Decoration for entire Pavilion/area of exhibition like Carnival, Retro, Mela Theme, Nature, and Culture etc. by using the following indicative items in sufficient quantity: Balloons, Metal Lanterns, Umbrellas, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Divya Kala Mela in and around Pavilion, Decorative Hanging Kettles, etc.	
4.	Attraction Points and Visitors engagement Area	<ul style="list-style-type: none"> ➤ 5 Selfie Points with different themes. ➤ Acrylic Divya Kala Mela & Divya Kala Shakti Cut Out in English/Hindi with lighting (minimum size of 12 ft. X 4 Ft.). ➤ One India Map in Acrylic cut-out with light at the entrance, size would be 8 Ft. height with clear demarcation of Upcoming Divya Kala Mela Venues and already organized venues of Divya Kala Mela event by using different colours. ➤ Kids playing zone with proper safety measures. 	
5.	Floor Decoration	<ul style="list-style-type: none"> ➤ Entire Pavilion/area of Divya kala Mela event shall be covered by the New Neat & Clean Dark Grey Colour Carpet. New Red Carpet shall be used from Entry Gate to VIP Pavilion and stage. No digging or drilling is allowed at the site, to be confirmed from venue administration. ➤ New Carpets to be used for covering entire Divya Kala Mela pavilion, no stains, no stitching/patches/cut will be allowed, If found, EMA shall be liable for penalty as decided by the competent authority. ➤ Total Carpet area is estimated to be around 30,000 Sq. Ft. This may vary as per actual design/layout of the exhibition and requirement of the venue. The EMA would provide the additional Floor 	

		Carpet if required without any additional cost.	
6.	Stalls for Arts & Crafts and Toilet Arrangements	<ul style="list-style-type: none"> ➤ Arts & Crafts Stalls-75 No. of Pagoda Octonom structure stalls with the approx. size of 10X10 Sq. Ft. for Artisans for showcasing/selling of Handloom/Handicraft Items on wooden platform. No drilling or digging of the site to be undertaken without the permissions of concerned venue authority. ➤ 2 Tables, 2 Chairs, 4 Electric Points, 4 Focus LED white lights, One Fan, one dustbin, one rack, three side wall of Flex on frames, front cover for closing stall at night for safety, Carpet, etc. would be provided for 75 stalls. ➤ The stalls to be designed in such a way to avoid direct sun and rain during day and if required front shade of white colour of appropriate material with neat & good look need to be provided. ➤ Theme based Stalls to be created with proper branding inside of the stalls. Theme based Fascia be created by using logo/name of Divya Kala Mela, Nodal organization, Dept. of DEPwDs (Divyangjan), Ministry of Social Justice & Empowerment, Name of Arts/Crafts, Place of Artisans/Craftsman. ➤ EMA will barricade the entire venue through Tin, if required for safety of premises. ➤ The entire Exhibition area including toilets need to be accessible to Divyang artisans/artists as well as divyang visitors/dignitaries. ➤ 10 Mobile Toilet Blocks for Male & Female (06 for male and 04 for female) (Further 02 toilets should be accessible one each for male and female for the use of Divyangjan to be placed at the venue with cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue]. <u>The Accessible toilets are must which could be used by wheel chair Divyangjan also.</u> ➤ 1 Mobile Toilet Van for VIPs with sanitation staff for cleaning/sanitizing for maintaining hygiene. [If permanent adequate structures are not available at the venue] ➤ All the required Items like Hand Soap, cleaner, Toilet Tissue Rolls, Hand Tissue Paper, Toilet Cleaners, Toilet Fragrance items etc. shall be made available by the EMA during entire Divya Kala Mela. ➤ If required, additional Portable Toilets to be installed for visitors during the event, without any additional cost. 	
7.	Stalls for Cuisine / Sweets	<ul style="list-style-type: none"> ➤ 10 No. of Pagoda Octonom structure stalls with the size of approx. 10ft X 10ft for Food on wooden platform. No drilling or digging of the site to be undertaken without the permissions of concerned venue authority. ➤ 3 tables with white cover and frills, 2 chairs, 3 electrical point & 2 power points, 4 Focus LED white lights, One Fan, one dustbin, one rack, 	

