

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-01-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-01-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Social Justice And Empowerment
विभाग का नाम/Department Name	Department Of Social Justice And Empowerment
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Nskfdc Gk Enclave Part Ii
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Trade shows and expos; Exhibition; Buyer premise; 16 days
अनुबंध अवधि /Contract Period	1 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	160 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	4000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईएमडी राशि/EMD Amount	80000

ईपीबीजी विवरण /ePBG Detail

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

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

लभार्थी /Beneficiary :

CM

NSKFDC, NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi-110020
(Suresh Kumar)

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

एमआईआई अनुपालन/MII Compliance

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

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

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

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

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

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**Scope of Work to be uploaded by the Buyer:**[1766730888.pdf](#)**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

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

Total Minimum Qualifying Marks for Technical Score: 70**QCBS Weightage(Technical:Financial):70:30****Presentation Venue:**Presentation shall be held physical/virtually through online VC. The link for online meeting shall be shared on NSKFDC website**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
02-01-2026 11:00:00	Pre-bid meeting shall be held physical/virtually through online VC. The link for online meeting shall be shared on NSKFDC website

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Trade Shows And Expos; Exhibition; Buyer Premise; 16 Days (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Trade shows and expos
Category of work required	Exhibition
Event premises	Buyer premise
Duration of event	16 days
Coverage of the event	Videography , Photography
Boarding	Lunch
Inclusion for the event	Printer
Seating arrangement	Board Room
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	1

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

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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Suresh Kumar	110020,NSKFDC, NTSC,3rd Floor, E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020	1	N/A

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

1. Generic

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

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The final evaluation will be evaluated on the basis of the attached tender document.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

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

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

experience.

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

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

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

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

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

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

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

---धन्यवाद/Thank You---



National Safai Karamcharis Finance and Development Corporation (NSKFDC)

Request for Proposal (RFP)

**for Engagement of Programme Implementing Agency (PIA) to
Conceptualize, Design, Plan, Coordinate, Manage, Execute the 16
days “39th Surajkund International Crafts Mela-2026”**

at

Surajkund, Faridabad, Haryana to be held

from 31.01.2026 to 15.02.2026

Date of issue of notice: **24th December, 2025**

Issued by:

National Safai Karamcharis Finance and Development Corporation (NSKFDC)

(A Govt. of India undertaking under the Ministry of Social Justice & Empowerment)

Regd. office: NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi-110020

Tel: 011-26382476, 26382478

Visit us at: www.nskfdc.nic.in Email: nskfdc-msje@nic.in



**NATIONAL SAFAI KARAMCHARIS FINANCE AND
DEVELOPMENT CORPORATION (NSKFDC)**

(A Govt. of India Undertaking under the Ministry of Social Justice & Empowerment)
NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020
Telephone No. 011-26382476, 26382478 Fax: 26382479,
E-mail: nskfdc-msje@nic.in Website: www.nskfdc.nic.in



NSKFDC/Admin./Exhibition-Surajkund-26/329/2025/990

Dated: 24.12.2025

NOTICE INVITING TENDER

National Safai Karamcharis Finance & Development Corporation (NSKFDC) is a wholly owned Govt. of India undertaking under the Ministry of Social Justice & Empowerment, set up on 24th January 1997 as a Company "Not for Profit" under Section 8 of the Companies Act, 2013. It is in operation since October, 1997, as an Apex Corporation for the all round socio-economic upliftment of the Safai Karamcharis, Waste Pickers, Manual Scavengers and their dependants and the SC beneficiaries of National Scheduled Castes Finance and Development Corporation (NSFDC) and OBC beneficiaries of National Backward Classes Finance & Development Corporation (NBCFDC) and others as decided by the Competent Authority across the Country through its various loan and non-loan based schemes. The loan schemes are implemented through State Channelizing Agencies (SCAs) nominated by the State Govts./UTs & Partner Banks. Skill Development Training Programmes (SDTP) are implemented through Govt. Sector Training Institutions and Sector Skill Councils (SSCs) across the Country.

NSKFDC invites tender for Engagement of Programme Implementing Agency (PIA) for all event work i.e. Conceptualize, Design, Plan, Coordinate, Manage, Execute "39th Surajkund International Crafts Mela-2026" of Dept. of Social Justice and Empowerment of (DSJ&E), Ministry of Social Justice & Empowerment, Government of India at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026 for the Beneficiaries of (i) National Safai Karamcharis Finance & Development Corporation (NSKFDC), (ii) SC beneficiaries of National Scheduled Castes Finance and Development Corporation (NSFDC) and (iii) OBC beneficiaries of National Backward Classes Finance & Development Corporation (NBCFDC) and their dependants with total 109 stalls Arts & Crafts. Stalls available at Surajkund, Faridabad, Haryana for Artisans for showcasing/ selling of Handloom/Handicraft Items on wooden platform.

The tender document and details of the tender is available on NSKFDC website i.e. www.nskfdc.nic.in and interested bidders need to apply online on **GeM portal**. The last date of submission of tender is **14.01.2026 at 3:00 PM**. NSKFDC website may be checked regularly for update regarding tender.

