

CORRIGENDUM NO.1

Dated 22/05/2025

Name of Work- Engagement of an Event Management Agency (EMA) in connection with Celebration of World Environment Day on June 5, 2025.

Notice Inviting Tender (NIT) No. 3/7/2025-MC

(Event Management Agency shall submit their response on e-procurement portal of MoEFCC i.e. <https://moefcc.ewizard.in>)

Due to administrative reasons, corrigendum no. 1 is used as under with extension of last dates and time of submission of bids and time & date of opening of eligibility bids:

Sl.No.	Reference to tender document	Existing provision	Modified provision
1.	Page No.2 of NIT	The schedule for receipt of the Bid is as follows: 1. Floating of Tender on 20 th May, 2025 2. Response to the Tender by 12:30 hrs on 23 rd May, 2025 3. Opening of Technical Bids: 13:00 hrs on 23 rd May, 2025 4. Presentation by the agencies: 03.00 PM 23 rd May, 2025 5. Opening of financial Bids: 11:30 hrs on 24 th May 2025. 6. Event Management Agency may submit their Bid in Tender Box placed at Ground Floor, Prithvi Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003.	The schedule for receipt of the Bid will be as follows: 1. Floating of Tender on 20 th May, 2025 2. Issue of Corrigendum 22 nd May, 2025 3. Pre-bid meeting 1500 hrs on 23 rd May, 2025 4. Last date for submission of bids by 1300 hrs on 26 th May, 2025 5. Opening of Technical Bids: 1500 hrs on 26 th May, 2025 6. Presentation by the agencies: 1600 hrs on 26 th May, 2025 7. Opening of financial Bids: 11:30 hrs on 27 th May 2025. 8. Event Management Agency shall submit their response on e-procurement portal of MoEFCC i.e. https://moefcc.ewizard.in
2	Page No.3 of NIT	Scope of Work- May be seen at Annexure-1	Revised scope of work shall be as Annexure-2
3	Page No.17 of NIT	Earnest Money Deposit- i. An EMD of Rs. 7,50,000.00 (Rupees seven lakh fifty thousand only), in the form of Demand Draft (DD) drawn in favour of Pay and Account Officer, MoEFCC payable at New Delhi shall be submitted along with the Bid.	Earnest Money Deposit(EMD)- An EMD of Rs.15,75,000/- (Rupees Fifteen Lakhs Seventy Five Thousand only), in the form of Demand Draft (DD) drawn in favour of Pay and Account Officer, MoEFCC payable at New Delhi shall be submitted at Vayu Wing 5 th Floor, Indira Paryavaran Bhawan, Jor Bagh, New Delhi. Enterprises having valid MSME Certificate may be exempted from EMD.
4	Page No. 18 of NIT	8(iii) (a)The Technical Bids shall be submitted Tender Box placed	Event Management Agency shall submit the bids on e-procurement portal of MoEFCC i.e. https://moefcc.ewizard.in

		at Ground Floor, Prithvi Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003. (b)The Financial Bid should be submitted in separate sealed envelope in Tender Box placed at Ground Floor, Prithvi Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003. Any Indication of 'Quoted Price' in the technical Bid Documents shall lead to rejection of the Bid outright.	
5	Page No. 19 of NIT	Technical Evaluation Criteria- May be seen at Annexure-3	Revised Technical Evaluation Criteria shall be as Annexure-4
6	Page No. 26 of NIT	16. Additional terms and conditions – 3.payments: No advance/spot payment shall be made. The payment for the work done shall be made only after satisfactory completion of the work and on submission of Bill with GST number as per actual cost, duly affixed with revenue stamp, signed by the authorized representative of the Event Management Agency for this purpose and shall bear the stamp of the Event Management Agency . The Ministry will not pay any extra charges for transportation to the Venue/ Ministry Office, wherever advised by the Ministry. The payment will be made strictly as per the unit/technical specification stated in financial Bid submitted by the agency. Any increase in the unit cost or dilution in technical specification shall not be allowed. Any extra cost involved must be intimated in advance and approval for the same shall be taken from the Ministry.	16. Additional terms and conditions – 3.payments: Advance payment up to 40% may be made at the request of EMA with the approval of competent Authority in MoEFCC. The EMA payments will be linked to satisfactory completion of contractual deliverables. After the event, bills may be submitted by EMA. On receiving the bills, MoEFCC will release 50% of the amount within one week and rest will be paid after verifying the bills etc. after due approval of MoEFCC. This amount will be computed after taking into consideration of the advance payment. The payment for the work done shall be made only after satisfactory completion of the work and on submission of Bill with GST number as per actual cost, duly affixed with revenue stamp, signed by the authorized representative of the Event Management Agency for this purpose and shall bear the stamp of the Event Management Agency. The payment will be made strictly as per the unit/technical specification stated in financial Bid submitted by the agency. Any increase in the unit cost or dilution in technical specification shall not be allowed. Any extra cost involved must be intimated in advance and approval for the same shall be taken from the Ministry.
7	Page No. 35 of NIT	Form FB-2 Existing provisions may be seen at annexure-5	Form FB-2 Revised Form FB-2 shall be as per Annexure -6
8	Page 45 of NIT	Checklist of Documents DD/ Pay order towards EMD (Rs.7,50,000/-)	Checklist of Documents DD/ Pay order towards EMD (Rs.15,75,000/-)

The amendments shall form the part of NIT. All other parts of NIT Document or other terms & conditions shall remain unchanged.

