

Request for Expression of Interest (REOI) for Empanelment of event management agencies.



REOI/SE/2023/013

Department- State Engagement

Important Dates:

Date of commencement of REoI	13 th June 2023
Last Date and Time of Receipts of EoI	28 th June 2023, 6 pm
Place of Submission of EoI	procurement@nsdcindia.org

1. **Introduction:** National Skill Development Corporation (NSDC) is a not-for-profit public limited company incorporated under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). NSDC was set up by Ministry of Finance as Public Private Partnership (PPP) model. NSDC is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalysing creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives.
2. **Objective of empanelment:** NSDC is inviting Expressions of Interest to empanel eligible event management agencies for the organising and managing various events as per Terms of Reference mentioned in this REOI in **Annexure-II (Pg no. 6)**. Interested Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
3. Interested agencies are required to furnish the information/documents as per the format given under Annexure-I (Eligibility Criteria)
4. **Duration:** Empanelment of agencies are for a period of 03 years from the date of issuance of letter of empanelment. However, the duration can be reduced or extended based on performance of agencies. More agencies can be added in the empanelled list provided they meet the conditions set out under this EOI.
5. Agencies will be empanelled based on meeting eligibility criteria under this EOI. For any assignment, NSDC will share Scope of Work (SoW) separately to empanelled agencies to seek quotation/proposal. Evaluation and selection criteria shall be mentioned in specific SOWs. Empanelled agencies which will be selected under each assignment will be issued PO/Contract.
6. Empanelment does not guarantee that work will be assigned to each of the empanelled firm.
7. During the empanelment period, agencies must inform NSDC when agencies undergo material changes (internal or external) which can impact the obligation.
8. NSDC reserves the right to reject any or all the proposals submitted in response to this EOI document at any stage without assigning any reasons whatsoever. NSDC also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to REOI.
9. Agencies who fulfil all the eligibility criteria as mentioned in **Annexure-I** and interested in this assignment as per Terms of Reference may submit their application in the prescribed format along with relevant documents on procurement@nsdcindia.org on or before last date and time of submission. The subject line for submission of proposals should be:
“REOI/SE/2023/013- Request for Expression of Interest (REOI) for Empanelment of event management agencies.”
10. No proposal with improper subject line will be considered.
11. Proposals must be submitted in **English only**.
12. **No Courier/Hand Delivery of physical documents is allowed.**

Eligibility Criteria:

The applicant should submit valid and relevant documents against each criterion to meet the eligibility for empanelment.

SN	Parameters	Documents to attach with each
1.1.	The agency must be a Registered legal entity in India and in the business of event management.	Certificate of incorporation or any other registration certificate.
1.2.	The agency should be registered under GST Act and with Income Tax department	GST Registration and PAN Card
1.3.	The agency should have Minimum Annual Average Turnover of Rs. 25 Lakhs during last 3 financial years (2020-21, 2021-22, 2022-23).	CA certificate with UDIN.
1.4.	The agency should have minimum experience of organizing at least 03 events similar and relevant to events mentioned in ToR.	Work order or Agreement or Letter from Client clearly mentioned the area. <i>Please also provide relevant details in Experience details table on page 5 of this tender document.</i>
1.5.	The agency must not have been blacklisted by Government of India, any State Government or by any multilateral Agency.	Affidavit on Non-Judicial Stamp Paper/ Undertaking on letter head of the agency. Please refer format on page 19 of the REOI document.
1.6.	The agency must have qualified staff to execute events	Brief profile with Undertaking to be submitted on letter head of the agency.

Submission of all the valid/legal documents in context to above table is mandatory. Only those agencies whose proposals meet all the eligibility criteria will be shortlisted for empanelment.