**(Suresh Kumar)
Chief Manager (Admin.)**

 ISO 9001:2015	<p align="center">NATIONAL SAFAI KARAMCHARIS FINANCE AND DEVELOPMENT CORPORATION (NSKFDC)</p> <p align="center">(A Govt. of India Undertaking under the Ministry of Social Justice & Empowerment) NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020 Telephone No. 011-26382476, 26382478 Fax: 26382479, E-mail: nskfdc-msje@nic.in Website: www.nskfdc.nic.in</p>	
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**(Tender Document)
GeM**

Name of Bid Publishing Organization	National Safai Karamcharis Finance & Development Corporation (NSKFDC)
Address & Contact Number	The Chief Manager(Admin.), National Safai Karamcharis Finance & Development Corporation (NSKFDC), NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate Phase-III, New Delhi-110020 Telephone No.: 011-26382476, 26382478 E-mail: nskfdc-msje@nic.in Website: www.nskfdc.nic.in
Name of Work	Engagement of Programme Implementing Agency (PIA) for making arrangement for 16 days 39 th Surajkund International Crafts Mela-2026 at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026
Estimated Cost of the Work	Rs.40.00 Lakhs (including applicable GST)
Earnest Money Deposit(EMD)	Rs.80,000/- by way of DD/Pay Order in favour of "National Safai Karamcharis Finance & Development Corporation" or through RTGS/NEFT in following account:- Bank Name & Address: Punjab and Sind Bank Branch: Defence Colony, New Delhi SB A/c No.: 02501000028395 IFSC Code: PSIB0000250
Tender fee	Rs.1000/-
Date & Time of Pre-bid meeting (Pre-bid meeting shall be held physical/virtually through online VC. The link for online meeting shall be shared on NSKFDC website)	02.01.2026 at 11.00 Hrs.
Presentation on proposed concept and design development. (Presentation shall be held physical/virtually through online VC. The link for online meeting shall be shared on NSKFDC website)	09.01.2026 at 11.00 Hrs.
Last Date & Time for submission of Technical & Financial Bid	14.01.2026 at 15.00 Hrs.
Date & Time of opening of Technical Bid	15.01.2026 at 11.00 Hrs.
Date & Time of opening Financial Bid	To be informed later after opening of Financial bid on GeM Portal
Bid validity period	180 days from opening of Financial Bid

Bid Summary

Introduction:

National Safai Karamcharis Finance & Development Corporation (NSKFDC), a Govt. of India undertaking under the aegis of the Ministry of Social Justice & Empowerment, NSKFDC was incorporated on 24th January, 1997 under Section 8 of the Companies Act, 2013 (earlier Section 25 of the Companies Act, 1956) as a Company not for profit for all round socio-economic upliftment of the Safai Karamcharis, Waste Pickers, Manual Scavengers and their dependants throughout India.

NSKFDC is organizing 16 days “39th Surajkund International Crafts Mela-2026” – a Exhibition-cum-Fair to exhibit/sale of products made by the Safai Karamcharis, Waste Pickers, Manual Scavengers and their dependants, SC beneficiaries of National Scheduled Castes Finance and Development Corporation (NSFDC) and OBC beneficiaries of National Backward Classes Finance & Development Corporation (NBCFDC) and others as decided by the Competent Authority from 31.01.2026 to 15.02.2026. The exhibition has to be put upon a suitable space to the agency be arranged by NSKFDC in consultation with the Surajkund Mela authority, by putting up 109 number Stalls towards exhibitions for showcasing/sale of products under the Awareness Generation and Publicity Schemes of Dept. of Social Justice and Empowerment, Ministry of Social Justice & Empowerment, Government of India.

NSKFDC wishes to appoint a Programme Implementing Agency (PIA) by floating this tender for organizing “39th Surajkund International Crafts Mela-2026”. The 16 days 39th Surajkund International Crafts Mela-2026 exhibition would showcase the products made by the Safai Karamcharis, Waste pickers, Manual Scavengers and their dependants, SC beneficiaries of National Scheduled Castes Finance and Development Corporation (NSFDC) and OBC beneficiaries of National Backward Classes Finance & Development Corporation (NBCFDC) and others as decided by the Competent Authority for display and sale.

The entry to the event would be through entry ticket and would be open to the general public from **10:00AM to 09:00PM every day** for the duration of the exhibition. The PIA shall be required to manage the entire exhibition are including Artisan, Food/Sweet, Stalls, Stage, Ministry Pavilion etc.

I. Submission of Bid:

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

Technical Bid should be complete with Concept and Design of the proposed Exhibition site with Stalls, Branding and Design of all material to be put up as per Scope of Work including Ministry Pavilion, Gates, Artisan Stalls, Food/Sweet, Stalls, Layout of the Exhibition area etc. The PIA will ensure that there is no Cost component mentioned in the Technical Bid. The proposed venue would be handed over to the PIA 3 days before start of the exhibition for preparation & installation of Stalls and Decoration etc. The PIA will furnish the **undertaking for completion** of the work latest by **12:00 Hrs. of the previous day from the start of the exhibition** and hand over the venue to NSKFDC.