		<p>front cover for closing stalls at night for safety, carpet, etc.</p> <ul style="list-style-type: none"> ➤ Theme based Stalls to be created with proper three side branding inside and outside of the stalls. Theme based Fascia be created by using logo name of Divya Kala Mela, nodal organization, Dept. of EPwDs, Ministry of Social Justice & Empowerment, Name of Culinary, Place of Culinary artist preferably a Divyang. ➤ Food Preparation area is to be provided back side of the each Food Stalls duly cordoned off by masking/partition with ethnic designs. Only new material to be used for constructions of stalls. ➤ Name of the Artisans/Culinary experts will be provided by EMA to Nodal Organization for approval. The EMA will not entertain any unauthorized Artisans/Culinary experts/vendors without the approval of NDFDC. In case it is found that unauthorized Artisan/Culinary expert/ vendor is put up inside the venue, it will be the responsibility of the EMA to evict such unauthorized Artisan/Culinary expert/vendor, failing which appropriate action/penalty would be taken/charged to the EMA. 	
8.	Food Court	<ul style="list-style-type: none"> ➤ Two different cultural Themes based Food Courts are to be created with sitting arrangements (Decorative Mudda, Table & Chairs, stools, etc.) for Minimum of 50 persons at a time at the cost of EMA. ➤ Tables of the Food Court should be covered on top with changeable sheets and frills are to be provided in front of food stalls. ➤ Food Stalls on cultural themes etc. to be arranged by EMA at their cost & ensure the Quality of Food. 	
9.	Activity Area	<ul style="list-style-type: none"> ➤ A separate waterproof enclosure of around 400 Sq.ft. to be provided by EMA with proper carpeting, lighting and climate control measures. It should be provided with 15-20 tables and 60 chairs. This space will be utilized for meeting with participants, Job fair, loan fair etc. with provision of printing and affixing following: <ul style="list-style-type: none"> iii) Banners of various sizes i.e. 6X8ft.-06 banners, 3X2 ft. company name-20 banners. iv) Hand held Mike system for 01 day. 	
10.	Id & Uniform	<ul style="list-style-type: none"> ➤ 150 Nos. of Photo I-Cards with Logo string printing of Divya Kala Mela, Stall Number, Name of Artisan, Type of Product, Place, etc. with Lanyard and String. [Artisan's ID Card]. ➤ 20 Nos. of Id-Cards with logo of Divya Kala Mela, Name of Officials etc. for the Officials with Lanyard and String. I-Card for Officials would be different from Artisan's in terms of size and colour. [Official's ID Card] ➤ 20 Nos. of Chef Caps and 50 Nos. of buffet caps for Food stall vendors 	