Organisation Details
[On the letter head of firm]

Name of the Firm	
Date of Incorporation of Firm (DD/MM/YY):	
Place of Incorporation:	
PAN Card No. <i>(Copy of PAN card to be attached)</i>	
GSTIN <i>(Copy of GST certificate to be attached)</i>	
Registered Address	
Turnover of past 4 years	2022-23 - INR 2021-22 - INR 2020-21 - INR 2019-20 - INR
Telephone:	
Website:	
Concerned person's Name and Designation	
Mobile No:	
Email ID:	

Experience Details

To be submitted as a part of Eligibility Criteria Clause 1.4

Year	Duration In Months and days	Event Name and Descriptio n	Contract awarded as Lead Partner/Su bcontracto r	Type (On Ground National / On Ground Internation al / Virtual event)	Name of Client	Sector (Public or Private or Not for Profit)	Venue + City / State/ Country	Area in Sq ft	No. of participant s	Approx. Contract value (in INR)/ Amount paid	Name of subcontrac tors used
e.g., 2019	e.g. Jun 2019 (10 days)	e.g. Skill India Exhibition		On Ground National	e. g. XYZ	e.g. Public	e.g. Aerocity ground, New Delhi,	e.g., 30000	20000	---	

Add more rows if required.

Terms of Reference**Introduction**

The National Skill Development Corporation (NSDC) is a one-of-its-kind Public Private Partnership (PPP) model in India, working in close collaboration with the Ministry of Skill Development & Entrepreneurship (MSDE). It aims to promote skill development by catalysing creation of large, quality, and for-profit vocational institutions.

Background

Skill and knowledge are the driving forces of economic growth and social development for any country. In India, Skill India Mission was launched by the Government of India with an objective to enable a large number of Indian youths to take up industry- relevant skill training that further helps them in securing a better livelihood.

NSDC, through its network of affiliates and initiatives in different regions, is targeted to strengthen Skill India Mission.

To make awareness amongst the masses about the Skill India Mission and encourage youth to enrol for skill development training, various multi-media campaigns are proposed to be launched during the coming years, especially reaching out to people in small towns and rural areas.

We believe that both on- ground and virtual events are a great way of bringing the brand to targeted audience. By creating interactive events, centred around consumer experience, we believe in immersing the audience in a real-world environment, which helps them to understand, appreciate and relate to various schemes and its objectives in more meaningful ways.

Scope of Work

It covers various types of events; some examples are given below.

1. Rozgar Mela

SN	Particulars	Estimated Size/Count
1	Candidates' Registration Counters	
1.1	10 Candidate Registration Counters/Canopies/ Pagoda	As per requirement
1.2	1 Pedestal Fan each in all the Registration Counters	As per requirement
1.3	1 Facia (Flex) each for all the 10 Registration Counters with numbering separately	As per requirement
1.4	Tables (with tablecloth)	As per requirement
1.5	2 Chairs each in all the Registration Counters	As per requirement
1.6	Floor Carpeting in all the 10 Registration Counters	As per requirement
1.7	Lanyards/ID Cards – (For Volunteers)	As per requirement
1.8	Candidates' Registration Forms (Back-to-Back print both)- (Black & White)	As per requirement
1.9	Employers' Slips (Black & White)	As per requirement
1.10	Packaged Drinking Water Bottle (500 ml)	As per requirement
1.11	Lunch Packets (1 Dry Veg, 1 Curry Veg, 4 Chapatti/Puri, Sweets, Salad)	As per requirement
1.12	Sound System with speakers & 2 Cordless Mikes	As per requirement
1.13	Barricading & Masking	As per requirement
1.14	Ball-Pens	As per requirement
2	Employers' Registration Counters	
2.1	1 canopy for Employers Registration Counter	As per requirement
2.2	Pedestal Fan	As per requirement