(Surendra Singh Meena)

Under Secretary to the Government of India

Page 3 of NIT

Existing Scope of work

- a. The Event Management Agency (EMA) will provide comprehensive support to the MoEF&CC in various activities and deliverables for the Celebration of World Environment Day on June 5, 2025.
- b. The EMA will inter alia, be responsible broadly for the following:

Sl. No.	Particulars	Tentative Quantity	Remarks
1	Event conceptualization, Design and Execution	1	
2	Design, preparation, Printing and distribution of Invitation Cards (inclusive of designing cost and e-invites)	1,500	
3	Flower decoration of venue	1	
4	Designing and Installing backdrops, hoardings, brandings at Bharat Mandapam and near Bharat Mandapam roundabouts in the National Capital, Signage, Standees and banners (Banners and Standees will also be required at Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the basis of actual requirement)	20,000 square feet	No separate transportation charges will be provided. This includes digital as well as physical.
5	Designing, preparation, printing and distribution of (a) Conference Badges with Lanyards [Colour coding event badges for different categories of	1,500 each for (a), (b) and (c)	

	<p>attendees like Organisers, Delegates, Officials etc.</p> <p>(b) WED Kit, bag, pen, notebook, LIFE badge, Prakriti keyring, etc. as per requirement of the Ministry</p> <p>(c) Car parking stickers, as per requirement</p> <p>Real time monitoring of distribution of above will also be required</p>		
6	Layout, design and printing of two publications	100 copies each for two books	Publication to be Released on WED, 2025
7	Dais management (including Lamp for Lamp lighting and digital Nameplates)	1	Kit
8	Engaging an experienced and professional Anchor with past experience of handling events / programmes attended by the President/ PM for conducting the proceedings of the events. The Anchor will have to conduct the proceeding of the event from Bharat Mandapam, New Delhi	1 Anchor (one for standby but both should be of equal calibre and available on rehearsal day and on event day)	

9	<p>Deploying a Video shooting team, photography teams (for video/still photographs) at various locations as per requirement to cover the entire event (before and during the event) and all participants from States and UTs.</p> <p>Sharing of videos /photos in realtime with participants in digital form.</p> <p>Online sharing of live telecast at different halls of</p>	As per requirement	2 videographers and 2 photographers. The final deliverables (photos and video to be submitted in a hard disk to the Ministry)
10	Seating Arrangements	1	State-wise/Category-
11	Services of Ushers, support-staff	10	
12	Helpdesk, Reception along with manpower and PC/Laptops, printer etc. for registration of participants	2	At least 5 counters to be set up
13	Report writers for verbatim bilingual Report of the proceedings of the Event	2	Report has to be submitted within one hour of the event
14	Documentation of the full day event and production of Hindi and English e-books thereof (inclusive of designing charges and translation from Hindi to English and vice versa)	1	

15	<p>Colour Print of Group Photograph (min. A-4 Size) of about 50 Persons with Dignitaries before the commencement of event i.e. immediately after the arrival of the dignitaries</p>	50 nos. of photographs	<p>Photographs to be provided well in advance.</p> <p>Display of photographs at Audi 2 and at the entry gate of Bharat Mandapam</p>
16	<p>Manpower</p> <p>Data Entry Operator - at least 6 persons (from Award of Contract to 05/06/2025)</p> <p>Team of Tele-calling and conformation - as per actual requirement (from Award of Contract to 05/06/2025)</p> <p>Team Manager (from Award of Contract to 05/06/2025)</p> <p>Logistics for National Expo- 10 persons (Event Day)</p> <p>Professionals for conducting Technical Session - 4 persons (Event Day)</p> <p>For Helpdesk - 4 persons (Event Day)</p> <p>Report writing verbatim for technical session full day – 2 persons (Event Day)</p> <p>Team for post event campaign as per actual requirement</p> <p>Manpower shall be provided</p>		<p>The manpower deployed should have adequate MS Office, Excel and Power Point knowledge with knowledge of Hindi and English</p>

	with laptops wherever required		
17	Print copy of Newspaper clippings compilation after the event (including design charges)	2	
18	Office Set up (with laptop/PC, colour printer, photocopy and internet facility) for officials of Ministry on rehearsal day and event day with 3 manpower well versed in typing	2	
19	Travel arrangement for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	By Air (Economy) and to and fro journey by car from Airport to Hotel to venue and back to hotel and Airport (as per the extent Gol Rules)	
20	Accommodation and food for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	Hotels may be of 4 Star (as per the extent Gol Rules)	