		<ul style="list-style-type: none"> ➤ 300 Nos. of good quality Caps & T-Shirts/Half sleeves fleece jackets (<i>with Divya Kala Logo</i>) (<i>depending on weather the selection to be made between T-shirts and Jackets by NDFDC</i>). ➤ 30 Nos. of Aprons & 100 Nos. of Hand gloves for the culinary experts. The design and material of the T-shirt/ Half sleeves fleece jackets, Caps and Aprons would be finalized with Nodal Organization. ➤ 34 Nos. of Caps & T-Shirts/Half sleeves jackets for the use of Staff/Officials. The same would be finalized with consultation of Nodal Organization. Size and Colour would be decided with Nodal Organization. 	
11.	Working Office & VIP Lounge /Pavilion	<ul style="list-style-type: none"> ➤ One working office/control room is to be created in 200 Sq. Ft. Area with wooden flooring, Electrical Points, 2 Computer Tables, High Back Chairs, with proper Light and proper Air conditioning/heater (as per weather). Roof should be water proof with inner ceiling & wall made with ply board and fabric. The control room /working office to be provided with 2 computers (P) and two printers, alongwith High speed fast internet connection. ➤ Theme based VIP Lounge/Pavilion is to be created in at-least 500 Sq. Ft. Area with wooden flooring, Electrical Points, Office Table, High Back Traditional Chairs, Sofas with proper Light Arrangements, adequate Air Conditioning /heating (as per weather), side tables, center tables. Fitted with LED for streaming the stage programme and other mela videos. ➤ The VIP Lounge/Pavilion is to be decorated with flowers/props /Lanterns /lamps. ➤ The scheme of the Nodal Organization and Dept. of EPwDs, Ministry of SJ&E would be displayed properly <u>by using five Acrylic sandwich LED pannels</u>. The VIP lounge should be in sync with the decoration theme. ➤ Arrangements of adequate Air Conditioning/Heating (as per weather), Tea/coffee with snacks, cookies, drinking water with at least 2 suitable persons for hospitality in VIP lounge. The Tea and snacks etc. to be served in proper crockery maintaining proper hygiene. 	
12.	Stage & Green Room	<ul style="list-style-type: none"> ➤ One theme based stage size of 40ft. X 32ft. Covered from top with German Hanger size of 20X60 Mtr. (stage and audience) having seating capacity of 500 Audience including proper arrangement of suitable no. of AC/Coolers/Fans/Heaters (According to weather) for comfortable seating. The stage to be as per the VIP standard compliant with VVIP protocol requirement. 	

		<ul style="list-style-type: none"> ➤ 1 Sign Language Interpreter and 1 Anchor (in formal/Saree) befitting the formal function (presence of Governors/Ministers/ Sr. Officials) need to be arranged for Inaugural Function & closing ceremony of DKM and having good communication Skills and experience to handle such programmes. ➤ 2 separate Green Rooms of minimum 200 sq. Feet each with direct access to stage for Ladies & Gents with mirrors, hangers, Chairs, Changing Room, Light and other necessary items/ equipment as required. Proper Carpeting on the Floor is also required. Separate mobile toilets to be installed for ladies and gents. ➤ A LED Backdrop size of minimum 20ft. X 12ft. at the back stage. Masking of both side of Stage & wherever required. ➤ 2 LED Screen for live streaming of the event at different places in the Mela ground with the size of 12X8Ft. ➤ Seating Arrangements for minimum of 500 visitors, Two Seater-8 Nos. of Sofas in front row along with central tables. Hanging Decorative items on truss, decorative items around the seating area. Banquet Chairs to be used with sashes. ➤ Two Podiums with fixed Mic-One and Cord Less-02 nos. ➤ The stage to have flower decoration & proper branding of Divya Kala Mela & Divya Kala Sahkti specially on Inaugural and Closing day. ➤ The stage should be fully accessible for divyang artists /dignitaries. ➤ Arrangement of Security 'D' as per the requirement of protocol of VVIP by EMA. Further, EMA to also make arrangement of Masking in the stage area as well. The mela ground in case required by protocol/security by the VVIP. 	
13.	Parking Space	EMA will make necessary arrangement for parking along with parking staff and security around the venue. Proper Branding of Divya Kala Mela should also be done in Parking Area.	
14.	Ushers & Housekeeping /Sanitation Staff	<ul style="list-style-type: none"> ➤ 2 Ushers (Girls in Saree) having good communication Skills to be provided for entire duration of the exhibition including Inaugural Function/closing. ➤ 2 Sign Language Interpreters on daily basis including Inauguration and Closing days. ➤ At any point of time 8 Sanitation Staff (5 Male & 3 Female) would be present for cleaning of Washroom/Restrooms/Toilets.The Washrooms have to be cleaned properly every half an hour from 9:00AM to10:00PM /end of the mela. All the 	

		<p>washrooms would be cleaned after day closing. EMA will ensure that all the Toilets/Washroom are neat & clean at all the time during the event.</p> <ul style="list-style-type: none"> ➤ 08 No. of Housekeeping Staff with Supervisors (5 Male & 3 Female) from 9:00AM to 10:00 PM with House Keeping Material, Garbage Disposal Arrangements and other cleaning and sanitations items. EMA will ensure the entire Pavilion is neat & clean at every point of time. Proper placement of Dustbins has to be done ➤ Fogging for mosquitoes to be done on daily basis in the evening, after visiting hours. ➤ If required, EMA will deploy the additional manpower for above mentioned activities during the event to manage the event to maintain good hygiene cleanliness, without any additional cost. 	
15.	Security Arrangements	<ul style="list-style-type: none"> ➤ 12 No. of Security Guards (08 Male & 04 Female), 1 Security Supervisor in proper uniform to be deputed 24X7 with required equipments during the entire duration of the exhibition. ➤ 2 No. of Door Frame Metal Detectors along with 2 Frisking Cabins for Male and Female separately. ➤ 04 No. of Hand Held Frisking Devices (HHFDs). ➤ 01 Baggage X-Ray Machine at entry gate (Baggage Scanner). ➤ 10 No. of Walkie-Talkie. ➤ 50 Nos. of Good Quality CCTV Head Moving Cameras of HD Quality with complete monitoring system and recording backup for entire Divya Kala Mela duration 24X7, with Control Room setup and responsible Monitoring Team. The cameras should cover the entire exhibition site and stalls properly. ➤ EMA will make the arrangement of 02 Wheel Chairs with escorts/Volunteers at each of the Entry Gates for smooth movement of Divyang Visitors. 	
16.	Fire & Medical Arrangements	<ul style="list-style-type: none"> ➤ Fire Extinguishers as per required norms for the venue. Also, water drums, Sand Buckets on Stands, other fire fighting equipments and required arrangements as per the specification and guidelines issued by the concerned authorities. The fire clearance to be obtained by the EMA from the concerned authorities for the exhibition. ➤ Fire Brigade Van from 10:00 AM to 11:00 PM daily. EMA can approach Fire Brigade office for requisitioning Fire Tender with crew. ➤ One Separate First Aid Canopy at best suited place along with qualified one Doctor and one Nurse and necessary medicines, etc. ➤ Tie up with the nearby Government Hospital for any emergency. 	
17.	Power and Power Back-up	<p>Arrangement for uninterrupted power supply either through Generator or through temporary electric connection etc. (with security deposit to electricity company) is the responsibility of the EMA.</p> <p>The electricity bill and fuel costs to be borne by</p>	

		the EMA without compromising uninterrupted power supply and adequate lighting.	
18.	Water Arrangements	<ul style="list-style-type: none"> ➤ EMA will ensure uninterrupted water supply by providing adequate water tankers for each day to facilitate the vendor for cooking and cleaning. ➤ EMA will provide the drinking water facility with Water Dispensers made available for the visitors at 10 places in the Mela. For summers availability of cold water to be arranged. ➤ EMA has to arrange the adequate Bisleri or equivalent Water Bottles and separate Drinking Water Dispenser at the VIP Lounge/Pavilion/office. 	
19.	Insurance coverage	Adequate Insurance Cover for the entire period of the exhibition.	
20.	Lunch/Dinner/High Tea/Snacks	<ul style="list-style-type: none"> ➤ 50 persons High Tea/Lunch/Dinner on Inauguration & Closing day each. ➤ 200 Persons Lunch arrangements (Dal Sabji, Roti &/or Rice) on daily basis for artisans /artists for 10 days. ➤ Snacks (sandwich, Nuts, Cookies, Sweets)/Tea/coffee/cold coffee/ Water Arrangement on daily basis (09 days) in VIP enclosure. ➤ 25 no. food packets for Media Persons etc. on Inauguration & closing day each. ➤ 500 refreshment packets (on need basis) quantity may increase or decrease for each on inauguration and closing day. ➤ Three days additional Tea, Lunch & snacks for 150 persons during CRE programme. ➤ 200 lunch for job fair particulars in the day of job fair. (The quantities of Lunch, Snacks, Tea etc. may vary and will be governed accordingly. 	
21.	Cultural programmes in the evening –Group Dance and Singers	<ul style="list-style-type: none"> ➤ All cultural programmes to be performed by Divyangjan Artists only to be arranged by EMA. The list of the artists to be provided by EMA well in advance for the approval of NDFDC/DEPwD. ➤ The EMA would propose the list of Artists for cultural Programme who would be performing on each evening from 6:00 PM to 9:00 PM for the entire duration of the exhibition. The Cultural Programmes like Quwali, Bollywood/ Punjabi Playback/Rap Singers, etc. ➤ The Cultural Programme and Name of Artists would be finalized by the nodal organization /DEPwD, Ministry of SJ&E, after submitting the List of Artists by EMA. ➤ The EMA will organize different cultural activities Like Kathputli Dance, Folk Dance, etc. on each evening of Divya Kala Mela. ➤ The EMA will make all necessary arrangements i.e. Honorarium, travel & stay arrangements (if required) etc. of all the artists/ anchors/Sign Language Interpreters 	

22.	Miscellaneous Arrangements	<p>Flash Mob activities during the event:</p> <ul style="list-style-type: none"> ● Regional performing art from concerned state where DKM is being held as Flash mob activity for engaging the visitors and to give lively/happening atmosphere to the DKM. ● One (1) Shehnai Vadak of lire music Group for the entire duration of Divya Kala Mela stationed at the entrance on a properly made place /platform. ● 25 good quality Shawls and 10 Mementoes for Welcome of Hon'ble Minister and VIP Guests visiting the exhibition. ● 25 Mementos for felicitating achievers (buyer /Seller etc) during the DKM. ● All necessary arrangements and required items for Opening Ceremony like decorative tray, scissor, ribbon, flower decoration, lamp etc. ● 100 Helium Gas Divya Kala Mela Printed Balloons at the time of inauguration. 	
23.	Photography & Video-graphy	<ul style="list-style-type: none"> ➤ 2 Photographers & 2 Videographers for the inaugural/ closing function. One Photographer & One Videographer for other days from 10:00 AM to 10:00 PM. ➤ Drone camera is also required on daily basis for recording and live streaming, with due permissions from the concerned authorities obtained by EMA. ➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization. ➤ Promo videos/photographs/Teasers will be created by the EMA and handed over to Nodal Organization in Hard Disc. ➤ The EMA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event. 	
24.	Lighting	<p>Whole venue including stage area/hanger to be lit up properly, it should look like Stadium in night, if required the EMA would install more light as per requirement of the Venue.</p> <p>Adequate lighting to lit up the entire area and each stall with sufficient lighting utilizing the following in adequate quantity:</p> <ul style="list-style-type: none"> ➤ White Metal Lights ➤ LED Par Can Light with Multiple Colour ➤ LED Halogen Light ➤ LED Serial Light ➤ Bulb Light ➤ Sky Beam Light ➤ Follow Spot Light ➤ LED Spot Light ➤ Box Truss-with 40 LED Par, 10 Moving Head, 6 Blinder, 6 Boom White, 1 Profile. ➤ Tri-colour LED serial light rapping on poles in and around venue. 	
25.	Music & Sound	<ul style="list-style-type: none"> ➤ PA System with ample amount of Speakers to be 	

		<p>installed for Public Announcement and playing Music during/Cultural Programme by following the General Guidelines for Music/ sound of the Local Authority.</p> <ul style="list-style-type: none"> ➤ Appropriate Music & sound System for Cultural Programme at Venue. (JBL or equivalent) ➤ Amplifier-4 ➤ Mixer-2 ➤ 8 Stage Monitor ➤ 5 No. of Cordless Mike for inauguration and closing function. ➤ If required, EMA would provide Sound System as per requirement of the Performing Artist during the Cultural Event. 	
26.	Publicity & Awareness	<ul style="list-style-type: none"> ➤ Designing & fabrication of Welcome & Collage Standees (50 Nos of size 3 Ft. x 6 Ft.) on wooden frames. ➤ Guide Map of the entire Pavilion at the Main Entry Gate of the Divya Kala Mela. ➤ 250 number of Pole branding of size 5ft X 3 ft for putting on all electric poles leading to the venue. ➤ 150 number of Publicity Panels of size 6ft. x 8 ft. ➤ 50 number of Publicity Panels of size 10ft. x 8ft. ➤ Table Facia (Total 100 Nos). ➤ Facia on craft stall (100 Nos of size 5ft. x 1ft. to be placed). ➤ 50 number of Publicity Panels of size 16ft. x 8ft. ➤ Direction Panels (20 Nos of size 3ft. x 2ft.). ➤ 2000 Schemes & Products leaflets, on first day. ➤ 400 Bill books to be handed over on day 1 of the Mela. ➤ Flex Banners for Food/Sweet stalls (15 Nos of size 3 ft. x 4 ft.) in the exhibition area, etc. Pole buntings etc. ➤ The Flex to be used for branding must be of Star Quality for Good Get-up of printing to be done on flex. ➤ 250 coloured Certificate with Divya Kala Mela branding and Printing of Name and other details. ➤ 100 Invitation Card printed as per design for Inaugural and closing ceremonies each. ➤ Arrangement for putting up of above hoardings/Flex Banners at various places in the city for good publicity. ➤ One E-rickshaw with proper branding and voice/jingle to run every day for 12 days in the city for publicity of the Mela. ➤ Floor Decals entire Divya Kala Mela pavilion/area. 	
27.	Media Promotion	<ul style="list-style-type: none"> ➤ EMA will release the newspaper advertisement for cultural events on alternate days of the Divya Kala Mela event in the local newspaper for publicity. ➤ EMA will do the FM radio publicity through Jingle Mode (atleast 10 slots daily) with approval of Nodal Organization, before and during the event. ➤ EMA will do social media promotion like Face book, YouTube, X, Whatsapp, Koo, Google, etc. ➤ 2 Social media person to be deployed on site for Divya Kala Mela event. Creatives/Original pictures of the Divya Kala Mela to be posted daily during the Divya Kala Mela. 	

		<ul style="list-style-type: none"> ➤ EMA will compile the list of popular local handles of the city for tagging the same for daily publicity. The same should be provided in advance to NDFDC ➤ The EMA would also make the provision for paid promotion on social media for the ongoing Divya Kala Mela event i.e. at least 02 (two) good influencers to be invited at the start of the Mela. ➤ Live Streaming of the Divya Kala Mela cultural programmes on Facebook on daily basis. ➤ Arrangement of Press Meeting on the day of Inauguration. ➤ EMA to record video/bites of 5 artisans & 5 visitors daily for promoting the mela on social media platforms. ➤ A promo video teaser to be released on social media platforms at least two days in advance of the inauguration. ➤ A thank you city video teaser to be released during closing ceremony highlighting the various events during the mela. 	
28.	Other arrangements	Additional protocol arrangements for VVIPs for Inaugural & Closing ceremonies (Security, Masking & D-enclosure, Additional Food & Security arrangements, additional AC/Heater on stage etc. to be borne by EMA.	
29.	Sub Total (A)		
30.	GST amount (B)		
31.	Total Amount (A+B)		

The above cost is exclusive of applicable GST. Payment to the Agency will be released after deduction of TDS as applicable.

Yours sincerely,

Signature Name of Authorized Person
Designation Date & Seal

Annexure – D

Obligation/Compliance to be ensured by Bidder

S. No.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labour act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF Registration number with detail of deployed staff		

Yours sincerely,

Signature Name of Authorized Person
Designation Date & Seal

Annexure – E

Indemnity Undertaking

I on behalf of M/s... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & No-Technical working on behalf of M/s... will abide by all safety rules and procedures.

I declare that I, M/s..... will be responsible for any safety violations/accident etc. The, NDFDC will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I assure the, NDFDC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at..... .

I hereby declare that I am sole responsible on behalf of M/s..... for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier/Contractor

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During last three financial years ending March 31st 2025)

S. No.	Name of the Event	Name of the Client	Brief Description of The Event Including area /number of participants	Date/ Duration of Event	Value (Rs.)	Credible proof/ work order/ work completion certificate

Note: Please attach supporting documents with work-order, photographs for the above furnished information.

Seal and Signature of bidder
(Name and Designation of the authorized signatory)

ANNEXURE –G.

ANNUAL TURN OVER

*The firm/agency should have a **minimum average annual turnover of Rs.0. 20 Crore during the last three financial years***

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees)
2022-2023	
2023-2024	
2024-2025	
Total	

Note: The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years.

Seal and Signature of bidder
(Name and Designation of the authorized signatory)

ANNEXURE - H**Criteria for Evaluation of Technical bids**

The evaluation of technical bids will be on the following parameters:

Sl.	Details	Max Marks	Mark Scored
1.	Number of similar nature of events organized for Government of India / PSUs /Autonomous Bodies /Public Listed Company etc. during the past 3 years. The firm should provide credible evidence of the same.	30	
	<i>01 - 02 events :</i>	<i>05</i>	
	<i>03 - 04 events :</i>	<i>10</i>	
	<i>2 marks for each additional event more than 04 events :</i>	<i>20</i>	
2.	Total Turnover of the agency: (Average annual turnover during last three financial years)	10	
	<i>Average Annual Turnover between 0.20Crore to 0.5 Crore</i>	<i>05</i>	
	<i>Average Annual Turnover more than 0.5 Crore</i>	<i>10</i>	
3.	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be Deployed.	15	
4.	The technical capacity to prepare the product brochures for events managed.	5	
5.	Methodology and Approach. Bidders to share their Methodology and Approach based on the requirements of the RFP. The Presentation should include emphasizing the following:	40	
	<input type="checkbox"/> Detailed plan from inception to closure of assignment;		
	<input type="checkbox"/> Role of each deployed staff and backend leadership and support staff inputs; • Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security, Food Management, etc. <input type="checkbox"/> Insurance covers and other risk mitigation plan. • Presentation of layout needs to be with 3-D drawings. • The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe & secure event exercising economy etc. • (A complete power point presentation of 10 minutes to be made before the evaluation Committee)		
	Total Marks	100	

Note: The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the fair.

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-03-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-03-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Social Justice And Empowerment
विभाग का नाम/Department Name	Department Of Empowerment Of Persons With Disabilities
संगठन का नाम/Organisation Name	National Divyangjan Finance And Development Corporation
कार्यालय का नाम/Office Name	Delhi
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; AS per tender; AS per tender; As per Tender; As per tender
अनुबंध अवधि /Contract Period	6 Month(s) 9 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	4500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईएमडी राशि/EMD Amount	100000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

CGM (Admin)

Delhi, Department of Empowerment of Persons with Disabilities, National Divyangjan Finance and Development Corporation, Ministry of Social Justice and Empowerment (Ndfdc)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work to be uploaded by the Buyer: [1773917419.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per Tender	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:National Divyangjan Finance and Development Corporation (NDFDC),

DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi -110020

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-03-2026 11:00:00	National Divyangjan Finance and Development Corporation (NDFDC), DPT-11&12, DLF Prime Tower, F-79 & 80, Okhla Phase-1, New Delhi -110020

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; AS Per Tender; AS Per Tender; As Per Tender; As Per Tender (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	AS per tender
Category of work required	AS per tender
Event premises	As per Tender
Duration of event	As per tender
Coverage of the event	AS per tender
Boarding	Sa per tender
Inclusion for the event	AS per Tender
Seating arrangement	As per tender
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	03

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Manoj Kumar Sahoo	110016,Unit No. 11 & 12,Ground Floor, DLF Prime Tower, Okhla Phase - I, Near Tehkhand Village, New Delhi - 1100206	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

6. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

National Divyangjan Finance and Development Corporation
payable at
Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

National Divyangjan Finance and Development Corporation
Account No.
51840100015085
IFSC Code
BARBOOKHDEL
Bank Name
Bank of Baroda
Branch address
Okhla Phase-II Branch New Delhi-110020

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

8. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---