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

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

II. Scope of Work:

The Scope of work for organizing the “39th Surajkund International Crafts Mela-2026” would showcase the products for display and sale at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026, as per details given below:-

S. No.	Particulars	Details
1	Welcome Gate Theme Based	<ul style="list-style-type: none">➤ Theme Based wooden/MDF Gates with Size of 4x4 Ft. width, 12 Ft. Height 3 Box Gate with 20 Ft. width X 15 Ft. Height. Acrylic Cutout of Tulip logo and Logo of Nodal organization, Apex Corporations and Dept. of Social Justice and Empowerment, Ministry of SJ&E, Government of India, Vocal for Local etc. to be also placed properly on each gate (as per Venue Requirement – 3 options of each Gate to be given by PIA.).➤ LED parkas with T-Stand to light up the gates.
2	Flower Decoration	<ul style="list-style-type: none">➤ Entrance Gate to be decorated with flowers for the Inaugural Function day during the event.➤ 15 No. of Potted plants on Inauguration day and 05 No. of Bouquet of fresh flowers daily to be arranged at Ministry Pavilion.➤ 25 No. of Rose properly wrapped separately on Inauguration day.➤ Red Floor carpeting in front of the Ministry Pavilion.
3	Venue Decoration	<p>A theme based Decoration for entire Pavilion/area of exhibition like Carnival, Retro, Mela Theme, Nature and Culture etc. by using the following indicative items insufficient quantity:-</p> <ul style="list-style-type: none">➤ Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Surajkund Mela in and around Pavilion, Decorative Hanging Kettles etc.
4	Attraction Points and Visitors engagement Area	<ul style="list-style-type: none">➤ 4 Selfie points with different themes.➤ Acrylic Surajkund Mela Cutout in English & Hindi with lighting (minimum size of 12ft. X 6Ft.).➤ 1 Digital Selfie booth with Printer for instant printing of the photographs of the visitors.➤ One India Map in Acrylic cutout with light at the entrance, size would be 8Ft. height with clear demarcation of upcoming Surajkund Mela venue sandal ready organized venues of Surajkund Mela event by using different colours.
5	Lighting	<ul style="list-style-type: none">➤ Whole venue to be lit up properly, it should be proper light in night, if required the PIA would install more light as per requirement of the Venue.
6	Other arrangements	<p>Flash Mob activities during the event:-</p> <ul style="list-style-type: none">➤ 15 Shawls for Welcome of Hon'ble Minister and VIP Guests visiting the exhibition.➤ All necessary arrangements and required items for opening Ceremony like decorative tray, scissor, ribbon, flower decoration, Lighting lamp etc.