SN	Particulars	Estimated Size/Count
2.3	Tables for the Registration Counters (With Tablecloth)	As per requirement
2.4	Chairs	As per requirement
2.5	Welcome Kit for the Employers (Refer to Annex-1)	As per requirement
2.6	Lanyards/ID Cards– (For Volunteers)	As per requirement
2.7	Packaged Drinking Water Bottle (500 ml)	As per requirement
2.8	Lunch Packets (1 Dry Veg, 1 Curry Veg, 4 Chappati/Puri, Sweets, Salad)	As per requirement
2.9	Facia (Flex) for the Registration Counter	As per requirement
2.10	Glass Bowl (For Employers' Business Cards)	As per requirement
2.11	Employers' Attendance Sheet (in the form of Booklet)	As per requirement
3		
3.1	Octanorm Stalls for Employers with floor carpeting (3*3 m)	As per requirement
3.2	Facia (Flex) highlighting the employers' name clearly mentioning the stall number/room no.	As per requirement
3.3	Tables	As per requirement
3.4	Chairs	As per requirement
3.5	Fans in all the Octanorm Stalls	As per requirement
3.6	Packaged Drinking Water Bottle (500 ml)	As per requirement
3.7	Floor Carpeting in the octanorms)	As per requirement
3.8	Lunch Packets	As per requirement
3.9	Signages & Branding in the Employer's Area (Entry, Exit etc. signages)	As per requirement
3.10	Snacks Packets & Tea/Coffee/Soft drinks for employers	As per requirement
3.11	Masking for creating control room & storage room	As per requirement
3.12	Sound system (Speakers & 2 Cordless mike)	As per requirement
3.13	Sun board for room markings/Employers' name plate	As per requirement
3.14	German Hanger 70 mX30m	As per requirement
4		
4.1	Stage for VIPs/Guest with floor carpeting & staircase on both Sides	As per requirement
4.2	Covered sitting (Tent with ceiling) in front of the tent	As per requirement
4.3	Water Coolers/Jumbo Coolers/AC Unit on Stage	As per requirement
4.4	Pedestal Fans in the covered sitting space	As per requirement
4.5	Water Coolers in the covered sitting space	As per requirement
4.6	Backdrop (30'x10') with wall masking	As per requirement
4.7	Sofa/VVIP Chairs on Stage	As per requirement
4.8	VIP Tables	As per requirement
4.9	Flower Vase	As per requirement
4.10	Water Bottles & Glasses	As per requirement
4.11	Podium with Skill India Branding	As per requirement
4.12	Audio System 6 Top, 2 Base, 1 Mixer, 2 Cordless, 2 mike- Podium)	As per requirement
4.11	Chairs for the Audience	As per requirement
4.12	Lamp, Oil, 2 garlands (For Lighting the Lamp Ceremony)	As per requirement
4.13	Bouquet	As per requirement
4.14	Master of Ceremonies (MC)	As per requirement
4.15	Lights in the Stage Area & covered seating area	As per the requirement
4.16	Signages in the Stage/Audience Area (Press, VVIP, VIP, Security)	As per the requirement

SN	Particulars	Estimated Size/Count
5	Hoardings, Banners & Branding	
5.1	Hoarding displaying the list of Employers (30'x10')	As per requirement
5.2	Employers Board (8'x4')	As per requirement
5.3	Hoarding around the city at major public places (20'x10')	As per requirement
5.4	Hoardings around the venue (8'x8')	As per requirement
5.5	Hoardings around the venue (4'x8')	As per requirement
5.6	Welcome Gates (Iron Frame)	As per requirement
5.7	Signages Board with stand (5'x3)	As per requirement
5.8	Flex for other branding at the venue	As per requirement
5.9	Leaflets (to be circulated in new paper)	As per requirement
5.10	Auto/E-rickshaw branding with sound system	As per requirement
6		
6.1	Additional Lunch Packets (For Volunteers)	As per requirement
6.2	Photographer (Still Photos & Videography)	a) As per requirement
6.3	Walky-Talkies	As per requirement
6.4	Security Guards for 3 days	As per requirement
6.5	Bouncers	As per requirement
6.6	NSDC T-Shirts for Volunteers with printing (Logo & Name of the Rozgar Mela)	As per requirement
6.7	Genet (125 KVK-3 Genet)/Electricity Meter	As per requirement
6.8	Volunteers-cum-Data Entry Operators for manning the Registration Counters, Employers' Registration Desk etc.	As per requirement
6.9	First-Aid Room (with necessary medicines & equipment)	As per requirement
6.10	Masking & Barricading	As per requirement
6.11	Rozgar Mela Participation Certificate	As per requirement
6.12	Organizer Lanyards with I-Card	As per requirement
7		
7.1	Tabs/ Android Phones with camera for online registration of candidate for Counselling with Internet Facility	As per requirement
7.2	Projector and sound system for screening of the Counselling video	As per requirement
7.3	Chairs for the Counselling & Waiting Area	As per requirement
7.4	Masking & Barricading	As per requirement
7.5	Brochures (25 Pages) Specifications: <ul style="list-style-type: none"> ▪ Brochure Size: A5 ▪ Printing Type: Colored (4 Color Job) ▪ Type of Page 170 GSM Coverage ▪ 130 GSM inside pages 	As per requirement
7.6	Skill Wrist Band	As per requirement
7.7	Lunch Packets	As per requirement
7.8	Lanyards & I-Cards (For Organizer)	As per requirement
7.9	1 Computer/Laptop	As per requirement
7.10	1 Black & White Printer (for 1000 Prints) connected with the computer/laptop mentioned in Point 7.11	As per requirement
7.11	A4 Sheets Ream	As per requirement

