



**Short Term REQUEST FOR PROPOSAL (RFP)
FOR**

**Selection of Event Management Bidder (EMA) for
Conceptualizing, Designing, Fabrication,
Installation & Management of**

**UPSIDA Exhibition & Temporary Accommodation
Facilities during**

“Maha Kumbh Mela 2025”

12th January to 26th February 2025

at

Prayagraj, Uttar Pradesh

E-BID REFERENCE: UPSIDA/Exhibition/TA/2025

E-TENDER Portal: <https://etender.up.nic.in>

Date: 04/01/2025

AUTHORITY:



**U. P STATE INDUSTRIAL DEVELOPMENT AUTHORITY
UPSIDC COMPLEX ,A-1/4, LAKHANPUR , KANPUR-208024**

Email: bppc@upsida.co.in

Website: www.onlineupsida.com

e-tender Portal: <https://e-tender.up.nic.in>

Selection of Event Management Bidder (EMA) for Conceptualizing, Designing, Fabrication, Installation & Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Maha Kumbh Mela 2025”

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Notice Inviting Tender (NIT)

E-BID REFERENCE: UPSIDA/Exhibition/TA/2025

Dated- 04/01/2025

Selection of an Event Management Bidder (EMB) for Conceptualizing, Designing, Fabrication, Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Mahakumbh Mela 2025” being organized from 12th January to 26th February 2025 at Prayagraj, Uttar Pradesh.

The UPSIDA, with an objective of participation in the **Mahakumbh Mela 2025, Prayagraj, Uttar Pradesh**, invites Bidder proposals for the participation as Event Management exhibitors.

Interested parties may download bid documents from e-tender website <http://etender.up.nic.in> and submit their proposals with requisite documents on the above e-tender portal before 11th January 2025, 17:00 hrs. The submitted proposals will be open on 11th January 2025, 17:30 hrs. at UPSIDA office, UPSIDC Complex, A-1/4 Lakhapur, Kanpur -208024, Uttar Pradesh, India.

UPSIDA reserves the right to reject any or all the proposals without assigning any reason thereof. For any queries please respond on email: bppc@upsida.co.in on or before the stipulated pre-bid meeting date.

All subsequent notifications, changes and amendments will be posted only on the website <http://etender.up.nic.in>.

UPSIDA, Kanpur reserves the right to cancel this invitation and /or invite fresh Bid with or without amendments to this invitation, without liability or any obligation for such an invitation.

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1. DISCLAIMER

The information contained in this Request for Proposal (the “RFP”) or subsequently provided to the Bidder(s), whether verbally or in documentary or in any other form by or on behalf of UPSIDA, Kanpur or any of its employees, or advisors is provided to the 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 UPSIDA, Kanpur to the prospective Bidder (s) or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the “Proposal”).

This RFP includes statements, which reflect various assumptions and assessments arrived at by the UPSIDA, Kanpur in relation to the Assignment. Such assumptions, assessments, statements 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 UPSIDA, Kanpur, its employees or advisor to consider the investment objectives, financial situations and particular needs of each party who reads or uses this RFP. The assumptions, assessments and information contained in this RFP may not be complete, accurate or correct. Each bidder should therefore conduct its own investigation 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 depends 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 UPSIDA, Kanpur accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The UPSIDA, Kanpur and its employees/advisors make no representation or warranty and shall have no liability to any person including any Bidder or Bidder under any law, statutory 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 accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The UPSIDA, Kanpur also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any Bidder upon the statements contained in this RFP. UPSIDA, Kanpur may be in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the UPSIDA, Kanpur is bound to select a Bidder or to appoint the selected Bidder as the case may be, for the assignment and the UPSIDA,

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Kanpur reserves the right to reject all or any of the Bidders or Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal includes but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by UPSIDA, Kanpur or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the bidder. UPSIDA, Kanpur 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 Proposal, regardless of the conduct or outcome of the Bidding process.

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2. INSTRUCTION FOR E-TENDERING

The bidding process for this RFP will be completed online through e-tender portal. The RFP document can be downloaded free of cost from the e-tender portal.

The Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-tendering system using the user login option on the home page with the login id and password with which he/she has registered.

For successful registration of DSC on e-procurement portal <http://etender.up.nic.in>, the Bidder must ensure that he/she should possess class-2/class-3 DSC issued by any certifying authorities approved by the controller of certifying authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The Bidder can obtain user login id and perform DSC registration exercise even before e-bid submission date starts. The Bidder shall be required to use its own digital signature while uploading its bid. The Bidder shall be required to upload the bid using its digital signature only. Failure to comply or usage of digital signature of other firms shall be liable for rejection of the bid.

The Bidder must upload all the required documents (which would form the technical proposal) electronically in the pdf format, except for the financial proposal (BOQ), which will be electronically uploaded on the prescribed .xls format only on the e-tender portal <https://etender.up.nic.in>. It is suggested that the pdf files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal <https://etender.up.nic.in>. The required electronic documents for each document label of technical (Fee details, annexures, etc.) Schedules/packets can be clubbed together to make a single different file for each label. The size of single label file should not exceed 20-25 MB size.

Along with bids, the acknowledgement copy of online payment for cost of tender document and the EMD has to be submitted on the day of Technical Bid opening as per the bank details mentioned in the RFP document.

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3. NOTICE INVITING Tender (NIT)

The UPSIDA, Kanpur invites sealed technical and financial proposals for the “**Selection of Event Management Bidder (EMA) for Conceptualizing, Designing, Fabrication, Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Mahakumbh Mela 2025”** being organized from 12th January to 26th February 2025 at Prayagraj, Uttar Pradesh”

S.NO.	DESCRIPTION	DATE/DETAILS
1	Issue of the RFP document on the e-tender portal https://etender.up.nic.in	04 th January 2025, 11:00Hrs
2	Tender fee (Online)	INR 5000/- (Rupees Five Thousand Only) Inclusive of GST.
3	Earnest Money Deposit (EMD) (Online)	INR 5,00,000/- (Rupees Five Lakhs Only)
4	Bid submission start date	04 th January 2025,
5	Pre bid date & Venue	07 th January 2025,11:00 hrs. At Meeting Room- UPSIDA, Kanpur
6	Bid submission closing date	11 th January 2025, 17:00 hrs.
7	Opening of technical e-bid	11 th January 2025, 17:30 hrs.
8	Presentation (Online)	13 th January 2025, 11:00 hrs.
9	Financial e-bid opening	To be informed later
10	Issuance of work order	To be informed later
11	Method of Selection	Quality cum Cost based Selection (QCBS-70:30)

Bank Account Details for Tender fee & EMD Fee: -

U.P State Industrial Development Authority
Bank Name – IDBI Bank
Branch- Mall Road, Kanpur
A/c No- 0090102000040637
IFSC Code – IBKL0000090

The E-bid will be opened at:

BPPC Cell, U.P. Industrial Development Authority
UPSIDC Complex, A-1/4, Lakhanpur, Kanpur-208024.

Any pre-bid queries should be submitted at bppc@upsida.co.in with subject: ‘Pre-bid queries for Appointment of Exhibition cum Tent Accommodation Developer Agency for Mahakumbh Mela 2025 by 06th January 2024,17:00 hrs.

Regarding visit of the event venue by prospective bidders, one may coordinate with Shri Pradeep Sahu, Executive Engineer (+91- 9650498609)

4. PROJECT BACKGROUND

4.1 About UPSIDA, Department

Introduction - Uttar Pradesh State Industrial Development Authority (UPSIDA), under the Department of Infrastructure & Industrial Development, Government of Uttar Pradesh has been spearheading the development of industrial infrastructure in State since the last 59 years. Pioneer in development of industrial areas, UPSIDA has delivered iconic industrial Areas. Townships & Industrial Parks are on more than 46,000 acres of Industrial land, which houses more than 26,000 units and provides direct employment to lacs of people. The U.P. State Industrial Development Authority is participating in Maha Kumbh Mela 2025. Total Area 20000 sq. ft has been assigned to showcase the work being undertaken by the Authority. The theme of the event is ‘UPSIDA KUMBH VILLAGE’.

The agency is required to develop a concept to show case the work done by the Authority including industrial, residential, commercial, institutional and support facilities. In addition, the agency also has to promote IMCs, Integrated industrial townships and Sector Specific Industrial area like.

4.2 About Maha Kumbh Mela 2025

The Maha Kumbh Mela 2025 is set to take place in Prayagraj, Uttar Pradesh, from January 13 to February 26, 2025. It is a gathering of devotees, saints, scholars, and tourists from India and various countries around the world. The Maha Kumbh Mela is unparalleled in scale, with the 2025 event in Prayagraj expected to attract an estimated 400 million visitors, making it one of the largest gatherings in the world. The event brings together individuals from all walks of life, offering a platform for spiritual connection, cultural exchange, and international tourism.

4.3 Participation of UPSIDA at Maha Kumbh Mela 2025

UPSIDA is participating in the Maha Kumbh Mela 2025 and envisioned to build a showcase area of UPSIDA Achievements past years in form of a stall at this event. Department will showcase the investment opportunities in UPSIDA Area's. A space of approximately 20000 sq.ft(200ft * 100ft) has been allocated to UPSIDA at sector 23 Arail Ghat in this event.

5 SCOPE OF WORK

For the scope of this tender, the selected agency (EMA) will fabricate custom made exhibition space and temporary accommodation facilities on a turnkey basis. The space allocated 100X200 sq ft. in Mela Area at Kumbh, Prayagraj. Proposals are invited based on the design proposed by EMA and the general requirements provided below but are not limited to listed as below. All proposals must either meet or exceed the requirements contained herein. It will also be sole responsibility of the bidder to provide all the components as listed under this Scope of Work in best possible. Hence, EMA will also be

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responsible for venue planning for the area allocated to UPSIDA.

A. Exhibition Hall Space 15MX45M:-

1. German made aluminum hanger covered with fire retardant and waterproof 850 GSM insulated pvc covers. Structure certified for high wind velocity and other structural safety parameters. Hanger Size should be 15MX45M.
2. Wooden platform.
3. Designer Printed carpet.
4. Thematic Cloth Draping pelmet and wall framing with emergency exit.
5. Thematic Cloth ceiling.
6. Octanorm partitions made using aluminum section framework with wood finish laminated ply for making partitions of different size of stalls and provide power connection with power socket.
7. Façade wall covered with thematically painted canvas & 3D elements made using ply and thermocol.
8. Branding Stalls Pagoda: German Aluminum framed Pagodas with white FR synthetic fabric and furniture & fixtures inside size of 5 M x 5 M.=02 no.
9. Food Stalls Pagoda: German Aluminum framed Pagodas with white FR synthetic fabric and furniture & fixtures inside size of 5 M x 5 M.=01 no.
10. The area to be equipped with 6 working Commercial heaters and proper insulation to maintain a temperature of 25-30°C. of hanger area.
11. Standard Portable Toilets with Sanitation Facilities (Portable toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.) size of -9 ft x 9 ft=20
12. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.

B. SEMINAR & SESSION ARRANGEMENT INSIDE EXHIBITION AREA:-

1. Scaffold Stage should be size of 16X24 Sqft. and height of stage 4 Ft. with carpet finishes on top.
2. Skirting for the stage by black masking with UPSIDA Branding.
3. Seating Arrangement on Stage at least 10-12 Person with Wooden Neelkamal Chairs, coffee table, water, flower bouquet and etc.
4. 01 Centre LED Wall of 10X8 Sqft with LED's back support and platform with carpet finish and masking of platform.
5. 2 Podium's with sun board branding.
6. 80 banquet chair's seating with white cover and bows and 20 good Sofa seating with cover and coffee table in front of sofa.
7. Stage Floral Decoration.
8. Technical- LIGHTS - parcans , led parcans , profiles , moving heads , dimmer , programming board , necessary cabling with technicians, light designer, box trussing for lights and sound & SOUND-pa system , cordless mics, lapel mics, podium mics, mixer, twin cd player , necessary cabling with technicians ,sound engineer.

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C. STALL INSIDE EXHIBITION AREA (5MX5M SQ.MT.)