7	Stalls for Arts & Crafts	<ul style="list-style-type: none"> ➤ 1 Table, 2 Chairs, 1 Electric Points, 2 Focus LED white lights, one dustbin, one rack, front cover for closing stall at night for safety to be provided for 109 stalls. ➤ Theme based Stalls to be created with proper branding inside of the stalls. Theme based Fascia to be created by using logo/name of TULIP and Apex Corporations, Nodal organization, Apex Corporations and Dept. of Social Justice and Empowerment, Ministry of Social Justice & Empowerment, Name of Arts/Crafts, Place of Artisans/Craftsman for 109 stalls.
8	Id & Uniform	<ul style="list-style-type: none"> ➤ 250 Nos. of Caps & T-Shirts (with Apex Corporations and TULIP Logo). ➤ 50 Nos. of Caps & T-Shirts for the use of Staff/Officials. The same would be finalized with consultation of Nodal Organization. Size and Colour would be decided with Nodal Organization.
9	Working Office & VIP Lounge/ Pavilion	<ul style="list-style-type: none"> ➤ One working office/Control room is to be created in 200 Sq. Ft. area (approx.) and 1 partition for pantary for 16 days with 2 Computer system and 2 Printer, 4 Electrical Points, 3 Computer Table, High Back Chairs, with proper Light etc. ➤ Theme based Ministry Pavilion is to be created in 200 Sq. Ft. area (approx.) for 16 days with Electrical Points, Office Table, High Back Traditional Chairs, 15, 2 seaters white Sofas set alongwith 15 center table with proper Light Arrangements, Fitted with LED for streaming the other mela videos. ➤ The VIP Lounge/Pavilion is to be decorated with flowers/props/ Lanterns/lamps. ➤ Arrangements of vending machine for Tea/coffee/Black Tea/Without sugar Tea option with snacks, cookies, drinking water (200 ML bottles) with at least 2 suitable persons for hospitality in VIP lounge during the exhibition period.
10	Lunch	<ul style="list-style-type: none"> ➤ Arrangements of Lunch box for 250 beneficiaries (approx.) containing items like 4 Chapati, Daal, Vegetable, 1 sweet etc. every day (31.01.2026 to 15.02.2026) ➤ 250 snacks box containing items like 2 Samosa, 1 Kachori, 1 sweet, 2 cookies and 1 real juice for beneficiaries on inauguration and closing day. ➤ Tea/snacks, water and lunch for 50 Person (approx.) including Guests and Officials during exhibition including visits of VIPs and media persons during the Exhibition.
11	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> ➤ 2 Ushers (1 Girl in Saree and 1 boy in corporate Attire) for Inaugural Function/closing and having good communication Skills. ➤ If required, PIA will provide the additional manpower for above mentioned activities during the event to manage the event.
12	Fire & Medical Arrangements	<ul style="list-style-type: none"> ➤ 30 Fire Extinguishers or as per required norms. Also, other firefighting equipment and required arrangements as per the specification and guidelines issued by the concerned authorities. The fire clearance to be obtained by the PIA for the exhibition. ➤ One Separate First Aid Canopy at best suited place alongwith qualified one Doctor & one Nurse and necessary medicines etc. ➤ Tie up with the nearby Government Hospital for any emergency.
13	Water Arrangements	<ul style="list-style-type: none"> ➤ PIA will provide the drinking water facility with Water Dispenser made available for the visitors at 5 places in the Surajkund Mela. ➤ PIA has to arrange the adequate Bisleri or equivalent Water Bottles (200 ML) and separate Drinking Water Dispenser with disposal glasses at the VIP Lounge/ Pavilion/office.
14	Photography & Videography	<ul style="list-style-type: none"> ➤ 1 Photographer and 1 Videographer for the inaugural function. One Photographer and One Videographer for other days (31.01.2026 to 15.02.2026) from 10:00 AM to 9:00 PM. ➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization. ➤ Promo videos/photographs will be created by the PIA and handed over to Nodal Organization in Hard Disc. ➤ The PIA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event.
15	Publicity & Awareness	<ul style="list-style-type: none"> ➤ Designing & fabrication of Welcome & Collage Standees (15 Nos. of size 3Ft. X 6Ft.) on wooden frames. ➤ 30 Nos. of Pole branding of size 5ft. X 3ft. for putting on poles leading other venue. ➤ 20 Nos. of Publicity Panels of size 6ft. x 8ft. ➤ Table Facia (Total 109 Nos) in the size of 3ft. x 3ft. ➤ Facia on craft stall (109 Nos. of size 5ft. x 1ft. to be placed). ➤ Direction Panels (10 Nos. of size 3ft. x 2ft.).

		<ul style="list-style-type: none"> ➤ 2000 schemes & Products leaflets each of NSKFDC, NBCFDC & NSFDC. ➤ 109 Bill books. ➤ The Flex to be used for branding must be of Star Quality for Good Get-up of printing to bed one on flex. ➤ 109 coloured Certificate with TULIP and Apex Corporations branding and Printing of Name and other details. ➤ 1000 invitation card printed as per design for Inaugural and closing ceremonies each. ➤ Floor Decals entire Surajkund Mela pavilion/area.
16	Media Promotion	<ul style="list-style-type: none"> ➤ PIA will do the FM radio publicity through Jingle Mode with approval of Nodal Organization, before and during the event. ➤ The content would be finalized by the Nodal Organization. ➤ PIA will do social media promotion like Facebook, YouTube, Instagram, Google, X etc. ➤ 2 Social media person to be deployed on site for Surajkund Mela event. Creatives/Original pictures of the Surajkund Mela to be posted daily during the Surajkund Mela. The PIA would also make the provision for paid promotion of the ongoing Surajkund Mela event i.e. at least 02(two) good influencers. ➤ Arrangement of Press meeting on the day of Inauguration and closing day.
17	Insurance coverage	<ul style="list-style-type: none"> ➤ Insurance coverage of the beneficiaries and attendants as well as protection of the beneficiaries products against theft, fire, and any natural disasters etc. for an amount of Rs.1.00 crore or an adequate insurance cover for the entire period of the exhibition.
18	Traditional Artisans Upliftment Livelihood Programme (TULIP)	<p>Traditional Artisans Upliftment Livelihood Programme (TULIP) brand promotion:-</p> <ul style="list-style-type: none"> ➤ The PIA will set up 20 billing desks with laptop and printer on each desk for common billing of all the products sold by Artisans. ➤ The PIA will provide 40 personnel for billing of product sold during the exhibition (with knowledge of MS-Office and billing software). ➤ The PIA will provide necessary material, bill books, laptop, pen, list of artisan, register, stationery, cash collection box etc. or any other material required for facilitation of billing process and artisan-wise daily sale data. ➤ The PIA will provide necessary packaging material like tags, stickers etc. ➤ The PIA will provide tags and stickers of TULIP (200 each artisan) to be placed on each product sold during exhibition. ➤ The PIA will provide eco-friendly Carry Bags (3 sizes) with TULIP (300 each artisan) for carrying of products sold to customers.

III. Rejection of Bids:

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

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

IV. Obligations of NSKFDC:

All material for creatives will be provided by the NSKFDC while creatives will be developed by the PIA.