21	View Cutter/ Cloth fencing to obscure PM/Pres/VIP movement (as per security protocol)	1	
22	Transport facility - 6-seater AC vehicles from 3/6/2025 to 5/6/2025 (% vehicles for 3 days)	15	The extra charges (if any) will be paid on pro-rata basis hour rate only. The drivers should be well conversant with the local routes. The vehicles should not be older than 2
23	Buses at least 42 seater capacity	5	
24	Decoration in Auditorium 2, Bharat Mandapam	2 days	
25	Necessary arrangement at Meeting Room 6 as Spillover Room Bharat Mandapam	1 day	
26	Necessary arrangement at Meeting Room 12,13 & 14 Bharat Mandapam	1 day	
27	Necessary arrangement at Pre-Function Area Bharat Mandapam	1 day	
28	Necessary arrangement at F&B and PMR complex at Bharat Mandapam	2 days	
29	Carpet loop pile (Red)	500 x 10	

30	<p>Necessary arrangement at Leaders lounge for Expo</p> <p>National Expo on "Alterative to Plastic"</p> <p>Exhibition Pavillions (with Stand) with Power Coated Modular system, Maxima Fascia of size 3m x 3m & carpet, Including</p> <p>3 sides walls 2.5m height, 1 Table, chairs,</p> <p>2. spotlights min. 70 watt, 1 plug point 5/15 AMP,</p> <p>1 fascia with exhibitors name,</p> <p>1 dustbin</p>	approx. 55	
31	<p>Fabrication of Awards and Mementos for various competitions, activities, etc in the run up to WED. Details of the winners will be shared by MoEF&CC.</p>	100 nos.	

32	<p>Live Streaming online Streaming to Social Media Platforms</p> <p>(i) Webcasting</p> <p>(ii) Launch of National Plastic Pollution Reduction challenge (NPPRC)</p> <p>(iii) live streaming as per requirement</p> <p>(iv) Video Conferencing for online participants through Webex</p> <p>(v) LAN Cable (5 Nos.)</p> <p>(vi) VC System (3 Nos.)</p> <p>Webex Link will be provided by MoEFCC</p>	1	<p>5 High end Laptops for Live Streaming</p> <p>1 High end Laptop for providing the required feed from Laptop to AV System for display</p> <p>Require necessary Switcher, Changer, Feeder, etc.</p>
33	Registration area with pagoda and branding at Gate no. 7		
34	Arch Gate at Gate no. 7		
35	Gen sets (power)		
36	On site Registration Badge printing		
37	Post event Report		
38	Medical Facility , Ambulance and Medical Room		

Revised scope of work

- c. The Event Management Agency (EMA) shall provide comprehensive support to the Ministry of Environment, Forest and Climate Change in various activities and deliverables for the Celebration of World Environment Day on June 5, 2025.
- d. The EMA will, inter alia, be responsible broadly for the following:

Sl. No	Particulars	Tentative Quantity	Remarks
1	Event conceptualization, Design and Execution	Completion of end to end task with educated manpower (no. of manpower has to be mentioned in the proposal)	
2	Design, preparation, Printing and distribution/e-distribution of Invitation Cards, if required with QR Code(all inclusive)	Up to 6,000	
3	Decoration including Flower decoration and landscaping at venue	Up to 07 places including Plenary Hall, Expo Hall and Audi 2 at Bharat Mandapam	
4	Designing and Installing backdrops with LED for Plenary Hall and Audi 2, sound (Audio/visual) and Light arrangements at Plenary Hall and	Up to 25,000 square feet	No separate transportation charges will be provided. This includes digital as well as physical.

	<p>Audi 2 including high speed bandwidth of lease line of 100 mbps, hoardings, welcome branding in print and digital/lighting at main venues, brandings at Bharat Mandapam and near Bharat Mandapam roundabouts in the National Capital, Signage, Standees and banners (Banners and Standees will also be required at Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the basis of actual requirement)</p>		
5	<p>Designing, preparation, printing and distribution/delivery of</p> <p>(a) Conference Badges with Lanyards [Colour coding event badges for different categories of attendees like Organisers, Delegates, Officials etc.</p>	(a) Up to 7000	

	<p>(b) WED Kit, bag, pen, notebook, LiFE badge, Prakriti keyring, good quality metal water bottle etc. as per requirement of the Ministry</p> <p>(c) Car parking stickers, as per requirement</p> <p>Real time monitoring of distribution of above will also be required</p>	(b) Up to 3500	
6	Layout, design and printing of two publications, preparation of flip book, etc.	100 copies each for two books	Publication to be Released on WED, 2025 on 5 th June, 2025
7	Dais management (including Lamp for Lamp lighting and digital Nameplates)	2 (at Plenary hall and Audi 2)	
8	Engaging an experienced and professional Anchor with past experience of handling events / programmes attended by the Hon'ble President/Hon'ble Prime Minister for conducting the proceedings of the events. The Anchor will have to conduct the proceeding of the	1 Anchor (one for standby but both should be of equal calibre and available on rehearsal day and on event day)	

	event from Bharat Mandapam, New Delhi		
9	<p>Deploying a Video shooting team, photography teams (for video/still photographs) at various locations as per requirement to cover the entire event (before and during the event) and all participants from States and UTs.</p> <p>Sharing of videos /photos in realtime with participants in digital form.</p> <p>Online sharing of live telecast at different halls of Bharat Mandapam</p>	As per requirement(multiple cameras with Live streaming for news channel, video recording and promotional films)	Up to 8 videographers and up to 8 photographers. The final deliverables (photos and video to be submitted in a hard disk to the Ministry)
10	Seating arrangements with bifurcation with 10 standees,	Up to 2 halls	State-wise/Category-wise demarcation
11	Services of Ushers, support-staff	Up to 45 persons	
12	Helpdesk, Reception along with manpower and PC/Laptops, printer etc. for registration of participants	Up to 2	At least 5 counters to be set up
	Cloak rooms with security with CCTV	Up to 2 Cloak Rooms	