2. Skills Exhibition + Kaushal Mela

This is an estimated size and scope of an event of this kind.

- 1) German Hanger 2100 sq. mt. to be used as exhibition area (With Water Coolers)
- 2) **Create 15 open stalls (15 stalls 5mx3m;)** with standard Skill branding for the respective SSCs; for each stall, we will need two tables, 4 chairs and an LCD screen where the AVcontent can be displayed by the respective SSCs and TPs + **3 open Stalls for Kaushal Mela(3 Stalls 3mx3m)**
- 3) Two large size LED (10'x6') along with a good sound system to play Skill India and NSDC brand films. A mic would also be required connected to the sound system.
- 4) A large size cut out of Skill India (SKILL INDIA) with skill tools.
- 5) Materials for construction of gate for the venue/exhibition area.
- 6) Branding material of Skill India in and around the exhibition area (front and side facades, banding on gate, buntings, top front etc.)
- 7) Other requirements: (numbers to change as per event)
 - a) CTV – 10 Nos
 - b) Fire extinguisher for the Exhibition Area 2
- 8) One small storeroom/pantry area for printed materials and tea/coffee/water/snacks
- 9) Outdoor Branding
- 10) 120 Lunch Packets-40 for each day

3. Skill Competitions

SN	Particulars	Details	Sqm	Qty
	Air-Conditioned water-proof German Hanger with wooden flooring			As required
1	Competition Area	2 Hangers (60m x 100m)		As required
2	Exhibition Area			
3	Abilympics			
4	Try a Skill / Demo Skill Area			
5	Breakout Areas			
6	VVIP/Delegate Lounge			
7	Control Room			
8	Media Room			
9	Traditional Skills			
10	Competitor/Jury/Experts Dining	Hanger for Dining		As required
11	AC	1 ton for every 5 sqm		As required
	Competition Area/Exhibition Area			As required
1	Fabrication of Competition area	Quote here for the overall job, breakdown to be shared in sheet, Competition Area		As required
2	Octanorm Stalls with Facia	10 ft x 12 ft		As required
3	Facilities (at every stall above)	<ul style="list-style-type: none"> ▪ Facia branding – 1 ▪ Electrical points – 4 nos (5 Amp) ▪ Octanorm tables – 3-4 nos ▪ Chairs – 6 ▪ Dustbin - 1 ▪ Brochure Stands -1 ▪ 42 " Led TV at every stall 		As required
	Abilympics (for persons with disabilities)			
	4 Skill areas to be placed in one side of the hangers with proximity to disabled washrooms and service entry of hanger			
1	10m x 10m Skill Area	total 8 skills in two shifts		As required