V. Criteria for Selection of Bidders:

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

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

1. The agency/firm should have experience of successfully managing similar type of events in India in the past 3 years. However, the scope of work of these events should include complying with all requirements and managing all clearances that may be required for successful arrangement of events (signed and stamped work order to be taken as documentary & credible proof).
2. The agency/firm/company (Private) should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
3. The agency/firm should submit a demand draft of Rs.80,000/- in favour of NSKFDC payable at Delhi as EMD alongwith technical bid. Agencies which fall under the purview of MSME exemption are required to submit the relevant documents/proofs of exemption for waivers in Tender Fee & EMD.
4. The agency/bidder should have completed a minimum of 06 Events/Similar nature of events for Government of India/PSUs/Autonomous Bodies/Federations of Industries/Public Listed Company etc. during last 3 financial years period ending on the date of issue of bid/tender notice. Details of events organized along with documentary proof to be enclosed in proforma given at **Annexure-E**.
5. The firm/agency should have a minimum average annual turnover of Rs.4.00 crore during the last three financial years. Copies of the audited Balance Sheet, Income & Expenditure accounts/Profit & Loss and Receipts & Payments of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed and furnished alongwith documentary proof for the same as per **Annexure-F**.

Agencies having any national level event/earlier experience will be preferred. Higher turnover will be preferred for special quality reason.

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

8. Technical Evaluation (100 marks):

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

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

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

Technical Bid and Financial Bid

Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid. Total scores of the vendors would be calculated as per the following formulas:-

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

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

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

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

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

10. Financial Score: 30 Marks:

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

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

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

VI. Other Conditions:

a. Liquidated Damages:

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

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

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

b. **Earnest Money Deposit (EMD):**

- i. The bidder shall furnish, EMD of Rs.80,000/- in form of Demand Drafts drawn in favour of "**National Safai Karamcharis Finance and Development Corporation**" payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days of opening of bid.
- ii. No interest shall be paid on EMD.
- iii. EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Surajkund Mela work.
- iv. The successful Bidder's EMD will be discharged up on the Bidder signing the LOI/Agreement and furnishing Performance Bank Guarantee.
- v. The EMD may be forfeited either in full or in a part, at the discretion of NSKFDC, on account of one or more of the following:-
 1. The Bidder withdraws their Bid during the period of Bid validity of 180 days.
 2. Bidder does not respond to request for clarification of their Bid.
 3. Bidder fails to co-operate in the Bid evaluation process, and
 4. In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c. **Payment Terms:**

The Funds would be released to the PIA in three following installments:-

Installment	Deliverables	Percentage
1	Issue of Work Order (on submission of Bank Guarantee/FD of Equal Amount of Bid/work order)	30%
2	After Successful Inauguration of Surajkund Mela	30%
3	After Successful Completion of the Event	40%

- a) NSKFDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- c) In case of any dispute, decision of competent authority of NSKFDC will be final and binding on each Bidder.
- d) If any assigned work/job is withdrawn proportionate amount would be deducted for the same.
- e) Extra work, if any would be same rate for same work basis.

VII. Force Majeure:

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

the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NSKFDC will be final and conclusive.

VIII. Arbitration

- a) If a dispute of any kind whatsoever arises between the NSKFDC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- b) The reference to arbitration may proceed notwithstanding that the works shall not then or be alleged to be completed, provide always that the obligations of the NSKFDC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.
- c) Arbitration proceeding shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The jurisdiction of the court will be Delhi.
- d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator shall be shared equally by the NSKFDC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- e) All arbitration awards shall be in writing and shall state there as on for the award.
- f) Penalty/Liquidated Damages shall not fall under the Arbitration clause.

IX. Cancellation/Postponement of Programme:

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

Covering letter on Letter Head of PIA

To,
The Managing Director,
National Safai Karamcharis Finance &
Development Corporation (NSKFDC)
NTSC, 3rd Floor, E-Block,
NSIC, Okhla Industrial Estate Phase-III,
New Delhi-110020

Subject: Selection of Programme Implementing Agency (PIA) to Conceptualize, Design, Plan, Coordinate, Manage, Execute the Surajkund Mela under the Dept. of Social Justice and Empowerment, Ministry of SJ&E at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026.

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organizing Surajkund Mela under Awareness Generation and Publicity scheme of the Dept. of SJ&E, Ministry of SJ&E at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026 as per the Guidelines, Terms & Conditions mentioned in this RFP document.

The Technical & Financial Bid is enclosed herewith as per the Terms and Conditions of the Bid and RFP documents. All information provided in the Bid and in the appendices is true and correct and all documents accompanying such Bid are true copies of their respective originals.