	Cameras and trained manpower		
	CCTV plan for the entire venue	50 CCTV cameras with recording	
	Security plan- Deployment of security personnel along with DEMD and security scanner	As per requirement	
	Walkie Talkie	As per requirement (on rental basis)	
	Golf Cart for movement of Dignitaries and Senior Officers	As per requirement (on rental basis)	
	Hon'ble PM Selfie points installation	Up to 4	
	Group Photo installations	Up to 4	
13	Report writers for verbatim bilingual Report of the proceedings of the Event	2	Report has to be submitted within one hour of the event
14	Documentation of the full day event and production of Hindi and English e-books thereof (inclusive of designing charges and translation from Hindi to English and vice versa)	1	
15	Colour Print of Group Photograph (min. A-4 Size) of about 50 Persons with Dignitaries	Up to 200 nos. of photographs	Photographs to be provided well in advance. Display of photographs at

	before the commencement of event i.e. immediately after the arrival of the dignitaries		Plenary Hall, Audi 2 and at the entry gate of Bharat Mandapam
16	<p>Manpower</p> <p>Data Entry Operator - up to 20 persons (from Award of Contract to 05/06/2025)</p> <p>Team of Tele-calling and conformation – up to 15 persons (from Award of Contract to 05/06/2025)</p> <p>Team Manager up to 2 persons (from Award of Contract to 05/06/2025)</p> <p>Logistics for National Expo- up to 20 persons (Event Day)</p> <p>Professionals for conducting Technical Session – up to 4 persons (Event Day)</p> <p>For Helpdesk – up to 4 persons (Event Day)</p>		The manpower deployed should have adequate MS Office, Excel and Power Point knowledge with knowledge of Hindi and English

	<p>For Expo- up to 4 persons</p> <p>Report writing verbatim for technical session full day – up to 4 persons (Event Day)</p> <p>Team for post event campaign as per actual requirement</p> <p>Manpower shall be provided with laptops wherever required</p>		
17	<p>Print copy of Newspaper clippings compilation after the event (including design charges)</p>	Up to 10	
18	<p>Office Set up (with laptop/PC, colour printer, photocopy and internet facility) for officials of Ministry on rehearsal day and event day with up to 10 manpower well versed in typing</p>	Up to 2 office setups	
19	<p>Travel arrangement for up to 200 (two hundred) persons from each of the identified startup /enterprise coming from outside Delhi to</p>	<p>By Air (Economy) to & fro and journey by car from Airport to Hotel to venue and back to hotel and Airport for up</p>	

	set up stall in the National Expo	to 2 days (as per the extent Gol Rules)	
20	Accommodation and food for up to 200 (two hundred) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	Hotel accommodation for up to 2 nights (as per the extent Gol Rules)	
21	View Cutter/ Cloth fencing to obscure PM/Pres/VIP movement (as per security protocol)	1	
22	Transport facility - 6-seater AC vehicles from 3/6/2025 to 5/6/2025 (% vehicles for 3 days)	Up to 15	The extra charges (if any) will be paid on pro-rata basis hour rate only. The drivers should be well conversant with the local routes. The vehicles should not be older than 2 years.
23	Buses at least 42 seater capacity	Up to 15	To pickup and drop students from different schools/ collages/institutions and ferrying of officials from Office to venue and back.
	Packaged food	Up to 700 packets	

	arrangements and drinking water for students/officials to be distributed in bus		
24	Necessary arrangement at Expo Hall, Meeting Room 6 as Spillover Room and MR 12, 13, 14 and PMR Bilateral Room No.3, at Bharat Mandapam	Up to 2 days including pre event day	
	Lunch area installations and setup including provisions for VIP sitting arrangements for 400 to 500 persons, designated area for Media /exhibitors/State Government Officers and Other Officers from Central Ministries/Departments for lunch	Up to 1 day	
25	Lunch	Up to 4000 persons	
	Tea Coffee with biscuits (2 times)	Up to 4000 persons	
	Arrangements for drinking water at Bharat Mandapam	Up to 4000 persons	No plastic bottle shall be used.
26	Carpet loop pile (Red)	As per actual requirement	
27	Necessary arrangement for Expo	Up to 200 pavillions	

	Exhibition Pavilions (with Stand) with Power Coated Modular system, Maxima Fascia of size 3m x 3m & carpet, Including 3 sides walls 2.5m height, 1 Table, chairs, 2. spotlights min. 70 watt, 1 plug point 5/15 AMP, 1 fascia with exhibitors name, 1 dustbin		
	Setting up of Media Centre with up to 30 laptops and internet connections (LAN), 5 color printers, photocopiers with trained manpower, small pantry for tea/coffee/drinking water		
	Internet for Expo	Wi fi and LAN Facility for all Expo	
28	Fabrication of Awards and Mementos for various competitions, activities, etc in the run up to WED. Details of the winners will be shared by	100 nos.	