General Requirements:

1. Design, fabrication, setup, installation and dismantling of custom-made stall in an area of 25 sq.mt as per design proposed by bidder and approved by UPSIDA. Height of the Stall will be 2.4 meter and an additional height of 1 meter for the fascia.
2. The stall to have customized design as per achievements and Flagship Projects of UPSIDA.
3. Flooring of the stall should be a height of 4 inch above the ground level. The floor should have wooden or vitrified tile finish (as approved by the Authority).
4. Lighting (including spotlights and halogens) has to be provided as per the design and requirement and to the satisfaction of the Authority.
5. One reception counter
6. Two functional 85 Inch” LED TV with USB Port for Power Point display (on hire basis) should be installed.
7. Two function interactive Digital Kiosk Display for information display (on hire basis) should be installed.
8. Optimum use is to be made of the space, in keeping with the overall theme and décor of the Stall.
9. Digital displays/showcase to be preferred over conventional stall design.
10. The fascia of the Stall shall clearly state the UPSIDA name.
11. Enough movement space to be given for Public and Dignitary movement
12. No flex to be used for display printing. Only high-quality vinyl to be used.
13. Back lit and front lit should be suggested as per aesthetic requirements.
14. At least 6 literature/booklet stands

D. UPSIDA LOUNGE INSIDE EXHIBITION AREA:-

1. A separate UPSIDA Lounge 9X18 Sq.Ft area in the Exhibition Area with proper sofa arrangements, coffee tables and side tables to accommodate 10-15 people. The area to be equipped with two working heaters and proper insulation to maintain a temperature of 25-30°C.
2. At least 1 conference long Straight or U-shape table with 12 conference chairs in the Lounge area.
3. LED lights & Power Sockets
4. Needle Punch carpet on wooden flooring
5. 10 spare Wooden Chairs.
6. Area Deployment
7. Minimum 2 Interactive Screens
8. Maintain supply of Water Bottles of 200 ml capacity throughout event duration
9. Sound System
10. Four Small dustbins for dry waste and 2 large dustbins.
11. At least 2 fishbowls for keeping visiting cards at reception

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12. Maintain the supply of Tea & Coffee and cookies throughout event duration
13. A few bowls with candies at roundtables
14. Plant fillers to enhance the aesthetics of the stall
15. Provide 10-15 flower bouquets and 10-15 small planters for gifting purposes, readily available upon demand by UPSIDA
16. One Photography and videography
17. At least two dedicated manpower deployment for maintenance, management and upkeep of the stall throughout the duration of event
18. High speed internet connectivity for UPSIDA.
19. Use good quality materials (such as ply board, veneer etc.) for the fabrication of Stall
20. Ensure 24X7 power supply
21. All designs/creative will be provided by UPSIDA, however, resizing and refitting of creative as per stall layout will be responsibility of EMA

E. EXHIBITORS & Others DINNING AREA 18X36 Sq. Ft:-

1. Exhibitors dining area outside Exhibition Hall-Made inside CGI sheet structure with MS pipe framework, Platform, carpeting and ply walls. Walls to be covered with canvas cloth and painted. Fascia covered with Flex on MS framework.
2. Wooden platform
3. Designer Printed carpet
4. Thematic Cloth Draping pelmet and wall framing with emergency exit
5. Thematic Cloth ceiling
6. Furniture and Furnishing like wooden dining tables, wooden chairs, buffet counters for 50 Persons.
7. Façade wall covered with thematically created branding
8. Kitchen Shed with flooring, partitions , water connections, Water Drums, Tables
9. The area to be equipped with 2 working Commercial heaters and proper insulation to maintain a temperature of 25-30°C. of hanger area.
10. Standard Pre-fabricated Toilets 8X6 sq.ft with Sanitation Facilities (toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.)
11. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.
12. Running Kitchen All Accommodation tent Dining Area size of 9X18 Sq.Ft
 - a. Provided Daily Based Lunch Packet for 50-60 Person.
 - b. Include proper catering equipment and utensils to serve to guests.
 - c. Include equipment such as stoves, microwave, refrigerators, deep freezers, sinks, and serving counters.
 - d. Adequate storage for raw materials and utensils.
 - e. Separate waste bins for effective waste management, including designated containers for recyclable materials, organic waste, and general trash
 - f. Ensure compliance with hygiene and food safety standards.
 - g. Proper waste disposal as per the issued guidelines for waste disposal by local administration/Kumbh Mela Authority.

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- h. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.

F. Temporary Stay Facilities Premium Tent: Size 24ft X 24ft = 02 No. of Tent Bed Room & drawing Area-General Requirements:

1. Anti-inflammatory coating and fire resistant tent is mandatory which shall be non-allergic, odorless, made of two layer fabric with MS pipe skeleton framing, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent and properly anchored to ground against wind pressure and for other stability purposes. The inner layer shall be printed in uniform pattern.
2. Furniture, Household & Appliances / Tent for the entire period.
3. One Double size Bed: Queen Size:, fresh quality.
4. One Mattresses for double bed with pillow set Mattresses:6"Thick., Pillow: Pillow of Large Size.
5. 02 Chair & 01 Table: Made of traditional material Good Quality and good finish and color as approved by Employer.
6. Sofa Set with seating and centre table-Good Quality and of good finish and color. Sofa set: 1 Nos. of 2 Seater +2 single seater Centre Table: Decorative 2'6"x2' size.
7. Handloom/Handicraft wall pieces for ambience Decorative and of Good Quality and Finish.
8. One Mirror With Border frame and decorative fittings (2'x3').
9. Two Bed side units/Tepoys Wooden / Steel matching style with surrounding furniture and of good quality (2' x 2').
10. One Torch with battery backup Digi LED.
11. One Cloth Hangers good quality and make.
12. One Luggage Rack.
13. Wooden flooring in bed room, dress and drawing room. Good quality and make.
14. Two Foot mat Good quality and make.
15. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.
16. One Electric Kettle with adequate number of tea/coffee sachets, milk sachets and sugar sachets 1 Litter capacity.
17. Two -1 liter packed drinking water (to be served Daily).
18. Consumables (shall be of five star hotel category and shall be replaced as on demand).
19. One Bed sheet for double bed (to be replaced daily).

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20. One Quilt.
21. One Blanket.
22. Set of Pillow cover (To be replaced daily).
23. One person Tent attendant, Electrician, Plumber, Housekeeping Staff for all for 02 Premium tent.
24. Electric Decorative Lamp, Night Lamp, 5 AMP Plug Point, 15 AMP Plug Point, Pipe Earthing, Tube light/LED lamp/Conventional Lamp, Room heater (2 quantity) proper insulation to maintain a temperature of 25-30°C., Two international plug points for two persons for charging their mobile phones and other electronic devices

Attached Wash Room-General Requirements:

25. One Electric Geyser: with adequate safety features for continuous supply of Hot water with sufficient pressure and quantity (24hrs.) Electric Geyser of good brand and fresh quality and the capacity of geyser shall be decided by bidder.
26. One Utilities (W.C. and Bath).
27. One E.W.C. with floor trap with flush tank good quality product.
28. N.T. Jali Of approved brand and fresh Quality.
29. One Washbasin set with angle cock and pillar cock and complete with all drain pipe and all accessory. Good quality product. Framing shall be of good finish.
30. One Mirror With Border frame and decorative fittings (2'x3').
31. One Tumbler good quality and color.
32. One Towel Stand.
33. One Napkin Holder Of approved brand and good Quality.
34. One Toilet paper roll handle Of approved brand and good Quality. (To be replaced daily).
35. One Bib tap Branded.
36. Cold water supply line 25 mm dia.
37. Hot water supply line 15 mm dia.
38. 75 dia PVC drain Line.
39. 100 dia PVC drain line.
40. One (Toothbrush, Tooth Paste & tongue cleaner kit).
41. One Shaving Kit.
42. One Shampoo bottle 100 ml.
43. One Towel (To be replaced daily).
44. One Napkin (To be replaced daily).

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45. One Soap of 100 gm each.
46. One Liquid Soap bottle.
47. One Comb.
48. One Hair Oil Bottle 100 ml.
49. One Mosquito Repellent
50. One Room freshener
51. One Tissue paper box.

G. Temporary Stay Facilities Deluxe Tent: Size 17ft X 31ft = 03 tent no. Bedroom-General Requirements:

1. Anti-inflammatory coating and fire-resistant tent is mandatory which shall be non-allergic, odorless, made of two layer fabric with MS pipe skeleton framing, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent and properly anchored to ground against wind pressure and for other stability purposes. The inner layer shall be printed in uniform pattern.
2. Furniture, Household & Appliances / Tent for the entire period.
3. One Double size Bed: King Size:, fresh quality.
4. One Mattresses for double bed with pillow set Mattresses:6"Thick.,Pillow: Pillow of Large Size.
5. Two Chair & Table: Made of traditional material Good Quality and good finish and color as approved by Employer.
6. One Sofa Set with seating and centre table-Good Quality and of good finish and color. Sofa set: 1 Nos. of 2 Seater +2 single seater Centre Table: Decorative 2'6"x2' size.
7. Handloom/Handicraft wall pieces for ambience Decorative and of Good Quality and Finish.
8. One Mirror with Border frame and decorative fittings (2'x3').
9. Two Bed side units/Tepoys Wooden / Steel matching style with surrounding furniture and of good quality (2' x 2').
10. One Torch with battery backup Digi LED.
11. One Hangers good quality and make.
12. One Luggage Rack.
13. Wooden flooring in bedroom, dress room. Good quality and make.
14. Two Foot mat good quality and make.
15. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.

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16. One Electric Kettle with adequate number of tea/coffee sachets, milk sachets and sugar sachets 1 Litter capacity.
17. Two 1litre packed drinking water (to be served Daily).
18. One Bed sheet for double bed (to be replaced daily).
19. One Quilt.
20. One Blanket.
21. Set Pillow cover (To be replaced daily).
22. Electric Decorative Lamp, Night Lamp, 5 AMP Plug Point, 15 AMP Plug Point, Pipe Earthing, Tube light/LED lamp/Conventional Lamp, Room heater (2 quantity) proper insulation to maintain a temperature of 25-30°C., Two international plug points for two people for charging their mobile phones and other electronic devices

Attached Washroom-General Requirements:

23. One Electric Geyser: with adequate safety features for continuous supply of Hot water with sufficient pressure and quantity (24hrs.) Electric Geyser of good brand and fresh quality and the capacity of geyser shall be decided by bidder.
24. One Utilities (W.C. and Bath).
25. One E.W.C. with floor trap with flush tank good quality product.
26. N.T. Jali Of approved brand and fresh Quality.
27. One Washbasin set with angle cock and pillar cock and complete with all drainpipe and all accessories. Good quality product. Farming shall be of good finish.
28. One Mirror with Border frame and decorative fittings (2'x3').
29. One Tumbler good quality and color.
30. One Towel Stand.
31. One Napkin Holder Of approved brand and good Quality.
32. One Toilet paper roll handle of approved brand and good Quality. (To be replaced daily).
33. One Bib tap Branded.
34. Cold water supply line 25 mm dia.
35. Hot water supply line 15 mm dia.
36. 75 Dia PVC drain Line.
37. 100 dia PVC drain line.
38. One set of Toothbrush, Toothpaste & tongue cleaner kit.
39. One Shaving Kit.
40. One Shampoo bottle 100 ml.

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41. One Towel (To be replaced daily).
42. One Napkin (To be replaced daily).
43. One Soap of 100 gm each.
44. One Liquid Soap bottle.
45. One Comb.
46. One Hair Oil Bottle 100 ml.
47. One Mosquito Repellent
48. One Room freshener
49. One Tissue paper box.
50. One person Tent attendant, Electrician, Plumber, Housekeeping Staff for all for 03 Deluxe tent.

H. Dormitory. Of size 18X30 Sq. Ft. for 15 Person.

1. Anti-inflammatory coating and fire-resistant tent is mandatory which shall be non-allergic, odorless, made of two layer fabric with MS pipe skeleton framing, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent and properly anchored to ground against wind pressure and for other stability purposes.
2. Furniture, Household & Appliances / Tent for the entire period.
3. 15 Single Bed: Sunmica Top.
4. 15 Mattresses for single bed with pillow set Mattresses with Pillow.
5. 15 PVC Chair Made of Good Quality and good finish.
6. 2-Mirror's.
7. 02 Torch with battery backup digital LED.
8. Wooden Ply flooring in Dormitory.
9. The Room area to be equipped with 2 Commercial working heaters and proper insulation to maintain a temperature of 25-30°C.
10. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.
11. 15 Bed sheet for single bed (to be replaced daily).
12. 15 Blanket.
13. 15 single Pillow cover (To be replaced daily).

Attached Washroom-General Requirements:

14. One common washroom for 15 Person with 2 Electric Geyser: with adequate safety features for continuous supply of Hot water with sufficient pressure and quantity (24hrs.)
15. 10 E.W.C. with floor trap with flush tank good quality product.
16. N.T. Jali Of approved brand and fresh Quality.
17. 04 Washbasin set with angle cock and pillar cock and complete with all drainpipe and all accessory. Good quality product. Farming shall be of good finish.
18. 04-Mirror's.
19. 04 Towel Stand.
20. Cold water supply line 25 mm dia.