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

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

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

Yours sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

Technical Bid Format

To,
The Managing Director,
National Safai Karamcharis Finance &
Development Corporation (NSKFDC)
NTSC, 3rd Floor, E-Block,
NSIC, Okhla Industrial Estate Phase-III,
New Delhi-110020

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organizing Surajkund Mela under Awareness Generation and Publicity scheme of the Dept. of SJ&E, Ministry of SJ&E at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026 as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail Technical bid is enclosed herewith on the indicative points mentioned below:-

1. Theme based Entry Gates as per Venue Requirement–3 options of each Gate to be given by PIA.
2. Theme of Surajkund Mela Pavilion (Decoration, Flooring etc.)–3 options to be given by the PIA.
3. Stalls (Craft & Food) designs and Quality–3 options of food & craft stalls to be given by the PIA.
4. Light etc.
5. Invitation Cards–3 options to be given by PIA.
6. Promotional & Awareness Materials
7. Preparedness of the PIA to undertake the work. Detailed descriptions to be given by the PIA on the availability of resources and time lines for the completion of work, if allocated to the PIA.
8. Media Management–Special Focus on Social Media and promotion
9. Fire, Health & safety Arrangements
10. All other arrangements as indicated in Scope of Work.
11. Any other special effects/activities/arrangements.

Yours sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

Financial Bid Format

To,
The Managing Director,
National Safai Karamcharis Finance &
Development Corporation (NSKFDC)
NTSC, 3rd Floor, E-Block,
NSIC, Okhla Industrial Estate Phase-III,
New Delhi-110020

Sir,

We/I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Ministry Pavilion & artisan/food stalls for organizing Surajkund Mela under Awareness Generation and Publicity scheme of the Dept. of SJ&E, Ministry of SJ&E at Surajkund, Faridabad, Haryana to be held from 31.01.2026 to 15.02.2026 as per the Terms of Reference given in this Bid Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Yours sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

Financial Bid

Rates should be quoted in the below mentioned format:

S. No.	Particulars	Details	Amount (in Rs.) (including GST)
1	Welcome Gate Theme Based	<ul style="list-style-type: none"> ➤ Theme Based wooden/MDF Gates with Size of 4x4 Ft. width, 12 Ft. Height 3 Box Gate with 20 Ft. width X 15 Ft. Height. Acrylic Cutout of Tulip logo and Logo of Nodal organization, Apex Corporations and Dept. of Social Justice and Empowerment, Ministry of SJ&E, Government of India, Vocal for Local etc. to be also placed properly on each gate (as per Venue Requirement – 3 options of each Gate to be given by PIA.). ➤ LED parkas with T-Stand to light up the gates. 	
2	Flower Decoration	<ul style="list-style-type: none"> ➤ Entrance Gate to be decorated with flowers for the Inaugural Function day during the event. ➤ 15 No. of Potted plants on Inauguration day and 05 No. of Bouquet of fresh flowers daily to be arranged at Ministry Pavilion. ➤ 25 No. of Rose properly wrapped separately on Inauguration day. ➤ Red Floor carpeting in front of the Ministry Pavilion. 	
3	Venue Decoration	<p>A theme based Decoration for entire Pavilion/area of exhibition like Carnival, Retro, Mela Theme, Nature and Culture etc. by using the following indicative items insufficient quantity:-</p> <ul style="list-style-type: none"> ➤ Metal Lanterns, Streamer Banner, Large Paper Lanterns, Decorative Colourful Lights, Decorative Plants, Multi Colour Flags of Surajkund Mela in and around Pavilion, Decorative Hanging Kettles etc. 	
4	Attraction Points and Visitors engagement Area	<ul style="list-style-type: none"> ➤ 4 Selfie points with different themes. ➤ Acrylic Surajkund Mela Cutout in English & Hindi with lighting (minimum size of 12ft. X 6Ft.). ➤ 1 Digital Selfie booth with Printer for instant printing of the photographs of the visitors. ➤ One India Map in Acrylic cutout with light at the entrance, size would be 8Ft. height with clear demarcation of upcoming Surajkund Mela venue sandal ready organized venues of Surajkund Mela event by using different colours. 	
5	Lighting	<ul style="list-style-type: none"> ➤ Whole venue to be lit up properly, it should be proper light in night, if required the PIA would install more light as per requirement of the Venue. 	
6	Other arrangements	<p>Flash Mob activities during the event:-</p> <ul style="list-style-type: none"> ➤ 15 Shawls for Welcome of Hon'ble Minister and VIP Guests visiting the exhibition. ➤ All necessary arrangements and required items for opening Ceremony like decorative tray, scissor, ribbon, flower decoration, Lighting lamp etc. 	
7	Stalls for Arts & Crafts	<ul style="list-style-type: none"> ➤ 1 Table, 2 Chairs, 1 Electric Points, 2 Focus LED white lights, one dustbin, one rack, front cover for closing stall at night for safety to be provided for 109 stalls. ➤ Theme based Stalls to be created with proper branding inside of the stalls. Theme based Fascia to be created by using logo/name of TULIP and Apex Corporations, Nodal organization, Apex Corporations and Dept. of Social Justice and Empowerment, Ministry of Social Justice & Empowerment, Name of Arts/Crafts, Place of Artisans/Craftsman for 109 stalls. 	
8	Id & Uniform	<ul style="list-style-type: none"> ➤ 250 Nos. of Caps & T-Shirts (with Apex Corporations and TULIP Logo). ➤ 50 Nos. of Caps & T-Shirts for the use of Staff/Officials. The same would be finalized with consultation of Nodal Organization. Size and Colour would be decided with Nodal Organization. 	
9	Working Office & VIP Lounge/ Pavilion	<ul style="list-style-type: none"> ➤ One working office/Control room is to be created in 200 Sq. Ft. area (approx.) and 1 partition for pantry for 16 days with 2 Computer system and 2 Printer, 4 Electrical Points, 3 Computer Table, High Back Chairs, with proper Light etc. ➤ Theme based Ministry Pavilion is to be created in 200 Sq. Ft. area (approx.) for 16 days with Electrical Points, Office Table, High Back 	

		<p>Traditional Chairs, 15, 2 seaters white Sofas set alongwith 15 center table with proper Light Arrangements, Fitted with LED for streaming the other mela videos.</p> <ul style="list-style-type: none"> ➤ The VIP Lounge/Pavilion is to be decorated with flowers/props/Lanterns/lamps. ➤ Arrangements of vending machine for Tea/coffee/Black Tea/Without sugar Tea option with snacks, cookies, drinking water (200 ML bottles) with at least 2 suitable persons for hospitality in VIP lounge during the exhibition period. 	
10	Lunch	<ul style="list-style-type: none"> ➤ Arrangements of Lunch box for 250 beneficiaries (approx.) containing items like 4 Chapati, Daal, Vegetable, 1 sweet etc. every day (31.01.2026 to 15.02.2026) ➤ 250 snacks box containing items like 2 Samosa, 1 Kachori, 1 sweet, 2 cookies and 1 real juice for beneficiaries on inauguration and closing day. ➤ Tea/snacks, water and lunch for 50 Person (approx.) including Guests and Officials during exhibition including visits of VIPs and media persons during the Exhibition. 	
11	Ushers & Housekeeping/ Sanitation Staff	<ul style="list-style-type: none"> ➤ 2 Ushers (1 Girl in Saree and 1 boy in corporate Attire) for Inaugural Function/closing and having good communication Skills. ➤ If required, PIA will provide the additional manpower for above mentioned activities during the event to manage the event. 	
12	Fire & Medical Arrangements	<ul style="list-style-type: none"> ➤ 30 Fire Extinguishers or as per required norms. Also, other firefighting equipment and required arrangements as per the specification and guidelines issued by the concerned authorities. The fire clearance to be obtained by the PIA for the exhibition. ➤ One Separate First Aid Canopy at best suited place alongwith qualified one Doctor & one Nurse and necessary medicines etc. ➤ Tie up with the nearby Government Hospital for any emergency. 	
13	Water Arrangements	<ul style="list-style-type: none"> ➤ PIA will provide the drinking water facility with Water Dispenser made available for the visitors at 5 places in the Surajkund Mela. ➤ PIA has to arrange the adequate Bisleri or equivalent Water Bottles (200 ML) and separate Drinking Water Dispenser with disposal glasses at the VIP Lounge/ Pavilion/office. 	
14	Photography & Videography	<ul style="list-style-type: none"> ➤ 1 Photographer and 1 Videographer for the inaugural function. One Photographer and One Videographer for other days (31.01.2026 to 15.02.2026) from 10:00 AM to 9:00 PM. ➤ Soft copy of video/photos to be given in Hard Disc on daily basis to Nodal Organization. ➤ Promo videos/photographs will be created by the PIA and handed over to Nodal Organization in Hard Disc. ➤ The PIA will submit all the photographs, videos, teasers etc. to Nodal organization in a hard disc at the end of the event. 	
15	Publicity & Awareness	<ul style="list-style-type: none"> ➤ Designing & fabrication of Welcome & Collage Standees (15 Nos. of size 3Ft. X 6Ft.) on wooden frames. ➤ 30 Nos. of Pole branding of size 5ft. X 3ft. for putting on poles leading other venue. ➤ 20 Nos. of Publicity Panels of size 6ft. x 8ft. ➤ Table Facia (Total 109 Nos) in the size of 3ft. x 3ft. ➤ Facia on craft stall (109 Nos. of size 5ft. x 1ft. to be placed). ➤ Direction Panels (10 Nos. of size 3ft. x 2ft.). ➤ 2000 schemes & Products leaflets each of NSKFDC, NBCFDC & NSFDC. ➤ 109 Bill books. ➤ The Flex to be used for branding must be of Star Quality for Good Get-up of printing to bed one on flex. ➤ 109 coloured Certificate with TULIP and Apex Corporations branding and Printing of Name and other details. ➤ 1000 invitation card printed as per design for Inaugural and closing ceremonies each. ➤ Floor Decals entire Surajkund Mela pavilion/area. 	