	MoEF&CC.		
29	<p>Live Streaming online Streaming to Social Media Platforms</p> <p>i) Webcasting (ii) Launch of National Plastic Pollution Reduction challenge (NPPRC) (iii) live streaming as per requirement (iv) Video Conferencing for online participants through Webex (v) LAN Cable (5 Nos.) 200 mbps distribution (vi) VC System (3 Nos.) Webex Link will be provided by MoEFCC</p>	1	<p>5 High end Laptops for Live Streaming 1 High end Laptop for providing the required feed from Laptop to AV System for display Require necessary Switcher, Changer, Feeder, etc.</p>
30	Registration area with pagoda and branding at Gate no. 1,6 and 7		
31	Arch Gate at Gate no.6,7 and at Gate no. 1 for general public		
32	Gen sets (power)	As per requirement	
33	On site Registration Badge printing	As per requirement	
34	Post event Report		
35	Medical Facility , Ambulance and Medical Room		

Note:

- i. All rates should be inclusive of GST
- ii. The numbers/quantity are indicative and are subject to change depending on the requirement and final billing would be done only for the actual service utilised satisfactorily.
- iii. The agency shall submit an undertaking stating –
“We hereby submit that the financial Bid is unconditional, and we acknowledge that any condition attached to financial Bid shall result in rejection of our financial Bid.”
- iv. The monetary quotations may take into account about 3-4 hours deployment of all requisite resources and set up for rehearsal a day before the event.
- v. **No item of banned single use plastic shall be used.**
- vi. The agency will have to coordinate with relevant authorities or statutory/ regulatory bodies for obtaining necessary clearances / permissions etc.
- vii. The agency will have to comply with the prevailing national and local municipal directives.

The above-mentioned activities are indicative and not exhaustive. Depending upon circumstances additions/modifications are expected to be delivered by the selected EMA.\

Existing Evaluation criteria

Page No. 19 of NIT

i. Technical Evaluation Criteria

TEC appointed by the MoEF&CC will carry out the evaluation of Bids based on the following evaluation criteria and point system. If required, the MoEF&CC may seek specific clarifications from any or all EMA(s). Each evaluated Bid will be given a technical score as detailed below. The total marks against which the Event Management Agency's submission will be evaluated is 200.

S.no.	Topic	Technical evaluation criteria	Max marks
A	Experience in conducting number of events as Event Management Agency relevant to the scope of this Tender. As per form TB-2	The Event Management Agency should have worked organizing Highest level events 5 – 10 events = 10 Marks 11-20 events = 20 Marks More than 20 events = 30 Marks	30
B	Years of experience	Minimum 5 years experience = 30 marks	30
C	Regular Technical Manpower on the payroll of the company	50-100 = 10 marks 101-200 = 20 marks More than 200 = 30 marks	30
D	ISO Certification	10 marks	10
E	No backlisting of the company	10 marks	10
F	Hon'ble President level event organised	10 marks	10
G	Hon'ble PM level event organised	10 marks	10

H	Average Annual Turnover	Annual average turnover of last 03 years a Rs. 15 – 20 crores – 05 marks b Rs. 20 – 30 Crores – 20 marks c More than 30 Crores – 30 marks	30
I	Conceptualization of making arrangement for the event (presentation by the agency)		40
	Total Marks		200

Revised Evaluation criteria

ii. Technical Evaluation Criteria

TEC appointed by the MoEF&CC will carry out the evaluation of Bids based on the following evaluation criteria and point system. If required, the MoEF&CC may seek specific clarifications from any or all EMA(s). Each evaluated Bid will be given a technical score as detailed below. The total marks against which the Event Management Agency's submission will be evaluated is 200.

S.n o.	Topic	Technical evaluation criteria	Max marks
A	Experience in conducting number of events as Event Management Agency relevant to the scope of this Tender, finalized in last 05 years i.e. from the financial year 2020-21 to 2024-25. As per form TB-2	The Event Management Agency should have worked organizing Highest level events 5 – 10 events = 10 Marks 11-20 events = 20 Marks More than 20 events = 30 Marks	30
B	Years of experience	Minimum 5 years experience = 30 marks	30
C	Regular Technical Manpower on the payroll of the company	50-100 = 10 marks 101-200 = 20 marks More than 200 = 30 marks	30
D	ISO Certification	10 marks	10
E	No backlisting of the company	10 marks	10
F	Hon'ble President level event organised	10 marks	10
G	Hon'ble PM level event organised	10 marks	10

H	Average Annual Turnover	Annual average turnover of last 03 years d Rs. 15 – 20 crores – 05 marks e Rs. 20 – 30 Crores – 20 marks f More than 30 Crores – 30 marks	30
I	Conceptualization of making arrangement for the event (presentation by the agency)		40
	Total Marks		200

To become eligible for shortlisting, the bidder must secure at least fifty percent marks against each technical evaluation criteria and Sixty percent marks in aggregate in the technical evaluation criteria.