SN	Particulars	Details	Sqm	Qty
2	Computer Tables	two skills areas to have computer lab setup		As required
3	Comfortable chairs for 20 computertables			As required
4	Jury tables	1 in each skill		As required
5	Chairs for Jury/workshop managers and attendants	6 in each skill area		As required
6	Plug points 5Amp	20 in one computer lab and 10 in other skill		As required
7	Regular table	10 in one skill		As required
8	Chair for competitors	10 in one skill		As required
9	Drinking Water	Supply in all 4 areas		As required
10	Dustbins	2 big bins in each skill area		As required
11	Spotlights	wherever required as per the area		As required
Try a Skill / Demo Area				
8 Area with the following items				
1	Tables	8 in every area		As required
2	Chairs	8 in every area		As required
3	5 amp plug points	6 in every area		As required
4	15 amp plug points	2 in every area		As required
Breakout Areas Qty-2 (on in each hanger)				
1	Tea/Coffee Machine	with tea/coffee machine, cookies, biscuits for all days and all times		As required
2	Water Supply	Water bottles or 20 lts bottles withdispensers		As required
3	Pantry boys/housekeeping			As required
4	Cookies/Biscuits	for all days at all times		As required
5	Seating	25 pax		As required
VVIP/Delegate Lounge				
1	Silver Service	tea/coffee arrangement, biscuits, sandwiches, namkeen on all days and all the time		As required
2	Small fridge with water bottles			As required
3	Pantry boys/housekeeping			As required
4	Sofa Seating for VVIP and tables	30 pax		As required
5	Carpet	different carpet than regular with some print or work		As required
NSDC Office/Control Room				
1	Storage Area	for merchandise and other valuable things		As required
2	Printer/Copier	LaserJet with A4 sheets and driver of the printer to be in a pendrive for installation or it should be attached with a laptop		As required
3	table and chairs	20 pax office seating		As required
4	coffee and tea machine	with biscuits and namkeen		As required
5	Drinking Water supply	20 lts bottles with cooler and cupsor water bottles		As required
6	Pantry boy/housekeeping			As required
7	Skill Committee room	small meeting/skill committee room with 7- 8 people seating		As required
Media Room				
1	Tables and Chairs Capacity	20 pax seating in press		As required

SN	Particulars	Details	Sqm	Qty
		conference style		
2	Tea and Coffee machine	with biscuits		As required
3	Drinking Water supply	20 lts bottles with cooler and cups or water bottles		As required
4	Pantry Boy			As required
5	Chequered Backdrop	for any Media Interaction		As required
	Traditional Skills			
1	Octanorm Tables			As required
2	Competitor chairs			As required
3	Jury Table			As required
4	Jury Seating			As required
5	Plug Points	5 Amp - 10 per skill		As required
	Competitor/Jury/Experts Dining - Dining Hanger			
1	Tables and Chairs Capacity	500 pax		As required
2	Tea and Coffee Machine	with biscuits		As required
3	Drinking Water supply	20 lts bottles with cooler and cups or water bottles		As required
4	Pantry Boys/housekeeping			As required
	NSDC/State Officials/Guests/Dining and VVIP Dining - Dining Hanger but this has to have a separate entry area			
1	Banquet chairs and tables	150 pax round table		As required
2	Tea and Coffee	with cookies, biscuits		As required
3	Drinking Water supply	20 lts bottles with cooler and cups or water bottles		As required
4	Pantry Boy/housekeeping			As required
5	Dustbins			As required
6	Chequered Backdrop	for any Media Interaction		As required
7	VVIP Dining	Seating for 25 VVIP, a separate buffet table, bottled water supply, housekeeping/pantry boy		As required
	Food			
1	Lunch Packets	to be served in Competitor/ Jury/ Experts Dining Area; from Haldiram or Bikanerwala;		As required
2	Buffet Lunch	continental items, 2 Indian dishes, rice, breads, salads, raita, sweets: (Quantities to vary per day)		As required
3	Snacks	1 juice, 1 sandwich/ samosa/ patties, 1 fruit, 1 Glucose biscuit/sweet item per box:		As required
4	Dry Snacks	1 drink, 1 sweet/biscuit and 1 namkeen/chips;		As required
	Branding			
1	Venue and outdoor Branding	different sizes and area, plan to be proposed by the EMA which should include, skill dropdowns, standees, venue. hoardings, buntings, etc		As required
2	Competition Area	Vinyl Branding inside the skill area and running branding on alternate panels; area to be		As required