16	Media Promotion	<ul style="list-style-type: none"> ➤ PIA will do the FM radio publicity through Jingle Mode with approval of Nodal Organization, before and during the event. ➤ The content would be finalized by the Nodal Organization. ➤ PIA will do social media promotion like Facebook, YouTube, Instagram, Google, X etc. ➤ 2 Social media person to be deployed on site for Surajkund Mela event. Creatives/Original pictures of the Surajkund Mela to be posted daily during the Surajkund Mela. The PIA would also make the provision for paid promotion of the ongoing Surajkund Mela event i.e. at least 02(two) good influencers. ➤ Arrangement of Press meeting on the day of Inauguration and closing day. 	
17	Insurance coverage	<ul style="list-style-type: none"> ➤ Insurance coverage of the beneficiaries and attendants as well as protection of the beneficiaries products against theft, fire, and any natural disasters etc. for an amount of Rs.1.00 crore or an adequate insurance cover for the entire period of the exhibition. 	
18	Traditional Artisans Upliftment Livelihood Programme (TULIP)	<p>Traditional Artisans Upliftment Livelihood Programme (TULIP) brand promotion:-</p> <ul style="list-style-type: none"> ➤ The PIA will set up 20 billing desks with laptop and printer on each desk for common billing of all the products sold by Artisans. ➤ The PIA will provide 40 personnel for billing of product sold during the exhibition (with knowledge of MS-Office and billing software). ➤ The PIA will provide necessary material, bill books, laptop, pen, list of artisan, register, stationery, cash collection box etc. or any other material required for facilitation of billing process and artisan-wise daily sale data. ➤ The PIA will provide necessary packaging material like tags, stickers etc. ➤ The PIA will provide tags and stickers of TULIP (200 each artisan) to be placed on each product sold during exhibition. ➤ The PIA will provide eco-friendly Carry Bags (3 sizes) with TULIP (300 each artisan) for carrying of products sold to customers. 	

Note:

- (1) The above items may be decrease/increase as per the decision of the Competent Authority.
- (2) The above quoted amount includes applicable GST and the payment to the Agency will be released after deduction of TDS as applicable.

Yours sincerely,

Signature
Name of Authorized Person
Designation
Date & Seal

Indemnity Undertaking

I on behalf of M/shereby
Agree and undertake that I have understood all the safety rules and procedures and all staff
Technical & No-Technical working on.....
behalf..... of M/s
..... will a bid by all safety
rules and procedures. I declare that I M/s.....
.....will be responsible for any safety violations/ accident etc. The
.....,NSKFDC will not be responsible in case of any accident/incident
and will not compensate financially or otherwise. I assure the..... ,
NSKFDC that enlisted Manpower deployment will be done at Venue from Mobilization to
Completion of Event at..... .

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

Name of Indemnifier
Signature of Indemnifier
Stamp/Seal of the
Indemnifier/Contractor

Annexure-E

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During the last three financial years period ending on the date of issue of bid/tender notice)

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

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

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

ANNUAL TURN OVER

The firm/agency should have a minimum average annual turnover of Rs.4.00 Crore during the last three financial years:-

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

Note:

The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years. The financial data should be verified by CA clearly mentioning his/her name, address, mobile no., signature, UDIN no. and membership no. The offers submitted without this documentary proof shall not be evaluated.

**Seal and Signature of bidder
(Name and Designation of
The authorized signatory)**

Criteria for Evaluation of Technical bids

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

S. No.	Details	Max Marks	Mark Scored
1.	Number of similar nature of events organized for Government of India/PSUs/Autonomous Bodies/Public Listed Company etc. during last 3 years period ending on the date of issue of bid/tender notice. The firm should provide credible evidence of the same.	30	
	01-05 events:	10	
	06-10 events:	15	
	Previous work experience with the Ministry of Social Justice & Empowerment (MoSJ&E)	05	
2.	Total turnover of the agency: (Average annual turnover during last three financial years)	10	
	Average Annual Turnover between Rs.2.00 Crore to Rs.3.00 Crore	03	
	Average Annual Turnover between Rs.3.00 Crore to Rs.4.00 Crore	05	
	Average Annual Turnover more than Rs.4.00 Crore	10	
3.	Qualifications & Experience and numbers of Core Team of Technical/Professional Manpower that will be Deployed.	15	
4.	The technical capacity to prepare the product brochures for events managed.	5	
5.	Methodology and Approach. Bidders to share their Methodology and approach based on the requirements of the RFP. The Presentation should include emphasizing the following: <ul style="list-style-type: none"> Detailed plan from in caption to closure of assignment; ➤ Role of each deployed staff and backend leadership and support staff inputs; ➤ Component wise plan and outputs (Clearances, Media and Outreach, Branding and related outputs, Security, Food Management, etc. ➤ Insurance covers and other risk mitigation plan. ➤ Presentation of layout needs to be with 3-D drawings. ➤ The presentation should substantiate a complete understanding of the event, its profile, requirements, execution strategy, imperatives for ensuring a safe & secure event exercising economy etc. ➤ (A complete power point presentation of 10 minutes to be made before the evaluation Committee). 	40	
	Total Marks	100	

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