Existing Form FB-2

Sl. No.	Particulars	Tentative Quantity	Remarks
1	Event conceptualization, Design and Execution	1	
2	Design, preparation, Printing and distribution of Invitation Cards (inclusive of designing cost and e-invites)	1,500	
3	Flower decoration of venue	1	
4	Designing and Installing backdrops, hoardings, brandings at Bharat Mandapam and near Bharat Mandapam roundabouts in the National Capital, Signage, Standees and banners (Banners and Standees will also be required at Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the basis of actual requirement)	20,000 square feet	No separate transportation charges will be provided. This includes digital as well as physical.
5	Designing, preparation, printing and distribution of (c) Conference Badges with Lanyards [Colour coding event badges for different categories of attendees like	1,500 each for (a), (b) and (c)	

	<p>Organisers, Delegates, Officials etc.</p> <p>(d) WED Kit, bag, pen, notebook, LiFE badge, Prakriti keyring, etc. as per requirement of the Ministry</p> <p>(c) Car parking stickers, as per requirement</p> <p>Real time monitoring of distribution of above will also be required</p>		
6	Layout, design and printing of two publications	100 copies each for two books	Publication to be Released on WED, 2025
7	Dais management (including Lamp for Lamp lighting and digital Nameplates)	1	Kit
8	Engaging an experienced and professional Anchor with past experience of handling events / programmes attended by the President/PM for conducting the proceedings of the events. The Anchor will have to conduct the proceeding of the event from Bharat Mandapam, New Delhi	1 Anchor (one for standby but both should be of equal calibre and available on rehearsal day and on event day)	

9	<p>Deploying a Video shooting team, photography teams (for video/still photographs) at various locations as per requirement to cover the entire event (before and during the event) and all participants from States and UTs.</p> <p>Sharing of videos /photos in realtime with participants in digital form.</p>	As per requirement	2 videographers and 2 photographers. The final deliverables (photos and video to be submitted in a hard disk to the Ministry)
10	Seating Arrangements	1	State-wise/Category-
11	Services of Ushers, support-staff	10	
12	Helpdesk, Reception along with manpower and PC/Laptops, printer etc. for registration of participants	2	At least 5 counters to be set up
13	Report writers for verbatim bilingual Report of the proceedings of the Event	2	Report has to be submitted within one hour of the event
14	Documentation of the full day event and production of Hindi and English e-books thereof (inclusive of designing charges and translation from Hindi to English and vice versa)	1	

15	<p>Colour Print of Group Photograph (min. A-4 Size) of about 50 Persons with Dignitaries before the commencement of event i.e. immediately after the arrival of the dignitaries</p>	50 nos. of photographs	<p>Photographs to be provided well in advance. Display of photographs at Audi 2 and at the entry gate of Bharat Mandapam</p>
16	<p>Manpower</p> <p>Data Entry Operator - at least 6 persons (from Award of Contract to 05/06/2025)</p> <p>Team of Tele-calling and conformation - as per actual requirement (from Award of Contract to 05/06/2025)</p> <p>Team Manager (from Award of Contract to 05/06/2025)</p> <p>Logistics for National Expo- 10 persons (Event Day)</p> <p>Professionals for conducting Technical Session - 4 persons (Event Day)</p> <p>For Helpdesk - 4 persons (Event Day)</p> <p>Report writing verbatim for technical session full day – 2 persons (Event Day)</p>		<p>The manpower deployed should have adequate MS Office, Excel and Power Point knowledge with knowledge of Hindi and English</p>

	<p>Team for post event campaign - as per actual requirement</p> <p>Manpower shall be provided with laptops wherever required</p>		
17	Print copy of Newspaper clippings compilation after the event (including design charges)	2	
18	Office Set up (with laptop/PC, colour printer, photocopy and internet facility) for officials of Ministry on rehearsal day and event day with 3 manpower well versed in typing	2	

19	Travel arrangement for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	By Air (Economy) and to and fro journey by car from Airport to Hotel to venue and back to hotel and Airport (as per the extent Gol Rules)	
20	Accommodation and food for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	Hotels may be of 4 Star (as per the extent Gol Rules)	
21	View Cutter/ Cloth fencing to obscure PM/Pres/VIP movement (as per security protocol)	1	
22	Transport facility - 6-seater AC vehicles from 3/6/2025 to 5/6/2025 (% vehicles for 3 days)	15	The extra charges (if any) will be paid on pro-rata basis hour rate only. The drivers should be well conversant with the local routes. The
23	Buses at least 42 seater capacity	5	

24	Decoration in Auditorium 2, Bharat Mandapam	2 days	
25	Necessary arrangement at Meeting Room 6 as Spillover Room Bharat Mandapam Necessary arrangement at	1 day	
26	Meeting Room 12,13 & 14 Bharat Mandapam	1 day	
27	Necessary arrangement at Pre-Function Area Bharat Mandapam	1 day	
28	Necessary arrangement at F&B and PMR complex at Bharat	2 days	
29	Carpet loop pile (Red)	500 x 10	
30	<p>Necessary arrangement at Leaders lounge for Expo</p> <p>National Expo on "Alterative to Plastic"</p> <p>Exhibition Pavilions (with Stand) with Power Coated Modular system, Maxima Fascia of size 3m x 3m & carpet, Including</p> <p>3 sides walls 2.5m height, 1 Table,</p> <p>1. chairs,</p> <p>2. spotlights min. 70 watt, 1 plug point 5/15 AMP,</p> <p>1 fascia with exhibitors name, 1 dustbin</p>	approx. 55	