SN	Particulars	Details	Sqm	Qty
		considered: all skill competition. areas, abilympics, try a skill, VVIP lounge, Media room		
4	Directional Signage and Markings	to be planned by EMA, signages for different area like, washrooms, dining areas, breakout area, parking, competition areas, etc		As required
5	Hanger branding Façade	It should cover all the sides visible to the public and to be planned as per the layout EMA		As required
Merchandise/Awards				
1	T-shirts (dry-fit, different designs for all categories; it will only have three to 4 logos on it)	Opening and closing ceremony, Competitors Jersey- 1000 Competitors t-shirts 450 Jury/Experts/Technicians- 1000 Organizers- 750 Volunteers- 250 Counsellors/ Demo Skills - 150		As required
2	High Visibility Jackets	one size with India Skills Branding		As required
2	Chest Cards and Lanyard	Competitors- 500 Jury- 300 Workshop Managers - 200 SkillManagement Team - 50 Organizers- 100 Delegates- 200 Volunteers- 150 Exhibitors - 250 Counsellors - 50 Event Team- event team to decide and not include price		As required
3	Media Kits	Kit to include (Tote Bag, IndiaSkills 2018 branded pen, notepad, press release copy, 3-4 brochures)		As required
4	Certificates			As required
5	Memento	For VVIP, VIP, Delegates, Jury, In the shape of India - SkillsLogo		As required
	Big Mementos	same design as smaller memento but bigger		As required
6	Medals	minimum 300 gms and 3-inch diameter; it should have a lanyard and box		As required
7	Cheques	1.5 ft x 3ft		As required
8	Medallion of Excellence	minimum 200 gms and 2.5-inch diameter in a box with a lanyard.		As required
Photography/Videography				
1	3-4 Minute Video	Covering entire event to be delivered within a week after the Event		As required
2	2 Minute Videos	pre-event video delivery before the event; and post event video to		As required

SN	Particulars	Details	Sqm	Qty
		be delivered on 6th morning or before the closing ceremony.		
3	30-60 seconds bytes	Bytes of visitors, VVIPs, Candidates		As required
4	Photography	<ul style="list-style-type: none"> Cover candid shots of all competitors during their skillcompetition. Cover the opening/closing ceremony and entire event; Cover skill at offsite locations-some off-site competitions may happen in September 		As required
	Ideally three to four photographers and Videographers each would be required - No Drones in the venue (might be able to use inside hangers)			
Other Requirements				
1	Walkie Talkie	10 for NSDC to be well connected with vendor team;		As required
2	Queue Manager	Queue manager should be at every skill on-site including traditional Skills and Abilympics		As required
3	Barricading	Zinc Sheet barricading - 8 feet; entire venue enclosure (140 m x 230m) with one side white cloth Masking		As required
4	Entry Gates	box gates at hanger entrances and 3 gates at every entry of the venue		As required
5	Dustbins in all areas			As required
6	Plug points in all areas			As required
7	Disabled Washrooms	Clean especially abled people friendly washroom		As required
8	VVIP Washrooms	clean washrooms with regular supply of water, handwash, tissue paper, etc for competitors, jury.; Different for male andfemale		As required
9	Luxury washroom	closer to VVIP lounge		As required
10	General Washroom for visitors			As required
11	Security Guards	at different locations		As required
12	Fire extinguishers	as per the fire department norms		As required
13	PA System	PA system in control room withoutput/ speakers in entire Area		As required
14	Power Backup	125 KVA Genset for backup (Including fuel) of necessary light, sound, and internet during the event; electricity to be taken from BSES		As required
15	Lighting	Spotlights in competition and exhibition area; Lights in		As required