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21. Hot water supply line 15 mm dia.
22. 75 dia PVC drain Line.
23. 100 dia PVC drain line.
24. 15 Towel (To be replaced daily).
25. 15 Soap of 100 gm each.
26. 04 Liquid Soap bottle.
27. 04 Mosquito Repellent
28. 04 Room freshener
29. One person Tent attendant, Electrician, Plumber, Housekeeping Staff for all for Dormitory tent.

I. Common Dining Area for All Accommodation tent size of 12X30 Sq.ft.:

1. Made inside CGI sheet structure with MS pipe framework, Platform, carpeting and ply walls. Walls to be covered with canvas cloth and painted. Fascia covered with Flex on MS framework.
2. Wooden platform
3. Designer Printed carpet
4. Thematic Cloth Draping pelmet and wall framing with emergency exit
5. Thematic Cloth ceiling
6. Furniture and Furnishing like wooden round dining tables, wooden chairs, buffet counters for 50 Persons.
7. Façade wall covered with thematically created branding
8. Kitchen Shed with flooring, partitions, water connections, Water Drums, Tables
9. The area to be equipped with 2 working Commercial heaters and proper insulation to maintain a temperature of 25-30°C. of hanger area.
10. Standard Pre-fabricated Toilets size of 9X9 sq. ft with Sanitation Facilities (toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.)
11. Audio-visual setup for entertainment (e.g., min 50-inch LED TV with DTH).
12. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 good quality and make, ISI approved

J. Running Kitchen All Accommodation Tent Dining Area size of 12X21 sq.ft.:

1. A fully functional kitchen equipped to prepare and serve vegetarian breakfast, lunch, evening tea, and dinner for 50-60 guests per day. The menu for each meal will be finalized by UPSIDA, ensuring timely serving of hot meals as per the schedule determined by UPSIDA.
2. Include clean ceramic/ steel bowls, plates and cutleries for 60 guests.
3. Include proper catering equipment and utensils to serve guests.
4. Include equipment such as stoves, microwave, refrigerators, deep freezers, sinks, and serving counters.
5. Adequate storage for raw materials and utensils.
6. Separate waste bins for effective waste management, including designated containers for recyclable materials, organic waste, and general trash
7. Ensure compliance with hygiene and food safety standards.

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8. Proper waste disposal as per the issued guidelines for waste disposal by local administration/Kumbh Mela Authority.
9. Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.

K. Other Requirements:

1. 02 Main Arch Gate designed as per the theme of Ganga & UPSIDA Kumbh Village. Designed keeping in mind the requirements of emergency vehicles. Made using Balli/bamboo framework for proper structural stability, covered with canvas cloth and wooden framework to give the required shape and design. Finished with required color and thermocol carvings.
2. LED PAR LIGHT/ PARCAN LIGHT Mode of measurement: Based on actual work executed on site.
3. Decorative Rope Light.
4. Landscaping - with potted plants and other plantation.
5. Interlocking Paver Blocks at Entry Plaza: Interlocking cement paver blocks of 80mm thickness for creating a plaza in front of the reception, office, Tent areas & Exhibition area. This is to give a good ambience at the entrance of the tent city area.
6. Thematic elements on facade wall made in 3D perspective: Made using MS fabrication, Wooden framework, Thermocol Carving, canvas cloth, ply etc. Finished with colors to make it as realistic as possible with LED Wall suggested by EMA. EMA established 20 Color Fags surrounding Façade Wall and 04 UPSIDA Logo Flags on white based with 10 ft height. EMA provided one havan area arrangement on site.
7. 02 Pagoda: German Aluminum framed Pagodas with white FR synthetic fabric for security room size of -3 M x 3 m.
8. House Keeping for the entire venue (except tents and dormitories) including trained manpower for cleaning of areas outside the tents, dining halls, reception, office and common toilets etc.
9. 200X100 RFT Boundary Wall: Erection of boundary wall using wooden ballis for vertical poles at every 2.5m and CGI sheet fixed on them.
10. 200X100 RFT Masking Wall: Cloth walling using MS pipe verticals at every 2.4mt and two horizontal MS angle supports for fixing cloth. The height of the cloth wall would be 7'-8' with printed cloth of thematic design.
11. Security: Round-the-clock Security personnel to be deployed all across the venue at prominent locations and as directed by the local police.
12. Backup Gensets: Silent Type Generators for Power Supply (running load) of various capacity from 125 KVA as per the site requirement for event days-01 No.
13. All electrical materials, such as wires, cables, switchgears, fuse switch units, metal-clad switches, insulation tape, lugs, and cable glands, must bear the I.S.I. mark. All cabling work should be hidden and no loose wires to be visible in the premises and EMA insured Fire & Fire Safety Audit by 3rd Party authorized by government and provided certificate to UPSIDA in Timeline.
14. Electrical specifications for materials and workmanship must comply with the guidelines issued by the concerned Government/ mela authority.

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15. The bidder must complete all required approvals and formalities with the relevant government body.
16. All the structure must have proper illumination.
17. Proper earthing of the structure must be ensured.
18. Statutory Compliance to be made by EMA as per regarding PF, Tax, Labor etc. in timeline.

L. Reception Cum Waiting Lounge Size of 18X27 Sq. ft

1. Made inside CGI sheet structure with MS pipe framework, Platform, carpeting and ply walls. Walls to be covered with canvas cloth and painted. Fascia covered with Flex on MS framework.
2. Wooden platform
3. Designer Printed carpet
4. Thematic Cloth Draping pelmet and wall framing with emergency exit
5. Thematic Cloth ceiling
6. One Reception Table 10X6 Sq.ft with 06 reception chairs ,Furniture and Furnishing like wooden dining tables, wooden chairs, buffet counters
7. Façade wall covered with thematically created branding.
8. 04 Sofa Set with seating and centre table-Good Quality and of good finish and color. Sofa set: 1 Nos. of 2 Seater +2 single seater Centre Table: Decorative 2'6"x2' size.
9. Standard Pre-fabricated Toilets size of 9X9 sq.ft with Sanitation Facilities (toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.)

NOTE: 1. All structures (stall & temporary facility) will be erected on the solid wooden base of appropriate thickness.

2. Use of anti-inflammatory coating and fire retardant materials in making all structures are Mandatory.

3. The bidder must ensure stability of structure and also have to submit structural stability audit report from a reputed agency.

M. The Stall & Temporary Accommodation Facility Design Process Master Layout & Stall & Temporary Accommodation facility Design is given in the scope of the work

I. The Authority and the Agency will collaborate to design the Display using the most time-effective means.

II. There will be a need for an initial meeting between the Agency and the Authority to discuss the ideas using the information from the Agency’s proposal as well as for the Authority to lay out the minimum requirements by which the Agency shall abide.

III. After the initial meeting, the Agency and the Authority may converse and discuss refining ideas by telephone, email and web meeting.

IV. The Agency shall prepare a render for the event and get approval from the Authority before finalizing and commencing work on site.

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N. Deliverables and Timeline

All the requirements mentioned in the RFP for Temporary Accommodation Facilities should be ready a day before the scheduled date, i.e., 13 January 2025, by 11:00 AM, and all the requirements mentioned in the RFP for UPSIDA Stall should be ready a day before the scheduled date, i.e., 12 January 2025, by 11:00 AM

O. Set Up and Dismantle

- I. The Bidder shall be responsible for completely supervising and directing the setup and dismantling of the stall displays using its best skills and attention.

P. Personnel

- I. UPSIDA, Kanpur shall coordinate with a single point of contact (Event Manager) who shall be responsible for the entire event.

Q. Support Facilities

- I. During the scheduled event from 12th January 2025 to 26th January 2025 with the Venue expected to be handed over in time.
- II. The Bidder selected shall be responsible for all the expenses related to the event. This shall include, but not limited to, the cost involved in fabrication to dismantling of the stalls, all costs associated with the operation & running of the stall.

R. Miscellaneous Requirements

1. All officers must make an on-site inspection of the locations where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the Bidder of his obligation to carry out the scope of the Contract.
2. The Bidder shall indemnify and hold harmless UPSIDA, Kanpur and its officers, employees, agents and instrumentalities from any and all liability, losses or damages arising of this engagement.
3. If during this period any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the Bidder and UPSIDA, Kanpur shall not be liable for any such claims. The Bidder would be responsible for the payments arising out of any Third-Party claims. The Bidder is advised to procure insurance for meeting such liabilities at his own cost.

Note 1: The stall site/s must be cleared of any trash, after the closure of the project.

Note 2: The applicants must quote in the ‘Financial Bid’ (BOQ, to be uploaded separately in .xls file) the cost for the scope of work listed above. The cost of transportation, manpower and any other direct or indirect cost must be factored in. The fees quoted must be exclusive of GST.

Note 3: Payment shall be made accordingly based on the actual utilization of the services. The department reserves the right to not issue a work order at the last moment due to any change.

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Note 4: For installation purposes in the event, it is advised to use the products/equipment's that are of genuine make.

Additional Terms & Conditions

Note 5: *Insurance & Indemnity*

The Bidder shall be responsible for all injury or death to persons, animals or things, and for all damage to property which may arise from the operation or neglect of himself or any employee of either, whether such damage or injury arises from carelessness, accident or any other cause whatever in any way connected in the carrying out of this Contract. The Bidder shall indemnify UPSIDA, Kanpur and hold it harmless in respect of all and any expenses arising from such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury and damage under any Act of any Legislature of otherwise and also in respect of any award of compensation or damages consequent upon such claims.

The Bidder shall indemnify the UPSIDA, Kanpur against all claims which may be made against the Authority by any member of the Public or third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expenses arrange to effect and maintain, until the completion of the Contract, with an approved offices, a Policy of insurance in the name of UPSIDA, Kanpur and the Bidder against such risks and deposit such policies with the authority representative during the Contract. The Bidder will also similarly indemnify UPSIDA, Kanpur whether under the Workmen's Compensation Act or play other statute in force during the Contract or at Common Law in respect of any Employee of the Bidder and shall at his own expense effect and maintain, until the completion of the Contract, with an approved office, a Policy of Insurance in the joint name of the UPSIDA, Kanpur and the Bidder against such risks and deposit such policy or policies with the authority representative from time to time during the currency of the Contract.

The Bidder shall be responsible for any liability which may be excluded from the Insurance Policies above referred to and also for all other damages to any person, animal or property arising out of incidental to the negligent or defective carry in out of this Contract. Bidder shall also indemnify the UPSIDA, Kanpur in respect of any cost, charges or expenses arising out of any claims or proceeding and also in respect of any award of compensation and damages arising there from.

Note 6: *Assignment and Subcontracting*

Bidder shall not assign or transfer this contract or part thereof to any other party without written consent of UPSIDA, Kanpur. For the liabilities under this Bid, the Bidder will be considered as a solely liable for delivery of all the components of the Bid and scope of work.

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Note 7: Permits and Licensing

The Bidder shall be responsible for obtaining all licenses and permits as required from the respective agencies and shall also be responsible for any fees associated with obtaining the necessary licenses and permits.

In addition to the above scope of work, the Bidder will also be responsible for the on-ground end-to-end setup, on-ground support and facilitation for each element/aspect of the scope of work.

6 POINT OF CONTACT:

U P State Industrial Development Authority
UPSIDC Complex, A-1/4, Lakhanpur, Kanpur -208024; Email, bppc@upsida.co.in

7 ENGAGEMENT PERIOD:

The duration of the engagement would start from the date of the event as mentioned in the RFP and submission of the post-event report.

8 INSTRUCTION TO BIDDERS

A. General

a. Important Instructions for the Selected Bidder:

1. The descriptive items enlisted in the scope of work in Section 3 of this RFP are only indicative, and it shall be the duty of the bidder to anticipate the extra requirements if any, of the event like refreshments, incidental costs on decoration, theme execution, etc. depending on the theme plan of the bidder. The bidder shall quote the corresponding cost accordingly.
2. While above requirement has been worked out taking into consideration the event planned so far, the requirements are not fully finalized, hence UPSIDA may increase or decrease the number of items as per actual requirement.
3. A committee will be constituted, or an officer will be designated by UPSIDA to approve any additional work that the selected EMA needs to accomplish over and above the given scope of work. The selected EMA must ensure that all such additional activities are carried out only after approval of the said committee/officer.
4. The selected EMA upon request of UPSIDA, in certain cases, has to provide original third-party bills or quotations in support of the expenditure incurred by them on actual basis.
5. The bidder is required to submit a lump sum financial proposal based on the theme plan proposed by the bidder and approved by UPSIDA. The lump sum Bill of Quantities (BoQ) must align with the scope of work outlined in this RFP and reflect the agreed-upon elements for the project.

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b. Scope of Proposal:

1. Detailed description of the objectives, scope of services and other requirements relating to services are specified in this RFP. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2. Bidders are advised that the selection of Event Management Agency shall be on the basis of an evaluation, through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the UPSIDA decisions are without any right of appeal whatsoever.