31	Fabrication of Awards and Mementos for various competitions, activities, etc in the run up to WED. Details of the winners will be shared by MoEF&CC.	100 nos.	
32	<p>Live Streaming online Streaming to Social Media Platforms</p> <p>(i) Webcasting</p> <p>(ii) Launch of National Plastic Pollution Reduction challenge (NPPRC)</p> <p>(iii) live streaming as per requirement</p> <p>(iv) Video Conferencing for online participants through Webex</p> <p>(v) LAN Cable (5 Nos.)</p> <p>(vi) VC System (3 Nos.)</p> <p>Webex Link will be provided by MoEFCC</p>	1	<p>5 High end Laptops for Live Streaming</p> <p>1 High end Laptop for providing the required feed from Laptop to AV System for display</p> <p>Require necessary Switcher, Changer, Feeder, etc.</p>
33	Registration area with pagoda and branding at Gate no. 7		
34	Arch Gate at Gate no. 7		
35	Gen sets (power)		
36	On site Registration Badge		
37	Post event Report		
38	Medical Facility , Ambulance		

Annexure-6**Revised Form FB-2**

Sl. No	Particulars	Tentative Quantity	Remarks
1	Event conceptualization, Design and Execution	Completion of end to end task with educated manpower (no. of manpower has to be mentioned in the proposal)	
2	Design, preparation, Printing and distribution/e-distribution of Invitation Cards, if required with QR Code(all inclusive)	Up to 6,000	
3	Decoration including Flower decoration and landscaping at venue	Up to 07 places including Plenary Hall, Expo Hall and Audi 2 at Bharat Mandapam	
4	Designing and Installing backdrops with LED for Plenary Hall and Audi 2, sound (Audio/visual) and Light arrangements at Plenary Hall and Audi 2 including high speed bandwidth of lease line of 100 mbps, hoardings,	Up to 25,000 square feet	No separate transportation charges will be provided. This includes digital as well as physical.

	welcome branding in print and digital/lighting at main venues, brandings at Bharat Mandapam and near Bharat Mandapam roundabouts in the National Capital, Signage, Standees and banners (Banners and Standees will also be required at Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the basis of actual requirement)		
5	Designing, preparation, printing and distribution/delivery of (a) Conference Badges with Lanyards [Colour coding event badges for different categories of attendees like Organisers, Delegates, Officials etc.	(a) Up to 7000	

	<p>(b)WED Kit, bag, pen, notebook, LiFE badge, Prakriti keyring, good quality metal water bottle etc. as per requirement of the Ministry</p> <p>(c) Car parking stickers, as per requirement</p> <p>Real time monitoring of distribution of above will also be required</p>	(b) Up to 3500	
6	Layout, design and printing of two publications, preparation of flip book, etc.	100 copies each for two books	Publication to be Released on WED, 2025 on 5 th June, 2025
7	Dais management (including Lamp for Lamp lighting and digital Nameplates)	2 (at Plenary hall and Audi 2)	
8	Engaging an experienced and professional Anchor with past experience of handling events / programmes attended by the Hon'ble President/Hon'ble Prime Minister for conducting the proceedings of the events. The Anchor will have to conduct the proceeding of the	1 Anchor (one for standby but both should be of equal calibre and available on rehearsal day and on event day)	

	event from Bharat Mandapam, New Delhi		
9	<p>Deploying a Video shooting team, photography teams (for video/still photographs) at various locations as per requirement to cover the entire event (before and during the event) and all participants from States and UTs.</p> <p>Sharing of videos /photos in realtime with participants in digital form.</p> <p>Online sharing of live telecast at different halls of Bharat Mandapam</p>	As per requirement(multiple cameras with Live streaming for news channel, video recording and promotional films)	Up to 8 videographers and up to 8 photographers. The final deliverables (photos and video to be submitted in a hard disk to the Ministry)
10	Seating arrangements with bifurcation with 10 standees,	Up to 2 halls	State-wise/Category-wise demarcation
11	Services of Ushers, support-staff	Up to 45 persons	
12	Helpdesk, Reception along with manpower and PC/Laptops, printer etc. for registration of participants	Up to 2	At least 5 counters to be set up
	Cloak rooms with security with CCTV	Up to 2 Cloak Rooms	