SN	Particulars	Details	Sqm	Qty
		Hanger and outside the hanger to illuminate branding and the ground; general venue lights		
16	CCTV Camera	1 in every skill and some at strategic locations like entry/exits, control room, etc		As required
17	Parking Area for 300 vehicles	Management to be taken care by EMA; Separate demarcation for 4 and 2-wheeler and buses; pitch road construction for parking and parking area		As required
18	Post Event Report/Presentation	Detailed report - 5 copies		As required
19	First Aid Counter	Small Medical room to be created. with attendant, first aid box and basic medicines.		As required
20	Shamiyana/Pagoda	For administration with Fan and seating - 2 such setup of 5m x 5m		As required
21	Carpet	Different Color carpet in skill areas; carpet at other areas of hanger;		As required
22	Green floor mesh	to cover ground/dust at open area of the ground		As required
23	Switchers/Console	to manage LED displays		As required
24	LED	10' x 6' LED on 5 ft height and masking around it		As required
25	Selfie/Skill Points	1 cut out at venue: height should be minimum 2ft		As required
26	Wi-Fi	50 mbps internet and Wi-Fi access to be available in all areas		As required
27	Ground Levelling and cleaning			As required
28	Projector with white screen			As required
29	Small PA System	sound system with a wireless mic for a classroom setup		As required
30	Water counter at every skill			As required
31	Power distribution	Main line cabling and power distribution. Use of Armoured Cables. Earthing Pits as per Govt. norms		As required
32	Pest Control	to be done before the event		As required
33	Garbage Disposal	EMA to take care of all garbage on daily basis and maintain cleanliness of the venue		As required
34	Registration Area	A dedicated registration area at the entrance of the hanger where promoters would be required to give away a band to every visitor, 20,000 bands		As required
35	Chest Card printing setup	to print chest cards on spot, two chest cards printer plus operators would be required during the first two days		As required
36	Basic Office stationery			As required
37	Housekeeping	General housekeeping in all areas cleaning aisles and		As required

SN	Particulars	Details	Sqm	Qty
		other areas on regular intervals		
	Food Court for Visitors			
1	Covered Area	with fans and standing table		As required
2	Stalls of 20 sqm each			As required
3	Standing tables	for visitor's food		As required
4	Mist fans			As required
5	Plug Points	5 Amp		As required
6	Plug Points	15 Amp		As required

4. Webinars

SN	Items	Qty
Digital Set up		
1	Speakers to be plugged in at the Live Telecast	10- 18 speakers
2	Live connection with outstation Pradhan Mantri Kaushal Kendras (othercentres)	
3	Genset	1
4	Camera set- up	2
5	Sign language interpreter	1
6	Croma/ Green screen for visual effects of backdrop and floor (for awards) at NSDC training room	1
7	Credible Technical platform to host the virtual event (for Live Broadcast & audience to join)	1000 audience
8	Suitable music and awards categories/ announcement screen animation (10 secs)	
9	Switcher, Mixer (as per event requirement)	1
10	Technical Support (Engineer) stationed for dry run and live event	1
11	Backdrop printing and installation behind speakers (subject to format of hosting the event virtually)	2
12	Branding for virtual event	As required
13	Certificates	
14	Trophies- printing	
15	Packaging & dispatch- certificates and trophies	
16	Videos	
17	Technical Support (Engineer) stationed for dry run and live event	1
18	Outstation set- up with Camera and branding/ lease line or internet connection	