3 The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Technical proposal shall be submitted in the forms at Annexures listed in this RFP and the Financial Proposal shall be submitted in excel format. Upon selection, the Bidder shall be required to enter into an agreement with UPSIDA.

c. Conditions of Eligibility of Bidders: Any entity which has been barred by the Central/State Government in India or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.

d. Intellectual Property Rights: UPSIDA shall remain the owner of all the conceptualized content, created, and implemented by the selected agency under this RFP. All intellectual property rights in the content whether in tangible or intangible form shall belong to UPSIDA and the selected agency has no right to assign, license, sell, or use any content conceptualized, created and implemented under this RFP and/or accompanying Agreement to any third party under any circumstances.

e. Confidentiality: Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising UPSIDA in relation to, or matters arising out of, or concerning the Selection Process. UPSIDA will treat all information submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. UPSIDA may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or UPSIDA.

f. Conflict of Interest: The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Bidder and its affiliates shall not engage in activities that conflict with the interest of the UPSIDA under the contract and shall be excluded from the downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the Services under the ongoing contract. It should be the requirement of the contract that the Bidder should provide professional, objective and impartial advice and at all

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times hold UPSIDA interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Bidder shall not be hired for any assignment that would be in conflict with their prior or current obligations to UPSIDA, or that may place them in a position of being unable to carry out the assignment in the best interest of UPSIDA. Without limitation on the generality of the foregoing, Bidder shall not be hired, under the circumstances set forth below:

- (i) **Conflict between assigned works and services:** A Bidder that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing services related to those goods, works or services. Conversely, a Bidder concern hired to provide services for the said event and each of its affiliates shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.
 - (ii) **Conflict among assignments:** Neither Bidder (including their personnel and) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Service Providers.
 - (iii) **Relationship with Employer's staff:** Bidder (including their personnel and sub-vendors) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of; (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Agency's work.
- f) Each Bidder shall submit a maximum of one (1) proposal for the assignment, in response to this RFP document. Any Bidder who submits more than one proposal for the assignment shall be disqualified.

Any Joint venture/consortium is not allowed.

9 EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit (EMD) for an amount of INR 5.0 Lakh/- (Rupees Five Lakhs only) through online transfer to the department must be paid as per the bank details mentioned in this RFP document.

EMD shall be returned to the unsuccessful Bidder within a period of one month from the date of issue of 'Work Order' to the 'Successful Bidder'. EMD submitted by the 'Successful Bidder' shall be returned one week post the submission of Performance Security. EMD shall be forfeited if any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

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10 FORMAT AND SIGNING OF E-BIDS

The Bidder shall provide all the information as per this RFP document. The UPSIDA, Kanpur will evaluate only those proposals that are received in the required format and are complete in all respects. The Bidder shall prepare the electronic copy for the e-bids (in pdf format) and upload the e-bids on e-tender portal <https://etender.up.nic.in> through the Bidder’s digital signature certificate (DSC). Each proposal shall comprise the following:

PART I SUBMISSION

- A. Scanned copy of online transfer of the Tender fee.
- B. Scanned copy of online transfer of Earnest Money Deposit (EMD).
- C. Covering letter in the format set out in appendix A.
- D. Power of attorney as per appendix B, authorizing the signatory of the proposal to commit the Bidder.

PART II SUBMISSION

- I. Financial proposal will be separately uploaded on the e-tendering website after dully filling the ‘bill of quantities’ in the excel file (boq.xls) per the provided format and marked as ‘Part ii submission – financial bid’.
- II. The Amount quoted in the Financial Bid (BoQ) must be exclusive of GST.
Each page of the technical e-bid shall be numbered and signed by an authorized signatory of the Bidder.

11 SUBMISSION OF E-BIDS

The Bidder should submit their bids online only in the ‘Submission’ module of the e-tender portal <https://etender.up.nic.in>. The bids shall be submitted only from the bid submission start date till the bid submission end date and time given in the e-tender portal <https://etender.up.nic.in>. Therefore, Bidder are advised to submit the e-bids well in time. The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. Being in a language other than English, a certified translation should accompany the documents as part of the RFP. All proposals and accompanying documentation will become the property of UPSIDA, Kanpur and will not be returned. The Bidder should submit their e-bid considering the server time displayed on the e-tender portal <https://etender.up.nic.in>. The server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission of e-bids indicated in the e-tender schedule. Once the e-bid submission date and time is over, the Bidder cannot submit their e-Bid. The Bidder shall only be held responsible for any delay and whatsoever reason in submission of e-bid. The procedure for submission of e-bids by the Bidder on the e-tender portal <https://etender.up.nic.in> is already available on the portal and has also been explained in the RFP document under ‘instructions for e- tendering’ section.

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11.1 Late bids

The server time indicated in the bid management window on the e-tender portal <https://etender.up.nic.in> will be the time by which the e-bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bids submission date and time is over, the Bidder cannot submit his/her bid. Bidder has to start the e-bid submission well in advance, so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/her e-bids are not submitted in time due to any reasons.

It shall be deemed that prior to the submission of the proposal, the Bidder has:

- 11.1.1 Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this RFP document.
- 11.1.2 Received all such relevant information as it has requested from the UPSIDA, Kanpur, and.
- 11.1.3 Made a complete and careful examination of the various aspects of the project.

The UPSIDA, Kanpur shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

11.2 Withdrawal and Resubmission of E-bids

Withdrawal: At any point of time, a Bidder can withdraw his/her e-bids submitted online before the e-bids submission end date and time. For withdrawing, the Bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e procurement portal <https://etender.up.nic.in>. The Bidder should then select ‘My Bids’ option in the ‘Bid Submission’ menu. The page listing all the bids submitted by the Bidder will be displayed. Click ‘View’ to see the details of the bid to be withdrawn. After selecting the ‘Bid Withdrawal’ option, the Bidder has to click ‘Yes’ to the message "Do you want to withdraw this bid?" displayed in the ‘Bid Information’ window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the ‘Submit’ button. The Bidder has to confirm again by pressing ‘OK’ button before finally withdrawing his / her selected bid. Once the Bidder has withdrawn his/her bid he/she cannot re-submit this bid again.

Resubmission: The Bidder can resubmit his/her e-bids as and when required till the bid submission end date and time. The new bid will replace the e-bids submitted earlier. The payment made by the Bidder earlier will be used for revised e-bids and the new bid submission summary generated after the successful submission of the revised e-bids will be

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considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-tender procurement portal <https://etender.up.nic.in>. The Bidder should then select ‘My Bids’ option in the ‘Bid Submission’ menu. The page listing all the bids submitted by the Bidder will be displayed. Click ‘View’ to see the details of the bid to be resubmitted. After selecting the ‘Bid Resubmission’ option, click ‘Encrypt & Upload’ to upload the revised e-bids documents by following the methodology provided in clause submission of e-bids above.

The Bidder can submit their revised bids as many times as possible by uploading their e-bids documents within the scheduled date & time for submission of e-bids. No e-bids can be resubmitted subsequently after the deadline for submission of e-bids.

UPSIDA, Kanpur may, in exceptional circumstances, and at its sole discretion, extend the above proposal due date by issuing a corrigendum.

12 RECEIPT AND OPENING OF E-BIDS

Bidders are advised to submit their e-bids in ‘Two-Packet’ system with technical and financial bids separately on e-tender portal. **Please note that Financial Bid (BOQ) must not be shared or quoted in the technical bid. The prices should be quoted in the Financial Bid (BOQ) only.** On receipt on the e-tender portal, the technical proposals will be opened by the Bid Evaluation Committee (BEC) members in the Office of UPSIDA, Kanpur.

The UPSIDA, Kanpur will open all e-bids, in the presence of Bidder’s authorized representatives who choose to attend **at UPSIDC Complex, A-1/4, Lakhanpur, Kanpur** on the date and time mentioned in the ‘Notice Inviting Tender’. The Bidder’s representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of e-bid opening being declared a holiday for the purchaser, the e-bids should be opened at the appointed time and place on the next working day. The Bidder’s names & the presence and other details as the purchaser at its discretion may consider appropriate, will be announced at the opening of the e-bids. The names of such Bidder not meeting the qualification requirement shall be notified subsequently. After the evaluation of the technical e-bids, the UPSIDA, Kanpur shall notify those Bidder whose e-bids were considered non-responsive to the conditions as mentioned in this RFP document and not meeting the qualification requirements indicating that they did not technically qualify for selection as the Bidder for this project. The UPSIDA, Kanpur will simultaneously notify on the e-tender portal <https://etender.up.nic.in>, whose technical e-bids were considered acceptable and have been shortlisted for the presentation and opening of their financial e-bids. The UPSIDA, Kanpur reserves the right to reject any proposal not submitted on time and which does not contain the information/documents as set out in this RFP document. To facilitate evaluation of proposals, the UPSIDA, Kanpur may, at its sole discretion, seek clarifications in writing from any Bidder regarding its proposal.

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13 EVALUATION

The criteria for pre-qualification, technical evaluation and selection of Bidder are set out under section eligibility criteria and evaluation methodology.

As part of the evaluation, the Part I – technical submission shall be checked for responsiveness with the requirements of the RFP document and only those proposals which are found to be responsive would be further invited to give a presentation in accordance with the criteria set out in this RFP document.

PART I – Submission would be considered to be responsive if it meets the following conditions:

- I. The amount towards the Tender fee (online) and EMD (online) has been received on or before the proposal due date including any extension thereof.
- II. It is signed and marked as stipulated in clause ‘format and signing of e- bids’ and ‘submission of e- bids. It contains all the information and documents including scanned copy of online transfer receipts for the Tender fee document and EMD as requested in the RFP document.
- III. It contains information in formats specified in this RFP document.
- IV. It conforms to the bid validity period as set out in the RFP.
- V. It provides information in reasonable detail. (“reasonable detail” means that, but for minor deviations, the information can be reviewed and evaluated by the UPSIDA, Kanpur without communication with the Bidder). The UPSIDA, Kanpur reserves the right to determine whether the information has been provided in reasonable detail.
- VI. There are no inconsistencies between the proposal and the supporting documents.
- VII. The e-bid document should be properly indexed with page numbers.

A proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- I. Which affects in any substantial way, the scope, quality, or performance of the assignment, or
- II. Which limits in any substantial way, inconsistent with the RFP document, the UPSIDA, Kanpur rights or the Bidder’s obligations under the work order, or
- III. Which would affect unfairly the competitive position of other Bidder presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in the section eligibility criteria and evaluation methodology.

Price bid of only those bidders, who achieve a minimum benchmark score of 70 in the technical evaluation shall be opened and evaluated. Evaluation shall be done based on the total price (exclusive of GST, as quoted in the BOQ) and evaluation will be done as per QCBS procedure laid down in the bid.

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Evaluation of Proposals

UPSIDA shall open the Proposals on date, time and venue mentioned in Schedule of Bidding Process in Section 1 of this RFP or thereafter on the Proposal Due Date, and in the presence of the Bidders who choose to attend. The Technical Proposal shall be opened first. The Financial Proposal shall be opened at a later date, at the time and venue mentioned in Schedule of Bidding Process of this RFP.

Evaluation of Technical Bid

- (i) Constitution of Bid Evaluation Committee (BEC) - The evaluation of the e-Bids shall be carried out by Bid Evaluation Committee (BEC). The BEC will evaluate the tenders in two stages i.e. Technical & Financial.
- (ii) The Technical presentation shall be done to the Bid Evaluation Committee (BEC).
- (iii) Technical bids should be analyzed and evaluated by the Bid Evaluation Committee (BEC). Technical bids in the following conditions will be summarily rejected as being non-responsive:
 - a. Technical Bids of those bidders, who do not meet the eligibility criteria.
 - b. Technical bids unsigned and incomplete, not responding to the TOR fully and properly and those with less validity than that prescribed in the RFP.

Evaluation of Financial Bid

- (i) The financial e-Bids shall be opened by BEC of the bidders which score more than 70 marks in the Technical Evaluation criteria. The Bids shall be opened in the presence of representative of the technically qualified Bidders who chooses to attend. The names of the Bidders and the proposed prices shall be read and recorded when the financial proposals are opened.
- (ii) The Bidders shall upload the Financials in the Commercial bid section of the e-Tender portal.

It is mandatory to furnish the cost against all the particulars failing which the proposal shall be liable to be rejected. A separate excel sheet of Commercial bid format has also been published along with the RFP. The same is to be used to submitting a commercial bid. Completely filled commercial bid in xls format shall have to be submitted on the e-Tender portal. Evaluation will be done on the basis of total cost (excluding GST) quoted by the bidder and not on item-wise cost.
- (iii) If there are conditions attached to any financial e-Bids, which shall have bearing on the total cost, the Bid Evaluation Committee will reject any such e-Bids as non-responsive financial proposal. However, if the BEC feels it necessary to seek clarifications on any financial proposals, reg. Taxes, duties or any such matter, the BEC may do so by inviting responses in writing.

