

## Terms of Reference

### **Hiring of agency for managing World AIDS Day function at Weightlifting hall of Jawahar Lal Nehru Stadium on 1<sup>st</sup> December, 2016**

#### **I. Background**

National AIDS Control Organisation (NACO) is organizing an event on 1<sup>st</sup> December, 2016 for observing World AIDS Day, 2016 at Weightlifting hall of Jawahar Lal Nehru Stadium, New Delhi.

The function will comprise of 3 major activities –

- (a) AIDS Walk,
- (b) Main event, and
- (c) Exhibition

NACO invites rates from the agencies for the event on World AIDS Day, 2016 (1<sup>st</sup> December, 2016). The event is being organized at Weightlifting hall of Jawahar Lal Nehru Stadium, New Delhi from 8:00 am to 12:00 noon. The rates may be send to DDG (IEC), 9<sup>th</sup> Floor Chandralok Building, 36 Janpath by 3:00 pm on 24<sup>th</sup> November, 2016. The bid needs to be submitted in a sealed envelope. The bids will be opened at 4:30 pm on 24<sup>th</sup> November, 2016.

#### **II. Scope of Work for the logistic arrangement at weightlifting hall of Jawahar Lal Nehru Stadium, New Delhi on World AIDS Day i.e. 1<sup>st</sup> December, 2016.**

<b>Sl. No.</b>	<b>Details of Activities/items</b>
1	Audio Visual Line array sound system for approx. 2200 audience with sufficient number of mikes arrangement.
2	Preparation of 2 Stage for performances (Height 2.5', Size 28' X 40', scaffolding for performance), Carpeting inside the hall and outside hall, cloth masking wherever necessary. Two Podiums with mike
3	10 VVIP chairs for stage with clothing
4	Super quality Floral decorations – stage, lobby, stalls 10-12 Bouquets
5	Lighting Lamp - 1
6	Name Plate - 10
7	8 Table with table cloth for podium
8	Fixing and setting up of an exhibition space (10 kiosks/stall, size 10' X 12') i.e. 10 cabins. (Octonum panel with roof) with light arrangements , one table and 2 chairs per cabin and material (double sided tape etc.) required for pasting /sticking of IEC material/ poster etc
9	Two LED Screens 55 inches
10	Refreshment for 2500 person (Samosa/patties, wafers, Gulab Jamun & Fruity)
11	VVIP High tea as per protocol - 100 person
12	4000 No. packed water glasses (250 ml)

13	Still Photography & Videography with live coverage (with developed photographs 6”X8” and Video on CD/DVD)
14	LED wall 3 mm size 10’X 30’ & 8’X 12’
15	Flag (Satan cloth standard size) 4 no. with stick for flagging of the AIDS Walk
16	25-30 Standies
17	Generator for electric back up 2 No. sufficient power
18	One Back drop of the Stage (Size 15X30 ft) flex with digital multicolor printing installed at the venue.
19	Complete masking of the stage with LED Screens on both the sides
20	Small Hoardings (same content as back drop with Direction mark) (4X6 feet) with installation at prominent locations of Delhi and the Venue at least approx. 70
21	Bunting 10 – Bunting to decorate venue size (as per venue) with installation
22	Branding on Iron Frame on major roundabouts of 6 ft. x 12 ft. towards the route of venue at least – 100 Nos
23	Red Ribbon – 2500 No. (1000 No. Plastic/fibre as per sample displayed and 1000 No. in cloths make, 15 mm cloth strip size)
24	Invitation Cards – 500 No. as per design, multi color, on glossy specialty paper 250 GSM with envelope on glossy 160 GSM
25	Caps -3000 Nos with multi color printing - spot selection from samples
26	White Collar Half sleeves T-Shirts 3000 in Nos with multi color message printing - Spot selection from sample T-Shirt of made up of 100% micro polyester dry fit fabric of 140 gsm
27	Momentoes 20 Nos through sublimation process, made of crystal with base printing - Spot selection from sample
28	Comparer – 1 Female, English/Hindi
29	Red Ribbon Shape Size – 8’X6’ of sun board - 100 Nos with installation at prominent locations of Delhi
30	Arrangement of a Youth Band at the venue to engage youths and a folk performance on drug abuse
31	One creative stage at the venue of flag off ceremony at JLN Stadium (8 ft. x 12 ft. preferably) with creative designing
32	Board Games outside the hall to engage youth

### III. Eligibility

- (i) The agency should have minimum experience of organizing 3 similar events at the National/International level. They should submit supporting documents in this regard.
- (ii) The agency should have core team of developers and fabricators, the details of which may be submitted

### IV. Terms & Conditions:

1. General Instruction
  - a. Each bidder shall submit only one quotation

- b. Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
  - c. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
  - d. The prices shall be quoted in Indian Rupees only.
2. Only single rate should be quoted and should be quoted in words as well as in figures. Taxes should be clearly mentioned separately; otherwise it will be presumed that it is included in the quoted price.
3. The tender should be free from over writing, erasing, cutting or use of whitener otherwise tender will be rejected.
4. Sealed quotation should be sent to DDG (IEC) ,NACO, 9<sup>th</sup> Floor Chandralok Building, 36 Janpath, New Delhi 110001 by 24<sup>th</sup> November 2016 by 3.00 pm
5. The quotations will be opened on 24<sup>th</sup> November 2016 at 4.30 PM. in Conference Hall, NACO in the presence of bidders, who may like to present on that day.
6. Agency quoting lowest rate for the entire work subject to fulfillment of above term & conditions will be selected.
7. The agency selected for the job will have to give a written communication that work has been completed as per specifications of the tender, mentioning the date of completion the work. The work shall be inspected by IEC division of NACO.
8. The stalls and all the event management activity for the day is the responsibility of the agency.
9. Entire work has to be completed by the agency selected by 30<sup>th</sup> November 2016 up to 10:00 PM. If the firm fails to comply with the time line, firm may be debarred for participation in tender process for similar type of works in future.
10. All disputes and differences arising during the supply of the material shall be mutually settled or subject to Delhi Jurisdiction only.