5. On- ground + webinar with 2- way communication at more than 50 locations

1	Floral Arrangement		
1.1	Flower arrangement at Main Auditorium (stagefaçade)		1
1.2	Floral centre pieces for coffee tables at stage		8
1.3	Flower arrangement at staircases		2
2	Entry gate and Signage		
2.1	Welcome arch gate at Entry gate	10x12ft	2
2.2	Directional Signage at	6x3ft	12
3	Main Auditorium Setup		
3.01	Backdrop for main auditorium	40x12ft	1
3.02	Side Panels for Backdrop in main auditorium	2x12ft	2
3.03	Raiser for LED Screen on Stage with branding	12x4x4	2
3.04	Podium Branding		2
3.05	Coffee table for stage		8
3.06	VVIP armchairs for Stage		8
3.07	Fibre screens to be placed between VVIP armchairs		6
3.08	Row Reserve Stands		6
3.09	Media Raiser with Carpet	8x4ft	1
3.1	Water arrangement for dais in glasses with coasters (no plastic); one guy for service to be reserved		8
3.11	Tray with red linen for backstage		2
3.12	Big size standee for branding at the venue	4ft x 8ft	6

4	Equipments for Main Auditorium		
4.01	LED Screen on Stage (3MM indoor LED)	12ft x 8ft	2
4.02	Comfort monitor	42"	2
4.03	Slide Changer		1
4.04	Cordless Mics		8
4.05	Sound System with 12 speakers		1
4.06	PA Systems (one linear Array)		1
4.07	Delay Speaker near Podium for Stage		2
4.08	Amplification system		1
4.09	Enough lighting for the stage		1
4.1	Programming Board		1
4.11	Dimmer Board		1
4.12	HD Still Photographer		1
4.13	HD Videographer for recording of the Conference with 1 video camera		1
4.14	Watch out console. or HD Switcher, HDMI Splitter, Laptop		1
4.15	Printer with A4 paper		1
4.16	Content creation for screen - 2D designing only	As per the agenda	1
4.17	Platform for webcast		1
4.18	Lease Line for webcast on Skill India FB & YouTube	As required	1
4.19	Live event + screen content feed to webcast (as required) * webcasting on Facebook and YouTube * Video Conferencing on WebEx with maximum 15 participants and single screen streaming *Direct video streaming to webcast		1
4.20	Audio output for TV media		2
5	Collaterals		
5.01	Paper folder		75
5.02	Notepad (25 pages) (NO SPIRAL) + Pen	Skill logo	75
5.03	Tent Cards for Stage		10
6	Registration Counter		
6.01	Registration Standees	3ft x 6ft	2
6.02	1 Table + 2 chairs with linen		1 Counter
6.03	Fishbowl		1
7	Manpower/Ushers		
7.01	Male promoters		4
7.02	Hostess		2
7.03	Emcee for the Event (budget 50,000)		1
8	F&B		
8.01	Pre-event tea/coffee/lemonade with cookies outside the Auditorium	200 pax	
8.02	VIP + Senior Officials lunch at Banquet Hall with silver service provision for 10 people; 2 buffet counters- food to include 1 dal, 1 raita, 1 paneer dish, 2 vegetables, flat breads, pappd, pickles, 2 types of salad and 2 types of sweet dish	10 pax	Pls account INR 700 per head for this head however, payment will be made on actuals;
8.03	Officials + Delegates Lunch at Restaurant; 4 buffet counters	170 pax	

	Genset Cost to run the Event including Fuel and Cabling		
	Round About Branding (outdoor branding including labour & wear tear)	8ft x 8ft	20
	Pole Bunting (outdoor branding including labour & wear tear)	2ft x 4ft	30
	Round Table for Lunch with linen (post recce- cost on actuals)		8
	Banquet Chairs with cover (post recce- cost on actuals)		48
	Podium (post recce- cost on actuals)		2

6. Others:

- Meetings, incentives, conferences, and exhibitions (MICE) related bookings.
- Hotel Bookings
- Travel (airline/cabs/buses etc.)

The description and quantity above are indicative and can change as per requirement.

Letter Head of the Firm

Declaration

Date:.....

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action from any authority against our myself/ firm / Company /Organization or partners."

Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization.

In case of any further changes which effect of this declaration at a later date; we would inform NSDC accordingly.

Authorized signatory
(with seal)