Negotiation: Normally, there would be no post RFP negotiations. In case it is required, negotiations maybe carried out in with the H1 Bidder in the interest of the project.

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14 THE UPSIDA, KANPUR RESERVES THE RIGHT TO REJECT ANY PROPOSAL, IF:

- I. At any time, a material misrepresentation is made or discovered; or the Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
- II. In the event of acceptance of the proposal of the preferred Bidder, the UPSIDA, Kanpur shall declare the preferred Bidder as the successful Bidder. The UPSIDA, Kanpur will notify the successful Bidder through a letter of intent (LoI) that its proposal has been accepted.

The successful Bidder(s) shall be issued the work order on at the earliest.

15 PERFORMANCE SECURITY

Upon acceptance of Letter of Award (LOA) from the UPSIDA, the successful Bidder shall at its own expense furnish the Performance Security within 3 (three) days from the date from signing the agreement, of an amount equal to 03% of the fee/Contract Value by way of Bank Guarantee for the due performance of the Contract in the format of Performance Security Form (Annexure-VI). All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the project satisfactorily. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of 06 (six) months, the Performance Bank Guarantee may be discharged/ returned by the UPSIDA upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on the Performance Guarantee.

Failure of the successful Bidder to comply with the requirements of the clause performance security shall constitute sufficient grounds for the annulment of the Work Order/LoA and forfeiture of the EMD. In such an event, the UPSIDA, Kanpur reserves the right to:

- A. Either invite the next best Bidder to match the financial proposal of the successful Bidder or.
- B. Take any such measures as may be deemed fit in the sole discretion of the UPSIDA, Kanpur, including annulment of the bidding process and blacklisting of the firm from the UPSIDA, Kanpur for any future work.

Notwithstanding anything contained in this RFP document, the UPSIDA, Kanpur reserves the right to accept or reject any proposal, or to annul the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment.

The bidding process shall be governed by, and construed in accordance with, the laws of India and the courts in Allahabad shall have exclusive jurisdiction over all disputes arising

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under, pursuant to and or in connection with the bidding process.

16 PAYMENT

Payment to Selected Bidder

The bidder shall raise the invoice as under for the payment of fee as under: -

Payment Schedule	% payable of Total Fees
Approval of overall design and layout	10% (post submission of Bank Guarantee of equivalent amount)
On handover of UPSIDA Stall and temporary accommodation facility to UPSIDA	20%
After successful completion of 15 days of event.	20%
On successful completion of event. i.e., after 26th February 2025	20%
Post completion of work and satisfactory report of UPSIDA	30 %

1. The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by UPSIDA) of all activities/roles/duties as per mutually agreed milestones up to the stage of the respective payment schedule.
2. UPSIDA will designate certain officers who will physically verify the work of EMA. It will be the sole responsibility of EMA to coordinate with the officers and should depute one dedicated personnel to coordinate with the concerned officer on day-to-day basis to verify each deliverable/ deployment (material or manpower)/ procurement etc. related to this RFP prior to carrying out such activities. The verification and recommendation (on quantity and quality of material used) of designated officer will be binding on EMA.
3. The selected bidder/EMA will have to submit an Event performance report on successful completion of event.
4. As per income Tax rules, UPSIDA shall deduct income Tax at source from the bills payable to the successful bidder.
5. GST will be deposited by EMA. EMA has to register in Uttar Pradesh State if required, if not registered earlier.
6. The Bidder will have to submit the Bill of Quantity (BoQ) with quantity & rates of items attached to the RFP mentioned at the time of payments which will match with the quoted total lump sum amount of the financial proposal.
7. The Financial Proposal “Bill of Quantity (BoQ) in excel sheet” is the quoted total lump sum amount by the bidder for the tender.

Selection of Event Management Bidder (EMA) for Conceptualizing, Designing, Fabrication, Installation & Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Maha Kumbh Mela 2025”

17 ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

Bidders which is registered on the e-tender portal are eligible to participate in this e-tendering process. E-bids submitted by any other Bidder will be treated as non-responsive and will not be considered against this e-bid. The new Bidder who wishes to participate should initiate new registration on the e-tender portal to be able to participate in the process.

Note: Qualitative comparative evaluation of work credentials amongst the participating Bidder and with the scope of work will be applied work credentials will be considered as on last date of submission of e-bids.

Important: Since the characteristics of the job are special in nature and is being desired for a marquee event, the UPSIDA, Kanpur will perform sufficient analysis & checks on the technical capability/credentials of the Bidder and comparison for each of the projects suggested by the Bidder. The evaluation will be finally based on the decision of UPSIDA, Kanpur.

18 PRE-QUALIFICATION CRITERIA

PRE -QUALIFICATION CRITERIA			
Sr.	Basic Requirement	Eligibility Criteria	Documents to be Submitted
1	Legal Entity	The Lead Bidder should be a registered company in India under the Companies Act, 1956/ 2013 or LLP Act 1932/ Partnership/ Proprietorship firm and subsequent amendments. The lead Bidder/ Sole Bidder must be in existence from last 05 years in India.	Copy of Certificate of Incorporation/ Registration/ Partnership Deed. Copy of PAN Card. Copy of GST Registration.
2	Blacklisting	The Bidder must not be debarred/ blacklisted by any Government body/ PSU/ any Municipal Board in India as on date of submission of the RFP.	To be submitted on ₹10/- non- judicial stamp paper, duly certified by the Notary public, as per given format.
3	JV/CONSORTIUM	NOT ALLOWED	
4	Similar Project Experience	The Bidder must have performed at least one similar work of Event Management Services of minimum work order of Rs. 2.0 Crore with any Central Govt./ State Govt./ ULB/ PSUs in last 05years from the date of submission of this RFP.	Copy of Work order, Work Performance Certification, Agreement and the Copy of Completion Certificate.

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		The bidder must have undertaken the job work related to supply, erection & maintenance of any public amenities of similar nature to any Govt./ Private/ PSU in last 05 years from the date of submission of this RFP.	
5		The Bidder must have not debarred or prosecuted under any law of India.	Self-Declaration on letter head.
FINANCIAL QUALIFICATION			
1	Turn over	The Bidder should have achieved a Minimum Average Annual Financial Turnover (in equivalent temporary structure, event management, related work etc.) of Rs. 50 Crore in last 3 Financial Year (2023-24, 2022-23 & 2021-22)	CA Certificate/ Audited Balance Sheet of last 3 Financial Years clearly stating turnover.
2	Net-worth	The bidder must have a positive Net-worth in last two years.	The Net-worth certificate must be issued by CA, duly certified and attested.

The Bidder who fulfils the above pre-qualification criteria will be considered eligible Bidder. Failure to comply with pre-qualifications criteria's shall render the Bidder ineligible. The technical and financial proposal of in- eligible Bidder shall not be considered.

Note: Submission of forged documents will also result in summary rejection of the bid. E-bid should comprise of the following sections:

1. TECHNICAL BID
2. FINANCIAL BID

Both the bids must be submitted separately on the e-tender portal <https://etender.up.nic.in>.

Prices should not be quoted in the technical bid. The prices should be quoted in the financial bid only.

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19 TECHNICAL EVALUATION CRITERIA

<u>Presentation on the conceptual design and layout, innovative strategies of UPSIDA KUMBH VILLAGE and to promote investment opportunities in UPSIDA (including Flagship Projects and Ease of Business), for the UPSIDA stall, along with facilities for temporary accommodation at the Maha Kumbh Mela 2025</u>		
S. No.	Criteria	Marks
I	<p>Minimum average annual turnover of INR 50.0Cr or more over the last three financial years (i.e. 2021-22, 2022-23 and 2023-24) Maximum Marking: 15 marks</p> <ul style="list-style-type: none"> • Annual Turnover ≤50.0-100.0 Crore (10 Marks) • Annual Turnover ≥100.0 Crore (15 Marks) <p>Documentary evidence:</p> <ul style="list-style-type: none"> • CA certificate <p>Audited balance sheets for the last three financial years (i.e. 2021-22, 2022-23 and 2023-24).</p>	15
II	<p>Number of successfully conceptualized & executed projects of exhibition/event projects having value more than 2.0 Crore (which must include creative setup similar to the scope of work of the tender), in the last Five (5) years from bid submission date for the State or Central Government / PSUs</p> <p>MARKING:</p> <ul style="list-style-type: none"> • 01 projects: 5 Marks • 02 Projects- 10 Marks • More than 02 Project -15 Marks <p>DOCUMENTARY EVIDENCE: Letter of award / agreement / contract/work order and completion certificate, duly certified by the authorized signatory of the bidding company. Event pictures & other supporting literature. (The documentary evidence must clearly list the detailed scope of work, to assess the scale of the project)</p>	15
Technical Presentation Criteria		
III	PART A- Over All UPSIDA KUMBH VILLAGE	MARKS
1	Layout, Design & concept of UPSIDA KUMBH VILLAGE through 3D rendering	10
II	PART B- Exhibition Area with Conference Area	
1	Layout, Design, Planning & concept of Exhibition Area with Conference Area through 3D rendering	10

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III	PART C- UPSIDA Stall and Lounge	
1	Layout, Design, Planning & concept of UPSIDA Stall and Lounge through 3D rendering	10
2	Creative value additions & Digital Intervention to the Stall for enhancement	05
IV	PART -D Temporary Accommodation Facilities	
1	Layout, Design, Planning & concept of Temporary Accommodation Facilities through 3D rendering	10
2	Best use of industry practices e.g., eco-FRIENDLY products, good quality materials etc.	03
3	Meal Menu, Hygiene Measures and Food Quality Standard	05
4	Safety Measures	05
5	Amenities, such as kitchen equipment (e.g., fridge, microwave), toiletries, and other essentials.	02
V	PART E- Reception Area with Arch Gates	
1	Design & concept of reception area & fascia	05
2	Guest Management Planning	05
	TOTAL	100

Note:

1. The minimum qualifying marks for Technical Evaluation Criteria is 70%. The bidder securing less than 70% marks in Technical Evaluation Criteria will be disqualified.
2. Technical bids of only those bidders shall be evaluated who qualify the pre-qualification criteria.
3. UPSIDA reserves the right to call the bidders for presentation, and accordingly Intimation of the presentation will be informed by UPSIDA.
4. The decision of UPSIDA will be final and binding and no communication in this regard will be entertained.
5. The technical score (s) for the technical proposal will be the arithmetic sum of the marks assigned to the Agencies under each of the parameters listed above. **The Bidder is required to achieve a minimum technical score of 70 marks (benchmark score) for opening financial bids.**
6. The Soft copy (through e-mail) & the hard copy (at UPSIDA office address) of the **technical presentation as per the marking criteria** has to be submitted to the Department post presentation to the committee.

20 EVALUATION AND METHODOLOGY

Technical Bid Evaluation

Only those Bidder whose Technical Proposals get a score of 70 (Seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be opened.

Selection of Event Management Bidder (EMA) for Conceptualizing, Designing, Fabrication, Installation & Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Maha Kumbh Mela 2025”

Commercial Bid Evaluation

- i. The Financial Bids of technically qualified Agencies will be opened on the prescribed date in the presence of Bidder representatives.
- ii. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

QCBS evaluation

The Bidder with the lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Agencies which did not get disqualified on the basis of point (ii) above). Financial Scores for other than L1 Agencies will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = (Commercial Bid of L1/Commercial Bid of the Bidder) X 100} % (adjusted to 2 decimal points)

Where,

Fn = Normalized financial score of the Bidder Combined and Final evaluation is relevant for QCBS bids only.

L1 = Lowest qualifying financial bid

Combined and Final Evaluation

The technical and financial scores secured by each Bidder will be added using weightage of <80%> and <20%> respectively to compute a Composite Bid Score.