	Cameras and trained manpower		
	CCTV plan for the entire venue	50 CCTV cameras with recording	
	Security plan- Deployment of security personnel along with DEMD and security scanner	As per requirement	
	Walkie Talkie	As per requirement (on rental basis)	
	Golf Cart for movement of Dignitaries and Senior Officers	As per requirement (on rental basis)	
	Hon'ble PM Selfie points installation	Up to 4	
	Group Photo installations	Up to 4	
13	Report writers for verbatim bilingual Report of the proceedings of the Event	2	Report has to be submitted within one hour of the event
14	Documentation of the full day event and production of Hindi and English e-books thereof (inclusive of designing charges and translation from Hindi to English and vice versa)	1	
15	Colour Print of Group Photograph (min. A-4 Size) of about 50 Persons with Dignitaries	Up to 200 nos. of photographs	Photographs to be provided well in advance. Display of photographs at

	before the commencement of event i.e. immediately after the arrival of the dignitaries		Plenary Hall, Audi 2 and at the entry gate of Bharat Mandapam
16	<p>Manpower</p> <p>Data Entry Operator - up to 20 persons (from Award of Contract to 05/06/2025)</p> <p>Team of Tele-calling and conformation – up to 15 persons (from Award of Contract to 05/06/2025)</p> <p>Team Manager up to 2 persons (from Award of Contract to 05/06/2025)</p> <p>Logistics for National Expo- up to 20 persons (Event Day)</p> <p>Professionals for conducting Technical Session – up to 4 persons (Event Day)</p> <p>For Helpdesk – up to 4 persons (Event Day)</p>		The manpower deployed should have adequate MS Office, Excel and Power Point knowledge with knowledge of Hindi and English

	<p>For Expo- up to 4 persons</p> <p>Report writing verbatim for technical session full day – up to 4 persons (Event Day)</p> <p>Team for post event campaign as per actual requirement</p> <p>Manpower shall be provided with laptops wherever required</p>		
17	Print copy of Newspaper clippings compilation after the event (including design charges)	Up to 10	
18	Office Set up (with laptop/PC, colour printer, photocopy and internet facility) for officials of Ministry on rehearsal day and event day with up to 10 manpower well versed in typing	Up to 2 office setups	
19	Travel arrangement for up to 200 (two hundred) persons from each of the identified startup /enterprise coming from outside Delhi to	By Air (Economy) to & fro and journey by car from Airport to Hotel to venue and back to hotel and Airport for up	

	set up stall in the National Expo	to 2 days (as per the extent Gol Rules)	
20	Accommodation and food for up to 200 (two hundred) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	Hotel accommodation for up to 2 nights (as per the extent Gol Rules)	
21	View Cutter/ Cloth fencing to obscure PM/Pres/VIP movement (as per security protocol)	1	
22	Transport facility - 6-seater AC vehicles from 3/6/2025 to 5/6/2025 (% vehicles for 3 days)	Up to 15	The extra charges (if any) will be paid on pro-rata basis hour rate only. The drivers should be well conversant with the local routes. The vehicles should not be older than 2 years.
23	Buses at least 42 seater capacity	Up to 15	To pickup and drop students from different schools/ collages/institutions and ferrying of officials from Office to venue and back.
	Packaged food	Up to 700 packets	

	arrangements and drinking water for students/officials to be distributed in bus		
	Necessary arrangement at Expo Hall, Meeting Room 6 as Spillover Room and MR 12, 13, 14 and PMR Bilateral Room No.3, at Bharat Mandapam	Up to 2 days including pre event day	
24	Lunch area installations and setup including provisions for VIP sitting arrangements for 400 to 500 persons, designated area for Media /exhibitors/State Government Officers and Other Officers from Central Ministries/Departments for lunch	Up to 1 day	
	Lunch	Up to 4000 persons	
25	Tea Coffee with biscuits (2 times)	Up to 4000 persons	
	Arrangements for drinking water at Bharat Mandapam	Up to 4000 persons	No plastic bottle shall be used.
26	Carpet loop pile (Red)	As per actual requirement	
27	Necessary arrangement for Expo	Up to 200 pavillions	

	Exhibition Pavillions (with Stand) with Power Coated Modular system, Maxima Fascia of size 3m x 3m & carpet, Including 3 sides walls 2.5m height, 1 Table, chairs, 2. spotlights min. 70 watt, 1 plug point 5/15 AMP, 1 fascia with exhibitors name, 1 dustbin		
	Setting up of Media Centre with up to 30 laptops and internet connections (LAN), 5 color printers, photocopiers with trained manpower, small pantry for tea/coffee/drinking water		
	Internet for Expo	Wi fi and LAN Facility for all Expo	
28	Fabrication of Awards and Mementos for various competitions, activities, etc in the run up to WED. Details of the winners will be shared by	100 nos.	

	MoEF&CC.		
29	<p>Live Streaming online Streaming to Social Media Platforms</p> <p>i) Webcasting (ii) Launch of National Plastic Pollution Reduction challenge (NPPRC) (iii) live streaming as per requirement (iv) Video Conferencing for online participants through Webex (v) LAN Cable (5 Nos.) 200 mbps distribution (vi) VC System (3 Nos.) Webex Link will be provided by MoEFCC</p>	1	<p>5 High end Laptops for Live Streaming 1 High end Laptop for providing the required feed from Laptop to AV System for display Require necessary Switcher, Changer, Feeder, etc.</p>
30	Registration area with pagoda and branding at Gate no. 1,6 and 7		
31	Arch Gate at Gate no.6,7 and at Gate no. 1 for general public		
32	Gen sets (power)	As per requirement	
33	On site Registration Badge printing	As per requirement	
34	Post event Report		
35	Medical Facility , Ambulance and Medical Room		

Authorized Signature [in full
and initials]:

Name: Designation:

Name of EMA: Address: