

**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**EMPANELMENT**  
**OF**  
**EVENT MANAGEMENT AGENCIES**



**Swarna Jayanti Celebrations Authority**

SCO 154-155, 3<sup>rd</sup> Floor, Deepak Building,  
Sector 17-C, Chandigarh  
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No: SJCA/EMP/EM/01

Date: 05/08/2017

### Disclaimer

The information contained in this Request for Proposals document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents, especially the [Feasibility Report], may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

**Data Sheet:**

1.	Name of assignment	Empanelment of Event Management Agencies
2.	Communication	Director, Swarna Jayanti Celebrations Authority, SCO 154-155, 3rd Floor, Deepak Building, Sector 17-C, Chandigarh Ph: +91 172 2723153 e-mail: <a href="mailto:directorswarnajayanti@gmail.com">directorswarnajayanti@gmail.com</a> (Monday to Friday between 1000 Hrs. and 1700 Hrs)
3.	Place of issue of documents	Online: <a href="http://www.haryanaswarnajayanti.org/">http://www.haryanaswarnajayanti.org/</a> And Swarna Jayanti Celebrations Authority, SCO 154-155, 3rd Floor, Deepak Building, Sector 17-C, Chandigarh
4.	Bid Validity	Ninety (90) days from Bid Submission date.
5	Date, Time & Place of submission of Technical Bids	On 18-08-2017 at 1700 Hrs. Hard copy submission at : Swarna Jayanti Celebrations Authority, SCO 154-155, 3rd Floor, Deepak Building, Sector 17-C, Chandigarh
6	Opening of the Technical Bids (Date& time)	On 21-08-2017 at 1100 Hrs.
7	Place of Opening of Bids	Swarna Jayanti Celebrations Authority, SCO 154-155, 3rd Floor, Deepak Building, Sector 17-C, Chandigarh

## **Section 1 - Invitation for Bids**

### **Introduction**

Haryana is a State with a glorified history. The present day Haryana is the region where, along the banks of the River Saraswati, the Vedic Civilization began and matured. It was here that the Vedas were written and it was here where the battle of Mahabharata was fought. Excavations of various archeological sites in Haryana have indicated the evidence of pre-Harappan and Harappan culture which shows that this is the land of rich history and cultural heritage.

This year is an important milestone in the history of Haryana as it will be Swarna Jayanti and this celebration should be done in style. Its rich history and major achievement must be brought at the global and national stage. This milestone is a timely occasion for the State to commemorate, reflect on and celebrate its journey. To mark the occasion, State Government intends to conduct cultural programs, sport competitions, Global Gita Conclave, etc. various events, games, fests, etc would be organized till the Panchayat level.

**Swarna Jayanti Celebrations Authority (SJCA)** herein referred to as the “**Authority**” is formed to guide and coordinate the plans for the 50th anniversary celebrations, and PWD (B&R), Haryana is made as the nodal department for implementation. Since, the government aims to showcase the history, culture and achievement of the State to both national and international audience, it is critical that preparations and planning for the program are done in the most professional manner. Therefore, Swarna Jayanti Celebrations Authority and/ or its Associates intends to empanel an Event Management Agencies, which can assist the department in end to end management of events in an effective, efficient and time bound manner.

1. Bidders are advised to study the Tender document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications. Sealed offers prepared in accordance with the procedures enumerated in **Clause 1 of Section 2** should be submitted to the authority not later than the date and time laid down, at the address given in the Schedule of Invitation for Bids.

### **2. Schedule of Invitation for Bids**

1	Issuance of Tender document	05.08.2017 at 1000 Hrs. (IST)
2	Date of Submission of Bids	18.08.2017 at 1700 Hrs. (IST)
3	Date and Time for Opening of Technical Bid	21.08.2017 at 1100 Hrs. (IST)
4	Date and Time for Technical Presentation	22.08.2017 at 1130 Hrs. (IST)
5	Validity of Bid	90 (Ninety) days from Bid due date

- a) Name of the office inviting the Bids:

**Director, Swarna Jayanti Celebrations Authority, Haryana**

b) Addressee and Address at which Tenders are to be submitted& opened:

**3<sup>rd</sup> Floor, SCO 154-155, Deepak Building, Sector 17-C, Chandigarh**

3. Interested Bidders may obtain the Tender document from the Office of **Director, Swarna Jayanti Celebrations Authority, Haryana** during working hours on all working days from Monday to Friday between 10:30 Hrs to 17:00 Hrs. or from the website: <http://www.haryanaswarnajayanti.org>

**Note: Authority shall not be responsible for non-receipt/ no-delivery of the Bids due to any reason whatsoever.**

## **Section 2 - Instructions to Bidders**

### **1. Procedure for Submission of Bids**

- 1.1. Cover No. 1** Technical bid will be put in this envelope, super scribed as “**EMPANELMENT OF EVENT MANAGEMENT AGENCIES**” (duly signed and stamped on each page by the applicant) It should be sent through **speed post/ courier/ hand delivery by 18-08-2017 by 1700 Hrs. on the following address.**

**Address:** Swarna Jayanti Celebrations Authority,  
SCO 154-155, 3rd Floor, Deepak Building, Sector 17-C, Chandigarh

### **2. Contents of the Empanelment Document**

- 2.1.** The Scope of Work, Bid Procedures and Contract Terms are prescribed in the Tender Document. The Tender Document includes:

**Section 1: Invitation for Bid**

**Section 2: Instructions to Bidders**

**Section 3: Other Terms and Conditions**

**Section 4: Bid Documents**

**Section 5: Indicative Terms of Reference & Scope of Work**

- 2.2.** The Bidder is expected to examine all instructions, forms, general terms & conditions, and Scope of Work & Schedule of requirements in the Tender Document. **Failure to furnish all information required by the Tender Document or submission of a Bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid.**

### **3. Language of Bids**

- 3.1.** The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and Authority, shall be written in the **English language.**

### **4. Bidders Qualification**

- 4.1.** The "Bidder" as used in the Tender Document shall mean the one who has signed the Bids. The Bidder may be either the Constituted attorney of the Company/ Firm/ Organization or the Principal Officer or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder.

### **5. Format, Signing and submission of Bid**

5.1. The Technical Bid shall be typed or written in indelible ink and shall be signed by the person or persons duly authorized. All pages of the Technical Bid (except for un-amended printed literature), shall be initialled and stamped by the authorized signatory of the Bidder.

5.2. The bids have to be submitted in hard copy at the address specified in the Tender document.

## 6. Revelation of Prices

6.1. Prices in any form or by any reason **should not be** revealed in the Technical Bid.

## 7. Local Conditions

7.1. It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the contract and/ or the cost.

## 8. Conditions of Eligibility for Technical Qualification

8.1. For participation in the tender process and submitting Bids, Bidders may be a private, public or government-owned legal entity, registered as a Company/ Firm for the said services. The term "Bidder" used in the Tender would therefore apply to a single entity only. **No Joint Venture/Consortium shall be allowed.**

8.2. Agencies must have been in operation for a minimum period of 5 (five) years in event management. Proof to be submitted should be in the form of Registration/ Incorporation certificate in the name of the agency submitting the bid.

8.3. The Bidder should have completed works of similar nature as described in scope of work and must have minimum Average Annual Turnover of Rs. 1,00,00,000/- (Rupees one crore only) in the last three financial years i.e. 2013-14, 2014-15 and 2015-16.

8.4. The Bidder should have completed single event management assignment of not less than Rs. 50 Lacs. (Rupees fifty lacs only) in last 3 financial year (i.e. 2013-14, 2014-15 and 2015-16) for any central government or state government. The assignment should be similar to the works as described in the scope of work.

8.5. The organization has at least 20 (Twenty) regular technical/ professional manpower including a qualified supervisor.

8.6. The bidder should not be currently blacklisted or banned by any Govt/Govt Department/ Govt Agency/ PSU in India for corrupt or fraudulent practices or non-delivery or non-performance in last 3 (three) years (as on the last date of submission of proposal).

***The Bidder has to provide the appropriate evidence (work order, Contract or any other proof) for all above mentioned qualifications.***

## 9. Documents to be Submitted by Bidders for Technical Qualification

9.1. Technical Bid submission letter as per **Annexure A of Section 4**

9.2. Documents relating Structure & Organisation of the Bidder as per **Annexure B of Section 4.**

9.3. Details of Eligible Assignments of the Bidder as per **Annexure C of Section 4.**

9.4. Proof of minimum Average Annual Financial Turnover in Last Three Financial Years as **Annexure D of Section 4.**

9.5. Team composition and task assignment/ jobs as per **Annexure E of Section 4.**

9.6. Checklist for Empanelment response as per **Annexure F of Section 4**

#### 10. Late Bids

10.1. Any Bid received after the last date and time will be rejected and/or returned unopened to the Bidder.

#### 11. Withdrawal of Bids

11.1. No Bid may be withdrawn in the interval between the last date for receipt of Bids and the expiry of the Bid validity period specified by the Bidder in the Bid.

#### 12. Opening of Bids.

12.1. The Tender Evaluation Committee (TEC) will open the Bids, in the presence of the representatives of the Bidders who choose to attend, at the time, date and place, as mentioned in Schedule for Tender Process of this Document. The TEC will open and evaluate the technical bids as per the evaluation criteria **Clause 16 of Section 2.**

#### 13. Clarifications

13.1. When deemed necessary, the Authority may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

#### 14. Evaluation Criteria

The technical bid will be evaluated as follows (Total 100 points):

Technical Marking Sheet				
S.No	Parameter	Weightage		Max Score
1	Agency which has completed similar single event of value of Rs. 50 Lacs of event management of Central or State Government. Similar events mean activities/ scope of work in this RFP.	a) Upto Rs. 50 L	20	30
		b) Rs. 50 L to 2Cr.	25	
		c) Above Rs. 2 Cr.	30	
2	The bidder should have been in existence for at least 5 (five) years.	5 years	05	10
		More than 10 years	10	



3	The Bidder should have Annual Turnover in <b>the each of the last three financial year's</b> i.e. 2013-14, 2014-15 and 2015-16.	Rs. 1 Cr. – Rs. 2 Cr.	15	25
		Rs. 2 Cr. – Rs. 5 Cr.	20	
		Rs. 5 Cr. and above	25	
4	A Microsoft power point presentation by Company/ Firm which includes understanding of requirements, proposed solution, relevant experience and proposed plan to execute the event.  <i>Note: The maximum time for presentation shall be 15 minutes. Hard copy along with a softcopy of presentation has to be provided to the Department at the time of presentation.</i>	Evaluation will be based on		35
		▪ Major events completed	10	
		▪ Company Background	10	
		▪ Company infrastructure	05	
		▪ Office in Panchkula/ Chandigarh	05	
		▪ Manpower & Team	05	
			<b>Total</b>	<b>100</b>

#### 15. Selection Criteria

- 15.1. Pre-qualification:** The Authority will examine the Bids to determine whether they are complete as per tender terms & conditions of this Tender document, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bids are generally in order as per the checklist in **Annexure F of Section 4**.
- 15.2.** A bid determined as not substantially responsive will be rejected by the Authority and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
- 15.3.** The Authority reserves the right to restrict the list of firms to be enlisted to any number deemed suitable by it. Its decision for empanelling shall be final and binding to all.
- 15.4. Technical Evaluation:** The pre-qualified applicants will then be technically assessed, based on the Conditions of Eligibility for Technical Qualification as specified in **Clause 8 of Section 2 and Evaluation Criteria as specified in Clause 14 of Section 2**.
- 15.5. Agencies scoring minimum 60% score (i.e. 60 out of 100) in Technical Marking Sheet, as detailed in Clause 14 of Section 2, will only be considered for empanelment, provided they satisfy all other tender conditions.**
- 15.6.** The Authority reserves the right to accept any bid and to reject any or all bids.

#### 16. Notification of Award

- 16.1.** Prior to the expiration of the period of Bid validity, the Authority will notify about the empanelment to the qualified Bidder(s) in writing by registered letter or by e-mail.

- 16.2.** The successful bidder on receipt of “Notification of Empanelment” shall convey his/her acceptance by return e-mail/ fax and to be confirmed through speed post within seven (7) working days through a letter.

## **17. Rejection Criteria**

### **17.1. Technical Bid Rejection Criteria**

The following vital technical conditions should be strictly complied with failing which the Bid will be rejected:

- (i) **Incomplete Bids will be rejected outright.** Evaluation will be carried out for the total Scope of Work covered in this Tender document.
- (ii) If the information provided by the bidder is found to be incorrect/ misleading at any stage/ time during the tender process, the bids of those bidders will be rejected.

### **18. Corrupt, fraudulent and unethical practices:**

- 18.1.** The Authority will reject a proposal for award and also may debar the bidder for future tenders in Swarna Jayanti Authority Celebrations, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract. Here: “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the
- 18.2.** Purchaser of the benefits of free and open competition, “Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc. after opening of first bid will be treated as unethical practice.

### **Section 3 – Other Terms and Conditions**

1. For the allocation of projects, amongst the panel of Event Management Agencies, project specific terms of reference shall be prepared by respective mandating authority who will invite financial bids from at least three Event Management Agencies from the empanelled list keeping in view their suitability for executing the projects. Mandating Authority shall carry out Cost Based Selection (CBS) i.e. on the basis of the laid down terms and conditions, the Event Management Agencies shall submit its financial proposal. Fees will be released as per the payment schedule defined in the project specific Terms of Reference (ToR). Mandating Authority shall have the right to ask for Project Specific Sectoral Expert(s) and additional manpower/ professionals.
2. In case of projects requiring specialized expertise, the Authority may allow the Administrative Departments / Public Infrastructure Agencies / Boards/ Corporations/ MC's etc. to invite offers for Event Management Agencies through QCBS method or through open competitive bidding from the Event Management Agencies other than those in the empanelled list.
3. The panel of Event Management Agencies shall be valid for a period of **3 (three)** years which may be extended for further 2 (two) years on a year to year basis by the Authority.
4. Empanelment of agencies shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated as below. Rate for various jobs shall be called as and when required.
5. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
6. The Authority reserves the right to accept or reject any application or its part without assigning any reasons thereof.
7. An agreement would be signed between Swarna Jayanti Celebrations Authority and the empanelled firms.
8. Bank guarantee would be sought from the empanelled agencies before execution of specific Works/ Project awarded by the Authority or any of its Associates.
9. Tenders must be submitted in properly sealed envelope according to the directions given in the Tender document/ notice.
10. Any Change in the constitution of the firm, etc. shall be notified forth with by the agency/ firm in writing to the Authority and such change shall not relieve any former member of the firm, etc. From any liability under the contract.
11. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.

**Section 4 – Bid Documents**

**Annexure-A**

**Technical Bid Submission Letter**

*(To be executed on a letterhead)*

To

Director,  
Swarna Jayanti Celebrations Authority,  
SCO 154-155, 3rd Floor,  
Deepak Building, Sector 17-C,  
Chandigarh

**Subject: “Empanelment for Event Management Agencies”**

Dear Sir/ Madam,

In response to the Tender Document, we, \_\_\_\_\_  
\_\_\_\_\_(name of the applicant), hereby unconditionally  
express our interest in participating for above mentioned project.

**We understood and hereby declare that**

1. We have read all the terms & conditions of the empanelment document.
2. The authority reserves the right, in its absolute discretion, at any stage without prior notice and without assigning any reasons, terminate from further participation in the empanelment process by any party, change the structure, procedures and timing of the empanelment process, alter the terms of participation in the empanelment process at any stage of the empanelment process and to suspend or terminate the empanelment process.
3. The statements made and information provided in response to the empanelment document are complete, true and correct and in case of discrepancy, we shall be liable for any consequential effects arising there from.

All requisite documents/ papers/ information are enclosed herewith.

Thanking you,  
Yours sincerely,

(Authorized Signatory)  
Name & title of signatory  
Name & stamp of Company/ Firm

**Annexure-B**

**Structure & Organisation of the Bidder**

1	Name & Address of the applicant	
2	Telephone No./Telex No./Fax No./Email	
3	The selected agency must have an annual turnover of minimum INR 5 Cr. (Rupees five crore only) each in last three financial years from bid due date (Attach Balance sheets and Profit & Loss A/c page only duly certified by a Chartered Accountant).	
4	GST Registration, if applicable. (Photo copy attached)	
5	PAN Card photo copy & copy of submitted return.	
6	Proof of Registration with PF and ESI	
7	Service Tax No. & copy of submitted return	
8	TIN Number, if applicable (Photo copy attached)	
9	Legal status of the applicant in India (Attach copies of original document defining the legal status) a) An individual b) A proprietary firm c) A firm in partnership d) A limited company or corporation	
10	Details of Authorised Representative (including copy of any photo ID i.e. Aadhaar, Passport, Driving License etc.)	
12	Has the applicant ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
13	Has the applicant ever been convicted by a court of law? If so, give details.	
14	Has the applicant ever been blacklisted by any state or central Govt.? If not – provide self-declaration certificate.	