The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for the award of the Project. The overall score will be calculated as follows: -

$$\langle B_n = 0.70 * T_n + 0.30 * F_n \rangle$$

Where,

Bn = overall score of Bidder

Tn = Technical score of the Bidder (out of maximum

of 100 marks) Fn = Normalized financial score of

the Bidder

In the event the bid composite bid scores are ‘tied’, the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

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By way of illustration (example purpose only)

A. Normalization of Technical bids

Agencies	Technical Score	Calculation	Normalized Technical Score
Bidder – 1	88	$(88/95) * 100$	92.63
Bidder – 2	90	$(90/95) * 100$	94.73
Bidder – 3	80	$(80/95) * 100$	84.21
Bidder – 4	95	$(95/95) * 100$	100.00

B. Normalization of Financial bids

Agencies	Financial Quote (total expenditure) in Lakhs up to 2 decimal points	Calculation	Normalized Financial Score
Bidder – 1	110	$(110/110) * 100$	100.00
Bidder – 2	140	$(110/140) * 100$	78.57
Bidder – 3	160	$(110/160) * 100$	68.75
Bidder – 4	130	$(110/130) * 100$	84.61

C. Final Score calculation through QCBS

The final score will be calculated through the Quality and Cost Selection method based on the following weightage:

Technical: 70%

Financial: 30%

Final score= $(0.70 * \text{Normalized Technical Score}) + (0.30 * \text{Normalized Financial Score})$

D. Final Score calculation

Agencies	Normalized Technical Score	Normalized Financial Score	Final score as per QCBS (70:30)
Bidder – 1	92.63	100.00	94.84
Bidder – 2	94.73	78.57	89.88
Bidder – 3	84.21	68.75	79.57
Bidder – 4	100.00	84.61	95.38

i. The Bidder with the highest final score shall be treated as the *successful Bidder*. In the above example, Bidder – 4 will be treated as successful Bidder.

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- ii. In the event the final score is ‘tied’, the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the contract.

21 FRAUD AND CORRUPT PRACTICES

The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LoA and during the entire project duration. Notwithstanding anything to the contrary contained herein, or in the LoA, the UPSIDA, Kanpur may reject a bid, withdraw the LoA, or terminate the association with the selected Bidder, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the UPSIDA, Kanpur under the bidding documents and/or the LoA, or otherwise.

Without prejudice to the rights of the UPSIDA, Kanpur under the clause ‘**fraud and corrupt practices**’ hereinabove and the rights and remedies which the UPSIDA, Kanpur may have under the LoA, or otherwise if a Bidder, is found by the UPSIDA, Kanpur to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, or after the issue of the LoA or the project duration, such Bidder shall not be eligible to participate in any RFP or RFP issued by the UPSIDA, Kanpur for a period of 2 (two) years from the date such Bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purposes of this clause ‘fraud and corrupt practices, the following Terms shall have the meaning hereinafter respectively assigned to them:

A. ‘**Corrupt practice**’ means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the UPSIDA, Kanpur who is or has been associated in any manner, directly or indirectly, with the bidding process or the LoA or has dealt with matters concerning or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the UPSIDA, Kanpur, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause ‘Performance Security’ (b) of this RFP, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LoA or during the project duration, as the case may be, any person in respect of any matter relating to the project or the LoA, who at any time has been or is a legal, financial or technical adviser of

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the UPSIDA, Kanpur in relation to any matter concerning the project;

B. **‘Fraudulent practice’** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;

C. **‘Coercive practice’** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the bidding process;

D. **‘Undesirable practice’** means (i) establishing contact with any person connected with or employed or engaged by the UPSIDA, Kanpur with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and;

E. **‘Restrictive practice’** means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the bidding process.

F. **Unfair Competitive Advantage-** Fairness and transparency in the selection process require that Bidders or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the request for proposals and all information would be made available to all short-listed bidders together.

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22 ANNEXURE-1

TECHNICAL PROPOSAL
Letter of Proposal
(On Bidder’s letter head)

Dated:

The CEO,
UPSIDA
A-1/4, Lakhanpur
Kanpur-208024

Sub: Event Management Agency (EMA) for Conceptualizing, Designing, Fabrication, Installation & Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Maha Kumbh Mela 2025”

Dear Sir,

1. With reference to your RFP document dated....., we, having examined the Bidding Documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the UPSIDA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the UPSIDA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that we have neither failed to perform on any contract, as evidenced by judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.
7. We declare that:
 - A. We have examined and have no reservations for the Bidding Documents, including any Addendum issued by the UPSIDA.
 - B. We do not have any conflict of interest in accordance with the RFP document;
 - C. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the UPSIDA or any other public sector enterprise or any government, Central or State; and
 - D. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

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9. We understand that, in case of any fact found false, the proposal shall be treated as cancelled even after the award of LoA.
10. We declare that we are not a member of any other firm submitting a Proposal for the Assignment.
11. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
12. We further certify that in regard to matters relating to the security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
13. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
14. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the UPSIDA of the same immediately.
15. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the UPSIDA in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Assignment and the terms and implementation thereof.
16. In the event of our being declared as the successful Bidder, we agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
17. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the UPSIDA or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
18. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
19. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
20. We agree to keep this offer valid for 90 (Ninety) days from the Proposal Due Date specified in the RFP.
21. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the Authorized signatory)
Name and seal of Bidder

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23 ANNEXURE -II

Particulars of the Bidder
(On Bidder’s letter head)

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed):
6. PAN (Copy to be enclosed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Worldwide presence:
10. Presence in India:
11. Total no. of employees:
12. No. of employees in Event Management services:
13. Details of contact persons:
14. Any other details:

Name:

Designation:

Contact tel. No.:

Mobile no.:

Fax no.:

Email id:

Postal address:

(Signature of Authorized signatory)

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24 Annexure III

Members to be deputed at UPSIDA Exhibition, Conference Area, UPSIDA Stall & Temporary Accommodation Facilities (On Bidder’s letter head)

Sl. No.	Name	Present Designation	Number of years in Payroll of the bidder	Proposed Position	Task Assigned
1.					
2.					

We undertake that the team members as mentioned above shall remain with the assignment till the completion of assignment. Any change in the above composition of personnel shall not be made without prior permission of UPSIDA. We further undertake that we shall employ sufficient number of personnel during/ prior to the event for successfully delivering the project. The details of such personnel shall be shared with UPSIDA as and when requested.

Name & signature of the authorized signatory

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25 ANNEXURE-IV

Draft Agreement

This agreement is made this ____ day of ____ 2025 at Prayagraj between _____ (name of the Event Management Company selected through the bidding process against the RFP dated _____ for “Event Management Agency for Development, Upkeep & Management of UPSIDA Exhibition & Temporary Accommodation Facilities at Maha Kumbh Mela 2025, Prayagraj”) referred to as the “First Party”, which expression shall include his heirs, executors and administrators/ their successors and UPSIDA , BPPC Cell, A-1/4, UPSIDC Complex, Lakhanpur, kanpur-208024, referred to as the “Second Party” through its CEO, hereinafter include his successors and assignees.

That WHEREAS the First Party will provide Event Management services to UPSIDA, in accordance with all the terms and conditions contained in the Tender RFP dated _____ and also the terms and conditions contained in the subsequent corrigendum and Work Orders to be issued by the Second Party to First Party and the same shall be binding on the First Party and shall be the integral part of this agreement.

IN WITNESS THEREOF THE ABOVE-MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS _____ DAY OF _____ TWO THOUSAND AND TWENTY-FOUR.

Conditions of Tender /Agreement

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- a. "The Contract" means the agreement entered into between the UPSIDA and the Event Management Agency , as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
 - b. "The Contract Value" means the fees to the Event Management Agency under the Contract for the full and proper performance of its contractual obligations.
 - c. "Services" means services required to be provided by the Event Management Agency covered under the Contract.
 - d. The Event Management Agency shall permit UPSIDA to inspect the Event Management Agency’s accounts and records relating to the performance of the Event Management Agency and to have them audited by independent auditors appointed by UPSIDA, if so decided.
2. The Event Management Agency (EMA) shall be responsible for completely supervising and directing the setup stall, conference area and exhibitors display using best skills and attention.
 3. The Event Management Agency (EMA) shall be responsible for complete management and maintenance of the temporary stay facilities using the best skills and attention.
 4. UPSIDA shall coordinate with a single point of contact (Event Manager) who shall be

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responsible for the entire event.

5. If during this period any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the EMA and UPSIDA shall not be liable for any such claims. The EMA would be responsible for the payments arising out of any Third-Party claims. The EMA is advised to procure insurance for meeting such liabilities at his own cost.
6. Payment shall be made accordingly based on the actual utilization of the services. The department reserves the right to scrap the tender process at any stage due to unforeseen reasons.
7. The tender will not consider if material misrepresentation is made or discovered, or the Agency does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
8. In the event of acceptance of the proposal of the preferred EMA, the UPSIDA will declare the preferred Agency as the successful Agency. The UPSIDA will notify the successful Agency through a letter of Allotment (LoA/Work Order) that its proposal has been accepted.
9. Back up of all equipment must be available with no time delay, in case of any failure/fault payment will be deducted accordingly.
10. Contract will be valid for 90 days for One time for event on 12th January-26th February 2025.
11. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. If the EMA fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the UPSIDA shall enforce the full amount of the Performance Security.
13. In case any service/ item is not provided by the successful bidder, the expenses paid by UPSIDA to get the service/ item rendered by any other vendor will be borne by the successful bidder.

14. Termination for default:

The UPSIDA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service provider, terminate the Contract in whole or part:

- a. if the Service provider fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the UPSIDA; or
- b. if the Service provider fails to perform any other obligation(s) under the Contract.
- c. If the Service provider, in the judgment of the UPSIDA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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In the event the UPSIDA terminates the Contract in whole or in part, the UPSIDA may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Service provider shall be liable to the UPSIDA for any excess costs for such similar Goods or Services. However, the Service provider shall continue the performance of the Contract to the extent not terminated.

15. Force Majeure:

a. Definition

(i) For the purposes of this assignment, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

(ii) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of the Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.

(iii) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

(iv) The UPSIDA will decide the eventuality of Force Majeure which will be binding on both parties.

b. No breach of Agreement

The failure of a Party to fulfil any of its obligations shall not be considered to be a breach of, or default under, the Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Agreement.

c. Measures to be taken

(i) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.

(ii) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such an event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

(iii) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

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d. Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Event Management Agency shall be entitled to be reimbursed for costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period. Such expenses will be approved by UPSIDA. The Agency will have to provide proper justification and certificate from their auditors for such expenses on the format as may be decided by the UPSIDA.

e. Consultation

Not later than thirty (30) days after the Agency has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

16. Settlement of Disputes:

(i) The UPSIDA and the Service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

(ii) If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the UPSIDA or the Service Provider may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, specifically, defined therein, and no arbitration in respect of this matter, shall be commenced unless such notice is given and served. The Arbitration proceedings shall be commenced by a Sole Arbitrator to be agreed by both the parties, on failure the parties either party may invite three names from the President, Indian Council of Arbitration, and parties may agree to any of the name mentioned in the list, on failure it will be open for the parties to approach, as per the provision of section 11 of the Arbitration and Conciliation Act 1996 (as amended by Act No. 03 of 2016). The Service Provider shall initially bear the cost of the Arbitral Tribunal, unless it is decided by the Arbitral Tribunal under section 31(8) read with section 31A of the Act.

(iii) All disputes shall be subject to the High court, Allahabad of Judicature, Uttar Pradesh.

17. Indemnity

The Agency shall indemnify and hold harmless the Authority and its officers, employees, agents and instrumentalities from any and all liability, losses or damages arising from this engagement.

18 Award of Work

After selection, a Letter of Award (the “LOA”) shall be issued by the UPSIDA to the Selected Bidder after submission of detailed element unit wise costing (should include item wise cost of each element to be used as per theme plan suggested by bidder and consented by UPSIDA. The detailed bill of quantity thus submitted must be in accordance with the scope of work given in this RFP and should be in the prescribed format as per Appendix IV of this RFP.) and the Selected Bidder shall, within 3 (three) working days of the receipt of the LOA accept the same. In the event of non-receipt of acceptance of the LOA by the Selected Bidder by the stipulated date, the UPSIDA may, unless it consents to extension of time for submission thereof, forfeit the bank

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guarantee submitted for empanelment in UPSIDA of such Applicant, and the next eligible Bidder may be considered.

19 Penalty Clause:

If the progress of assignment is found to be non-satisfactory or delayed at any point of time, UPSIDA reserves the right to impose penalty. The total amount of penalty shall not exceed 25% of total contract value.

20 Liquidated Damages

(i) If the EMA fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the UPSIDA shall enforce the full amount of the Performance Security.

(ii) In case any service/ item is not provided by the successful bidder, the expenses paid by UPSIDA to get the service/ item rendered by any other vendor will be borne by the successful bidder.

21. The EMA shall comply with all the applicable statutory provisions with regard to environment protection and general public during execution of the Contract including at the time of the Event.

22. During the scheduled event from 12th January 2025 with the Venue expected to be handed over in time.

Authorized Signatory of “First Party”

Signature:

Name and Address

Authorized Signatory of “Second Party”

Signature:

Name and Address:

Witness for “First Party”

Signature:

Name and Address

Witness for “Second Party”

Signature:

Name and Address:

Format of Bank Guarantee for Performance Security

1. In consideration of the UPSIDA having agreed to exempt _____ (hereinafter called “the said Event Management Agency”) from the demand, under the terms and conditions of an Agreement, dated _____ made between UPSIDA , BPPC Cell, A-1/4, UPSIDC Complex, Lakhanpur, Kanpur-208024 and _____ for the project of Event Management Agency for Development, Upkeep & Management of “Event Management Agency for Development, Upkeep & Management of UPSIDA Exhibition & Temporary Accommodation Facilities at Maha Kumbh Mela 2025, Prayagraj”) (hereinafter called “the said Agreement”), of security deposit for the due fulfilment by the said Event Management Agency of the terms and conditions contained in the said Agreement, on production of a bank guarantee for Rs. _____ (Rupees _____ Only) We, (indicate the name of the Bank), (hereinafter referred to as “the Bank”) at the request of _____ (Event Management Agency) do hereby undertake to pay to the UPSIDA an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by the UPSIDA by reason of any breach by the said Event Management Agency of any of the terms or conditions contained in the said Agreement.
2. We (indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the UPSIDA stating that the amount claimed UPSIDA by reason of breach by the said Event Management Agency of any of the terms or conditions contained in the said Agreement or by reason of the Event Management Agency failure to perform the said Agreement. Any such demand made with the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding _____
- 3 We undertake to pay UPSIDA any money so demanded notwithstanding any dispute or disputes raised by the Event Management Agency in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Event Management Agency shall have no claim against us for making such payment.
- 4 We, (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the UPSIDA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or UPSIDA certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Event Management Agency and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is

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made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.

5 We, (indicate the name of bank) further agree with the UPSIDA that the UPSIDA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Event Management Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the UPSIDA against the Event Management Agency and to for bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Event Management Agency or for any forbearance, act or commission on the part of the UPSIDA or any indulgence by the UPSIDA to the said Event Management Agency or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6 This guarantee will not be discharged due to the change in the constitution of the Bank or the Event Management Agency.

7 We, (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the UPSIDA in writing.

8 This guarantee shall be valid for a period of 12 months with effect from(date of LOA).

Dated the _____ day of _____ 2024

for _____
(Indicate the name of Bank)

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27 Annexure -VI

Undertaking of non-blacklisting of bidder by any Government or their agency

(On Rs. 10/- Non-Judicial Stamp Paper)

We undertake that our organization _____ (Name of the Bidder) has not been disqualified, blacklisted, terminated or debarred by any State/Central Government or any agencies thereof in last five years.

Name & signature of the authorized signatory

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28 Annexure- VII

Financial proposal submission form

A separate MS excel sheet has been provided for the financial proposal (BOQ).

Note: financial proposal (quote) shall have to be given on the .xls format file of the e-tender portal <https://etender.up.nic.in>

29 Annexure- VIII (Bill of Quantity- ITEM Wise List)

ITEMWISE LIST FOR BILL OF QUANTITY

For the scope of this tender, the selected agency (EMA) will fabricate custom made exhibition space and temporary stay facilities on a turnkey basis. The space allocated 100X200 sq ft. in Mela Area at Kumbh, Prayagraj. Proposals are invited based on the design proposed by EMA and the general requirements provided below but are not limited to listed as below. All proposals must either meet or exceed the requirements contained herein. It will also be sole responsibility of the bidder to provide all the components as listed under this Scope of Work in best possible. Hence, EMA will also be responsible for venue planning for the area allocated to UPSIDA.

Sl. No.	Item Description	Unit	Qty	Rate	Amount(In.Rs)
A	Exhibition Hall Space 15MX45M:-				
1	German made aluminium hanger covered with fire retardant and waterproof 850 GSM insulated pvc covers. Structure certified for high wind velocity and other structural safety parameters. Hanger Size should be 15MX45M.	Sq.mtr	675		
2	Wooden platform across Exhibition Area	Sq.mtr	675		
3	Designer Printed carpet across Exhibition Area	Sq.mtr	675		
4	Thematic Cloth Draping pelmet and wall framing with emergency exit.	Sq.mtr	480		
5	Thematic Cloth ceiling.	Sq.mtr	675		
6	Octanorm partitions made using aluminium section framework with wood finish laminated ply for making partitions of different size of stalls and provide power connection with power socket.	Sq.mtr	250		
7	Façade wall covered with thematically painted canvas & 3D elements made using ply and thermocol.	Job	1		
8	Branding Stalls Pagoda: German Aluminium framed Pagodas with white FR synthetic fabric and furniture & fixtures inside size of 5 M x 5 M.=02 no.	Sq.mtr	25		
9	Food Stalls Pagoda: German Aluminium framed Pagodas with white FR synthetic fabric and furniture & fixtures inside size of 5 M x 5 M.=01 no.	Sq.mtr	25		
10	The area to be equipped with 6 working Commercial heaters and proper insulation to maintain a temperature of 25-30°C. of hanger area.	No.	6		
11	Standard Portable Toilets with Sanitation Facilities (Portable toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.) size of -9 ft x 9 ft=20 no.	No.	20		
12	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.	Job	1		
B	SEMINAR & SESSION ARRANGEMENT INSIDE EXHIBITION AREA:-				
14	Scaffold Stage should be size of 16X24 Sqft. And height of stage 4 Ft. with carpet finishes on top.	Sq.ft	384		
15	Skirting for the stage by black masking with UPSIDA Branding.	Sq.ft	160		
16	Seating Arrangement on Stage at least 10-12 Person with Wooden Neelkamal Chairs, coffee table, water, flower bouquet and etc.	No.	12		
17	01 Centre LED Wall of 10X8 Sqft with LED's back support and platform with carpet finish and masking of platform.	Job	1		
18	2 Podium's with sun board branding.	No.	2		
19	80 banquets chair's seating with white cover and bows	No.	80		
20	20 good Sofa seating with cover and coffee table in front of sofa.	No.	20		
21	Stage Floral Decoration.	Job	1		
22	Technical- LIGHTS - parcans , led parcans , profiles , moving heads , dimmer , programming board , necessary cabling with technicians, light designer, box trussing for lights and sound & SOUND -pa system , cordless mics, lapel mics, podium mics, mixer, twin cd player , necessary cabling with technicians ,sound engineer.	Job	1		
23	Area Deployment of House Keeping & Cleaning Staff	No.	4		
C	UPSIDA STALL INSIDE EXHIBITION AREA(5MX5M SQ.MT.)				

24	Design, fabrication, setup, installation and dismantling of custom-made stall in an area of 25 sq.mt as per design proposed by bidder and approved by UPSIDA. Height of the Stall will be 2.4 meter and an additional height of 1 meter for the fascia.	Sq.mtr	25		
25	Flooring of the stall should be a height of 4 inch above the ground level. The floor should have wooden or vitrified tile finish (as approved by the Authority).	Sq.mtr	25		
26	Lighting (including spotlights and halogens) has to be provided as per the design and requirement and to the satisfaction of the Authority.	Job	1		
27	One reception counter	No.	1		
28	Two functional 85 Inch" LED TV with USBPort for Power Point display (on hire basis) should be installed.	No.	2		
29	Two function interactive Digital Kiosk Display for information display (on hire basis) should be installed.	No.	2		
30	The fascia of the Stall shall clearly state the UPSIDA name.	No.	2		
31	At least 6 literature/booklet stands	No.	1		
D	UPSIDA LOUNGE INSIDE EXHIBITION AREA:-				
32	A separate UPSIDA Lounge 9X18 Sq.Ft area in the Exhibition Area with proper sofa arrangements, coffee tables and side tables to accommodate 10-15 people. The area to be equipped with two working heaters and proper insulation to maintain a temperature of 25-30°C.	Sq.ft	162		
33	Wooden Tile flooring	Sq.ft	162		
34	At least 1 conference long Straight or U-shape table with 12 conference chairs in the Lounge area.	Job	1		
35	LED lights & Power Sockets	Job	1		
36	Needle Punch carpet on wooden flooring	Sq.ft	162		
37	10 spare Wooden Chairs.	No.	10		
38	Area Deployment of House Keeping Staff	No.	2		
39	Minimum 2 Interactive Screens	No.	2		
40	Maintain supply of Water Bottles of 200 ml capacity throughout event duration	No.	6000		
41	Basic Sound System	Job	1		
42	Four Small dustbins for dry waste and 2 large dustbins.	No.	6		
43	At least 2 fishbowls for keeping visiting cards at reception	No.	2		
44	Maintain the supply of Tea & Coffee and cookies throughout event duration	Job	1		
45	A few bowls with candies at roundtables	No.	4		
46	Plant fillers to enhance the aesthetics of the stall	Job	1		
47	Provide 10-15 flower bouquets and 10-15 small planters for gifting purposes, readily available upon demand by UPSIDA	No.	15		
48	One Photography and videography	Job	1		
49	At least two dedicated manpower deployment for maintenance, management and upkeep of the stall throughout the duration of event	No.	2		
50	High speed internet connectivity for UPSIDA.	Job	1		
51	Ensure 24X7 power supply	Job	1		
E	EXHIBITORS & Others DINNING AREA 18X36 Sq. Ft:-				
52	Exhibitors dining area outside Exhibition Hall -Made inside CGI sheet structure with MS pipe framework, Platform, carpeting and ply walls. Walls to be covered with canvas cloth and painted. Fascia covered with Flex on MS framework.	Sq.ft	648		
53	Wooden platform	Sq.ft	648		
54	Designer Printed carpet	Sq.ft	648		
55	Thematic Cloth Draping pelmet and wall framing with emergency exit	Sq.ft	320		
56	Thematic Cloth ceiling	Sq.ft	648		
57	Furniture and Furnishing like wooden dining tables, wooden chairs, buffet counters for 50 Persons.	Job	1		
58	Façade wall covered with thematically created branding	Job	1		

59	The area to be equipped with 2 working Commercial heaters and proper insulation to maintain a temperature of 25-30°C. of hanger area.	No.	2		
60	Standard Pre-fabricated Toilets 8X6 sq.ft with Sanitation Facilities (toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.) for male and female	Job	1		
61	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.	Job	1		
	Running Kitchen in Exhibitors Dining Area size of 9X18 sq.Ft:	sq.ft	162		
62	Kitchen Shed with flooring, partitions , water connections, Water Drums, Tables	Job	1		
63	Provided Daily Based Lunch Packet for 50-60 Person.	No.	50		
64	Separate waste bins for effective waste management, including designated containers for recyclable materials, organic waste, and general trash	No.	4		
65	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.	Job	1		
F	Temporary Stay Facilities Premium Tent: Size 24ft X 24ft = 02 No. of Tent	Sq.ft	576		
	Bed Room & drawing Area-General Requirements:				
	Anti-inflammatory coating and fire resistant tent is mandatory which shall be non-allergic, odorless, made of two layer fabric with MS pipe skeleton framing, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent and properly anchored to ground against wind pressure and for other stability purposes. The inner layer shall be printed in uniform pattern.				
	One Double size Bed: Queen Size; fresh quality.				
	One Mattresses for double bed with pillow set Mattresses:6"Thick, Pillow: Pillow of Large Size.				
	One Set of 02 Chair & 01 Table: Made of traditional material Good Quality and good finish and color as approved by Employer.				
	Sofa Set with seating and centre table-Good Quality and of good finish and color. Sofa set: 1 Nos. of 2 Seater +2 single seater Centre Table: Decorative 2'6"x2' size.				
	Handloom/Handicraft wall pieces for ambience Decorative and of Good Quality and Finish.				
	One Mirror With Border frame and decorative fittings (2'x3').				
	Two Bed side units/Tepoys Wooden / Steel matching style with surrounding furniture and of good quality (2' x 2').				
	One Torch with battery backup digiLED.				
	One Cloth Hangers good quality and make.				
66	One Luggage Rack.	No.	2		
	Wooden flooring in bed room, dress and drawing room. Good quality and make.				
	Two Foot mat Good quality and make.				
	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.				
	One Electric Kettle with adequate number of tea/coffee sachets, milk sachets and sugar sachets 1 Litter capacity.				
	Two -1 litre packed drinking water (to be served Daily).				
	Consumables (shall be of five star hotel category and shall be replaced as on demand).				
	One Bed sheet for double bed (to be replaced daily).				
	One Quilt.				
	One Blanket.				
	Set of Pillow cover (To be replaced daily).				
	One person Tent attendant, Electrician, Plumber, Housekeeping Staff for all for 02 Premium tent.				

	Electric Decorative Lamp, Night Lamp, 5 AMP Plug Point, 15 AMP Plug Point, Pipe Earthing, Tube light/LED lamp/Conventional Lamp, Room heater (2 quantity) proper insulation to maintain a temperature of 25-30°C., Two international plug points for two persons for charging their mobile phones and other electronic devices				
	Attached Wash Room-General Requirements:				
67	<p>One Electric Geyser: with adequate safety features for continuous supply of Hot water with sufficient pressure and quantity (24hrs.) Electric Geyser of good brand and fresh quality and the capacity of geyser shall be decided by bidder.</p> <p>One Utilities (W.C. and Bath).</p> <p>One E.W.C. with floor trap with flush tank good quality product.</p> <p>N.T. Jali Of approved brand and fresh Quality.</p> <p>One Washbasin set with angle cock and pillar cock and complete with all drain pipe and all accessory. Good quality product. Framing shall be of good finish.</p> <p>One Mirror With Border frame and decorative fittings (2'x3').</p> <p>One Tumbler good quality and color.</p> <p>One Towel Stand.</p> <p>One Napkin Holder Of approved brand and good Quality.</p> <p>One Toilet paper roll handle Of approved brand and good Quality. (To be replaced daily).</p> <p>One Bib tap Branded.</p> <p>Cold water supply line 25 mm dia.</p> <p>Hot water supply line 15 mm dia.</p> <p>75 dia PVC drain Line.</p> <p>100 dia PVC drain line.</p> <p>One (Toothbrush, Tooth Paste & tongue cleaner kit).</p> <p>One Shaving Kit.</p> <p>One Shampoo bottle 100 ml.</p> <p>One Towel (To be replaced daily).</p> <p>One Napkin (To be replaced daily).</p> <p>One Soap of 100 gm each.</p> <p>One Liquid Soap bottle.</p> <p>One Comb.</p> <p>One Hair Oil Bottle 100 ml.</p> <p>One Mosquito Repellent</p> <p>One Room freshener</p> <p>One Tissue paper box.</p>	No.	2		
G	Temporary Stay Facilities Delux Tent: Size 17ft X 31ft = 03 tent no.	Sq.ft	527		
	Bed Room-General Requirements:				
	<p>Anti-inflammatory coating and fire resistant tent is mandatory which shall be non-allergic, odorless, made of two layar fabric with MS pipe skeleton framing, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent and properly anchored to ground against wind pressure and for other stability purposes. The inner layer shall be printed in uniform pattern.</p> <p>Furniture, Household & Appliances / Tent for the entire period.</p> <p>One Double size Bed: King Size:, fresh quality.</p> <p>One Mattresses for double bed with pillow set Mattresses:6"Thick.,Pillow: Pillow of Large Size.</p> <p>Two Chair & Table: Made of traditional material Good Quality and good finish and color as approved by Employer.</p> <p>One Sofa Set with seating and centre table-Good Quality and of good finish and color. Sofa set: 1 Nos. of 2 Seater +2 single seater Centre Table: Decorative 2'6"x2' size.</p> <p>Handloom/Handicraft wall pieces for ambience Decorative and of Good Quality and Finish.</p> <p>One Mirror With Border frame and decorative fittings (2'x3').</p>				

68	<p>Two Bed side units/Tepoys Wooden / Steel matching style with surrounding furniture and of good quality (2' x 2').</p> <p>One Torch with battery backup digiLED.</p> <p>One Hangers good quality and make.</p> <p>One Luggage Rack.</p> <p>Wooden flooring in bed room, dress room. Good quality and make.</p> <p>Two Foot mat Good quality and make.</p> <p>Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.</p> <p>One Electric Kettle with adequate number of tea/coffee sachets, milk sachets and sugar sachets 1 Litter capacity.</p> <p>Two 1litre packed drinking water (to be served Daily).</p> <p>One Bed sheet for double bed (to be replaced daily).</p> <p>One Quilt.</p> <p>One Blanket.</p> <p>Set Pillow cover (To be replaced daily).</p> <p>Electric Decorative Lamp, Night Lamp, 5 AMP Plug Point, 15 AMP Plug Point, Pipe Earthing, Tube light/LED lamp/Conventional Lamp, Room heater (2 quantity) proper insulation to maintain a temperature of 25-30°C., Two international plug points for two persons for charging their mobile phones and other electronic devices</p>	No.	3		
	Attached Wash Room-General Requirements:				
69	<p>One Electric Geyser: with adequate safety features for continuous supply of Hot water with sufficient pressure and quantity (24hrs.) Electric Geyser of good brand and fresh quality and the capacity of geyser shall be decided by bidder.</p> <p>One Utilities (W.C. and Bath).</p> <p>One E.W.C. with floor trap with flush tank good quality product.</p> <p>N.T. Jali Of approved brand and fresh Quality.</p> <p>One Washbasin set with angle cock and pillar cock and complete with all drain pipe and all accessory. Good quality product. Framing shall be of good finish.</p> <p>One Mirror With Border frame and decorative fittings (2'x3').</p> <p>One Tumbler good quality and color.</p> <p>One Towel Stand.</p> <p>One Napkin Holder Of approved brand and good Quality.</p> <p>One Toilet paper roll handle Of approved brand and good Quality. (To be replaced daily).</p> <p>One Bib tap Branded.</p> <p>Cold water supply line 25 mm dia.</p> <p>Hot water supply line 15 mm dia.</p> <p>75 dia PVC drain Line.</p> <p>100 dia PVC drain line.</p> <p>One set of Toothbrush, Tooth Paste & tongue cleaner kit.</p> <p>One Shaving Kit.</p> <p>One Shampoo bottle 100 ml.</p> <p>One Towel (To be replaced daily).</p> <p>One Napkin (To be replaced daily).</p> <p>One Soap of 100 gm each.</p> <p>One Liquid Soap bottle.</p> <p>One Comb.</p> <p>One Hair Oil Bottle 100 ml.</p> <p>One Mosquito Repellent</p> <p>One Room freshener</p> <p>One Tissue paper box.</p> <p>One person Tent attendant, Electrician, Plumber, Housekeeping Staff for all for 03 Deluxe tent.</p>	No.	3		
H	Dormitory. Of size 18X30 Sq. Ft. for 15 Person.	Sq.ft	540		

70	<p>Anti-inflammatory coating and fire resistant tent is mandatory which shall be non-allergic, odorless, made of two layer fabric with MS pipe skeleton framing, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent and properly anchored to ground against wind pressure and for other stability purposes.</p> <p>Furniture, Household & Appliances / Tent for the entire period.</p> <p>15 Single Bed: Sunmica Top.</p> <p>15 Mattresses for single bed with pillow set Mattresses with Pillow.</p> <p>15 PVC Chair Made of Good Quality and good finish .</p> <p>2-Mirror's .</p> <p>02 Torch with battery backup digital LED.</p> <p>Wooden Ply flooring in Dormitory.</p> <p>The Room area to be equipped with 2 Commercial working heater and proper insulation to maintain a temperature of 25-30°C.</p> <p>Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.</p> <p>15 Bed sheet for single bed (to be replaced daily).</p> <p>15 Blanket.</p> <p>15 single Pillow cover (To be replaced daily).</p>	No.	1		
Attached Wash Room-General Requirements:					
71	<p>One common wash room for 15 Person with 2 Electric Geyser: with adequate safety features for continuous supply of Hot water with sufficient pressure and quantity (24hrs.)</p> <p>10 E.W.C. with floor trap with flush tank good quality product.</p> <p>N.T. Jali Of approved brand and fresh Quality.</p> <p>04 Washbasin set with angle cock and pillar cock and complete with all drain pipe and all accessory. Good quality product. Framing shall be of good finish.</p> <p>04-Mirror's .</p> <p>04 Towel Stand.</p> <p>Cold water supply line 25 mm dia.</p> <p>Hot water supply line 15 mm dia.</p> <p>75 dia PVC drain Line.</p> <p>100 dia PVC drain line.</p> <p>15 Towel (To be replaced daily).</p> <p>15 Soap of 100 gm each.</p> <p>04 Liquid Soap bottle.</p> <p>04 Mosquito Repellent</p> <p>04 Room freshener</p> <p>One person Tent attendant, Electrician, Plumber, Housekeeping Staff for all for Dormitory tent.</p>	No.	1		
I	Common Dining Area for All Accommodation tent size of 12X30 Sq.ft.:				
72	Made inside CGI sheet structure with MS pipe framework, Platform, carpeting and ply walls. Walls to be covered with canvas cloth and painted. Fascia covered with Flex on MS framework.	Sq.ft	360		
73	Wooden platform	Sq.ft	360		
74	Designer Printed carpet	Sq.ft	360		
75	Thematic Cloth Draping pelmet and wall framing with emergency exit	Sq.ft	360		
76	Thematic Cloth ceiling	Sq.ft	125		
77	Furniture and Furnishing like wooden round dining tables, wooden chairs, buffet counters for 50 Persons.	Job	1		
78	Façade wall covered with thematically created branding	Job	1		
79	The area to be equipped with 2 working Commercial heaters and proper insulation to maintain a temperature of 25-30°C. of hanger area.	No.	2		

80	Standard Pre-fabricated Toilets size of 9X9 sq.ft with Sanitation Facilities (toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.) For male and female	Job	1		
81	Audio-visual setup for entertainment (e.g., min 50-inch LED TV with DTH).	No.	1		
82	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.	Job	1		
	Running Kitchen for All Accommodation tent in side Dining Area size of 12X21 sq.ft.				
83	Kitchen Shed with flooring, partitions , water connections, Water Drums, Tables	Sq.ft	252		
84	Include clean ceramic/ steel bowls, plates and cutleries for 60 guests.	Pax	60		
85	Separate waste bins for effective waste management, including designated containers for recyclable materials, organic waste, and general trash	No.	4		
86	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.	job	1		
J	Other Requirements:				
87	02 Main Arch Gate designed as per the theme of Ganga & UPSIDA Kumbh Village . Designed keeping in mind the requirements of emergency vehicles. Made using Balli/bamboo framework for proper structural stability, covered with canvas cloth and wooden framework to give the required shape and design. Finished with required color and thermocol carvings.	No.	2		
88	LED PAR LIGHT/ PARCAN LIGHT Mode of measurement: Based on actual work executed on site.	job	1		
89	Decorative Rope Light.	Job	1		
90	Landscaping - with potted plants and other plantation.	Job	1		
91	Interlocking Paver Blocks at Entry Plaza: Interlocking cement paver blocks of 80mm thickness for creating a plaza in front of the reception, office, Tent areas & Exhibition area. This is to give a good ambience at the entrance of the tent city area.	Sq.ft Design basis			
92	Thematic elements on facade wall made in 3D perspective: . Made using MS fabrication, Wooden framework, Thermocol Carving, canvas cloth, ply etc. Finished with colours to make it as realistic as possible with LED Wall suggested by EMA. EMA established 20 Color Fags surrounding Façade Wall and 04 UPSIDA Logo Flags on white based with 10 ft height. EMA provided one havan area arrangement on site.	Job	1		
93	02 Pagoda: German Aluminium framed Pagodas with white FR synthetic fabric for security room size of -3 M x 3 m.	Sq.mtr	9		
94	House Keeping for the entire venue (except tents and dormitories) including trained manpower for cleaning of areas outside the tents, dining halls, reception, office and common toilets etc.	No.	4		
95	Boundary Wall: Erection of boundary wall using wooden ballis for vertical poles at every 2.5m and CGI sheet fixed on them.	Rmt	1464		
96	Masking Wall: Cloth walling using MS pipe verticals at every 2.4mt and two horizontal MS angle supports for fixing cloth. Height of the cloth wall would be 7'-8' with printed cloth of thematic design.	Rmt	1464		
97	Backup Gensets: Silent Type Generators for Power Supply (running load) of various capacity from 125 KVA as per the site requirement for event days-01 No.	No.	1		
K	Reception Cum Waiting Lounge Size of 18X27 Sq.ft				
98	Made inside CGI sheet structure with MS pipe framework, Platform, carpeting and ply walls. Walls to be covered with canvas cloth and painted. Fascia covered with Flex on MS framework.	Sq.ft	486		
99	Wooden platform	Sq.ft	486		
100	Designer Printed carpet	Sq.ft	486		

101	Thematic Cloth Draping pelmet and wall framing with emergency exit	Sq.ft	220		
102	Thematic Cloth ceiling	Sq.ft	486		
103	One Reception Table 10X6 Sq.ft with 06 reception chairs ,Furniture and Furnishing like Banquates Chaires 20	Job	1		
104	Façade wall covered with thematically created branding.	Job	1		
105	04 Sofa Set with seating and centre table-Good Quality and of good finish and color. Sofa set: 1 Nos. of 2 Seater +2 single seater Centre Table: Decorative 2'6"x2' size.	No.	4		
106	Standard Pre-fabricated Toilets size of 9X9 sq.ft with Sanitation Facilities (toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.)	No.	1		
GRAND TOTAL					RS.

NOTE- APPLICABLE TAXES EXTRA

THE END