Signature:

Name:

Designation:

Affix Company seal

**Annexure - C**

**Details of event(s) successfully completed by bidder of value 1 Cr. and above**

S.No	Name of the Project/ Event	Client Name (Govt./ Semi-Govt/ PSU/ Private Organization)	Financial Year of Project/ Event	Details of activities performed	Cost of Event/Project
1					
2					
3					

**Note:** The bidder must enclose copies of concerned work orders/copies of successful completion certificates of such events.

Signature:

Name:

Designation:

Affix Company seal

**Annexure - D**

**Annual Financial Turnover in Last Three Financial Years**

<b>S. No.</b>	<b>Financial Year</b>	<b>Financial Turnover</b>
1	2013 - 14	
2	2014 - 15	
3	2015 - 16	

**Instructions:**

1. Audited report of the balance sheet of the last three financial years of the Bidder. The financial statements shall:

- a) reflect the financial situation of the Bidder;
- b) be audited by a statutory auditor;
- d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

**Annexure – E**

***(A self-certificate on company letter head for Technical/ Professional permanent manpower on company rolls with details as per table below)***

S.No	Name of Staff	Designation	Year of Joining	PF Number	Aadhaar/Any other Govt Photo Id Number

Signature:

Name:

Designation:

Affix Company seal



**Annexure – F**

**Checklist for Empanelment Response**

<b>S.No.</b>	<b>Checklist</b>	<b>Included (Yes / No)</b>	<b>Comments (if any)</b>
1	Technical Bid Submission Letter as per <b>Annexure A</b>		
2	Structure and Organization of Bidder as per <b>Annexure B</b>		
3	Details of Eligible Assignments of Bidder as per <b>Annexure C</b>		
4	Annual Financial Turnover as per <b>Annexure D</b>		
5	Team composition and task assignment/ jobs as per <b>Annexure E</b>		

Signature:

Name:

Designation:

Affix Company seal

## **Section 5 – Indicative Scope of Work**

### **I. Event Management:**

They agency shall be responsible for (but not limited to) organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly and in full compliance with the government directions and regulations. To manage the ceremony, including dais management, background management, support staff, catering, sanitation, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc. Engaging Celebrities as and when required.

#### **1. Temporary Infrastructure**

- Booking of Venue
- Halls, shamianas, dais, pathways, welcome gates, banners, utilities, conveniences, etc.
- Multi layered performance stages with appropriate lighting for cultural events
- Theme pavilions on various subjects
- Provision of tables & chairs
- Control room with seating for persons with tables, computers with an internet connection, printer, photocopy machine, telephone etc.
- Construction of stalls of given sizes erected with octonorm panels, open stall on raised platform with fascia for depicting the stalls theme on vinyl stickers, with provision of floor carpeting with different colour carpets
- Providing spot lights
- Providing power plug point
- Fixing of posters on the panel or stand-alone panel
- Providing and fixing plasma TV along with DVD player or laptops and its attendant
- Providing flowers decoration or providing green areas round about and flower decorated round about in the centre of the exhibited areas
- General flower decoration in the exhibition grounds and on the gate
- First Aid and emergency medical facilities
- Fire Fighting Services with fire fighting equipment
- Cleaning of venue

#### **2. Dais Management**

- Audio, computer and video arrangements for presentations and speeches
- Power arrangements including backup power
- Furniture-tables/chairs, floral arrangement, elegant flower arrangements and beautification of plaque area with florals, flags, etc.
- Mementos for VVIPs/VIPs

#### **3. Hospitality**

- Drinking water at pavilion- Dispensers with disposable glasses
- Purchase of consumables

#### **4. Promotion and publicity of the event**

- Including curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials.
- Printing and issuing invitation cards, tickets etc.
- Photography, videography and documentation

#### **5. Manpower**

- Providing of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostesses, guides, MC's, technicians, security, cleaning personnel, etc.

#### **6. Social Media**

- Activation and management during the event