



INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, I.P. ESTATE, NEW DELHI-110002

Notice Inviting Quotation

Indian council for Cultural Relations invites sealed quotation from eligible bidders (empanelled with ICCR) under two bids system i.e., technical and financial bid for providing services to organize the 7th edition of "India-International Ramayana Mela" from 18-21 January 2024 everyday from 6.00 pm onwards at open air space at Purana Qila, New Delhi. Groups will rehearse from 17 January 2024 at the stage of the venue of Purana Qila, New Delhi from 11.00 am onwards. Hence, the stage set-up should be available with technical facilities including light, sound and watchout engineers alongwith other technical support staff and logistic staff for the backstage to assist the artists during rehearsals. The venue will be provided on 15 January 2024 at 10.30 am onwards for set-up. The details of requirements for the events on 4-days i.e. from 18 to 21 January 2024 is as per the attached scope of work.

Important dates and deadlines are as below:

1.	Tender No.	ICD/292/Ramayana/2023-24
2.	Date	14/12/2023
3.	Name of the work	7 th India - International Ramayana Festival from 18 to 21 January 2024
4.	Recce visit at the site of Purana Qila conducted by ICCR officials for discussing the proposed arrangements	19/12/2023 from 11:30 am – 12:30 pm
5.	Last date and time of submission of tender	22/12//2023 at 02:00 pm
6.	Date and timing of opening of technical Bid	22/12//2023 at 03.00 pm
7.	Presentation of the concept proposed by the qualified bidders	26/12/2023 from 11:00 am onwards
8.	Date and time of opening of Financial Bid of qualified bidders	27/12/2023 at 04:00 pm
9.	Award of work	28/12/2023

It is pertinent to mention that the technical and financial quotation should be kept content in separate sealed envelope and both these sealed envelope should be in one envelope. The main envelope should have the subject "Quotation for providing services on turn-key basis for organizing 7th edition of India-International Ramayana Mela" from 18-21 January 2024 address to Programme Director (ICD), ICCR, New Delhi. These sealed envelope should be submitted / dropped in the quotation box placed at the reception of ICCR, New Delhi (address as above).

ICCR reserves the right to reject any or all the quotations without assigning any reason and the decision of the ICCR shall be final and binding.


(Amit Sahai Mathur)
Programme Director (ICD)
011-23370994

भारतीय सांस्कृतिक संबंध परिषद
आज़ाद भवन, आई.पी. इस्टेट, नई दिल्ली-110002

कोटेशन आमंत्रण सूचना

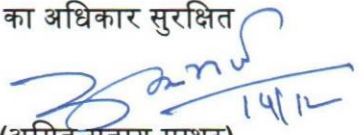
भारतीय सांस्कृतिक संबंध परिषद 18-21 जनवरी 2024 तक प्रतिदिन "भारत-अंतर्राष्ट्रीय रामायण मेला" के 7वें संस्करण के आयोजन के लिए सेवाएं प्रदान करने के लिए दो बोली प्रणाली यानी तकनीकी और वित्तीय बोली के तहत बोलीदाताओं (आईसीसीआर के साथ सूचीबद्ध बोलीदाता) से सीलबंद लिफाफों में कोटेशन आमंत्रित करती है। 17 जनवरी 2024 को प्रातः 11 बजे से कार्यक्रम स्थल पुराना किला, नई दिल्ली के मंच पर गुप रिहर्सल करेंगे। इसलिए, रिहर्सल के दौरान कलाकारों की सहायता के लिए स्टेज सेट-अप में प्रकाश, ध्वनि और वॉचआउट इंजीनियरों के साथ-साथ अन्य तकनीकी सहायता स्टाफ और बैकस्टेज के लिए लॉजिस्टिक स्टाफ सहित तकनीकी सुविधाएं उपलब्ध होनी चाहिए। सेट-अप के लिए स्थान 15 जनवरी 2024 को सुबह 10.30 बजे से स्टेज उपलब्ध कराया जाएगा। 4-दिवसीय यानी 18 से 21 जनवरी 2024 तक के लिए आवश्यकताओं का विवरण कार्य संलग्न दायरे (स्कोप ऑफ वर्क) के अनुसार होगा।

महत्वपूर्ण तिथियां और समय सीमा इस प्रकार हैं:

1.	निविदा संख्या	ICD/292/Ramayana/2023-24
2.	दिनांक	14/12/2023
3.	कार्य का नाम	7 th India - International Ramayana Festival from 18 to 21 January 2024
4.	प्रस्तावित व्यवस्थाओं पर चर्चा के लिए आईसीसीआर अधिकारियों द्वारा पुराना किला स्थल का निरीक्षण किया गया	19/12/2023 सुबह 11:30 बजे से दोपहर 12:30 बजे तक
5.	निविदा जमा करने की अंतिम तिथि एवं समय	22/12//2023 को दोपहर 02:00 बजे
6.	तकनीकी बोली खोलने की तिथि एवं समय	22/12//2023 को दोपहर 03:00 बजे
7.	योग्य बोलीदाताओं द्वारा प्रस्तावित अवधारणा की प्रस्तुति	26/12/2023 को प्रातः 11:00 बजे से
8.	योग्य बोलीदाताओं की वित्तीय बोली खोलने की तिथि और समय	27/12/2023 को दोपहर 04:00 बजे
9.	कार्य वितरण की तिथि	28/12/2023

यह उल्लेख करना उचित है कि तकनीकी और वित्तीय कोटेशन अलग-अलग सीलबंद लिफाफे में होने चाहिए और ये दोनों सीलबंद लिफाफे एक लिफाफे में होने चाहिए। मुख्य लिफाफे में विषय होना चाहिए "18-21 जनवरी 2024 तक भारत-अंतर्राष्ट्रीय रामायण मेला के 7वें संस्करण के आयोजन पर टर्न-की आधार पर सेवाएं प्रदान करने के लिए कोटेशन"। यह कोटेशन कार्यक्रम निदेशक (आईसीडी), आईसीसीआर, इंद्रप्रस्थ इस्टेट नई दिल्ली पिन-110002 पते पर जमा की जा सकती है। इन सीलबंद लिफाफों को आईसीसीआर, नई दिल्ली के स्वागत कक्ष में रखे गए कोटेशन बॉक्स में जमा/डाल दिया जाना है।

ICCR बिना कोई कारण बताए किसी भी या सभी कोटेशन को अस्वीकार करने का अधिकार सुरक्षित रखता है और ICCR का निर्णय अंतिम और बाध्यकारी होगा।


(अमित सहाय माथुर)
कार्यक्रम निदेशक (आईसीडी)
011-23370994

TERMS & CONDITIONS

1. Tender is invited under two bid system. EMA should submit quotations in a two bid format i.e. proposal /technical bid and the Financial bid in sealed envelope contenting two sealed envelope within it i.e. technical and financial bid.
2. **All cost (inclusive of all taxes) with break-up as per item wise as per the Scope of Works must be mentioned in the Quotation. In the absence of the same, quotation will be rejected.**
3. The financial bid must be item wise as per the scope of work i.e. quote/expenditure is to be mentioned against each of the items of the scope of work. Incomplete bids will not be entertained.
4. EMA should submit presentation & coloured designs with dimensions for the various jobs.
5. EMA is advised to carefully read the scope of work and also to see the site i.e. Purana Qila, New Delhi. The agency is required to do a recce visit of the venue before submitted the bid. The agency must check and include in their bid all necessary / actual charges payable for various services to be hired from the venue authorities. ICCR will make a recce visit alongwith interested EMA to the venue on 14 December 2023 between 11.30 am to 12.30 pm.
6. All printing publicity including backdrops will be bilingual is both (Hindi & English)
7. Works as detailed in Scope of Work must be completed 24 hrs before the event date. The venue at Purana Qila can be booked only 3 days prior to the Festival i.e. 15th January 2024 and one day after the Festival i.e. 22 January 2024.
8. Quantity mentioned in the Scope of Work can be increased or decreased on site as per actual requirement and shall need to be supplied.
9. If the EMA fails to complete the allotted work in stipulated time, ICCR shall have the right to get the incomplete work through any other agency and the cost accruing so shall be recovered from the EMA.
10. An agreement would be signed between ICCR and EMA.
11. Taxes will be deducted from bill as per the prevailing rules and act. No advance will be paid to EMA. The bills will be settled on production of original bills and after scrutiny as per Govt. of India norms.
12. The EMA is expected to generate funds from sponsorship to reduce the net financial cost to ICCR. Thus the financial bid should also include the guaranteed amount to be raised by EMA through sponsors. The sponsorship for the event should not be from cigarette / alcohol companies and also not from any other objectionable product. The selection of sponsors raised by the EMA would be decided by ICCR.
13. Quotation should be unconditional. In case of any condition, the bid shall be treated as disqualified.
14. The right to select or reject any or all the Quotation without assigning any reason there of rests with the ICCR.
15. If any accident / loss occurs due to any unforeseen reason, ICCR will not be responsible for any liability or compensation to EMA.

Declaration of EMA : I agree to the above terms and condition

Place :-

Signature :

Date :-

Office seal :

PROGAMME SCHEDULE

7th EDITION OF INDIA-INTERNATIONAL RAMAYANA FESTIVAL AT PURNA QILA, NEW DELHI FROM 18-21 JANUARY 2024

Inauguration of the celebration is proposed with "International Ramayana Mela-2024" scheduled to be inaugurated on Thursday 18, 2024 at Purana Qila (Open air), New Delhi with cultural performances on Ramayana by international and Indian artists/ groups. The Mela will be organized keeping in mind of the interests of the audience of each age group. The Mela is from 18– 21 January 2024. During the day time, openair stalls displaying exhibition on Ramayana and Indian traditional / folk art; exhibition on textile, handloom and crafts with workshops of registered audience, exhibiting books on Ramayana and Indian culture and cultural performances in the evening will be organized. In the evening from 6 pm onwards (tentative) cultural performances will be organized. The performance in the Festival will be especially choreographed performance during the Mela and will have presentations of international and local Indian Ramleela groups.

4 day long India-International Ramayana Festival - 18 to 21 January 2024

Scope of work for light, sound, stage and other requirements

S. No.	Details	Size	Qty/ Area	Remarks	Amount (with GST)
1	Stage, backdrop and stage riser for cultural performance	80'x60 x4'	1	Stage with linolium (black). Flooring of good quality stage for dances with provision of water proof covering of entire sate & equipments Stage Front Masking with Flex (with branding) Stage both Side Masking with Flex (with branding) Stage Front Step (through the stage) Stage Side Step - both side Ramp for Stage (as per requirements) Platform of diffirent size, as per design for Artist with Step & masking (provision of 4/5 platform)	
2	Space development for Magic Show	16'x12'	1	With proper light & sound provision Stage to be covered with stage carpet (gray colour); both side stairs. 50 Chair with cover for children/adults	
3	Space development for Puppet Show	16'x12'	1	With proper light & sound provision Stage to be covered with stage carpet (gray colour); both side stairs. 50 Chair with cover for children/adults	
4	Space development for Yoga	12'x8'x4'	1	With proper light & sound provision Stage to be covered with stage carpet (gray colour); both side stairs. On turn-key basis including 400 yoga mats and 250 t-shirts per day (t-shirts size - M/L/XL/XXL)	
5	Exhibition and Craft space development			2 page sheet attached at page no. 11 and 12	
6	Workshop Area for performing arts, pottery and paintings			Carpeting for 100 ft. x100 ft. and 50 chairs with cover	

7	LED SCREEN		1	Professional programmer LED Screen with raiser & black masking Width - full space in between the wings to be coverd Height - 24 feet P2.8mm Outdoor LED, Switcher, processor, splitter, power board, main switch, watchout	
8	Performance License (All required licenses for holding the Festival)			To be arranged by EMA, well in time, three day before the performance	
9	Operating Console		4	For Sound, Lights and AV (As per requirements of technical staff)	
10	Sound engineer and light engineer		2	one professional sound engineer and one professional E30light engineer for Festival	
11	Sound		16 4 30 12 30 20 18 6 15 10 20	Line Array speaker base speakers stage monitor In ear monitor cordless handle microphone headset microphone DI box - Gooseneck microphone Microphone Phono to Phono Leads Power Sockets Sound Console Board Digi Design, and other sound requirements depending on participating groups. All connecting cable and wires.	
12	Lighting truss			1000 mm four sided 30 ft. height x 90x80 alumunium side with middle spot, lighting truss tower (with black masking)	
13	Intelliger Lights			Moving head LED wash (50), WW LED par (50), Par cans (70), 750/200w LED Profile lights (35), 1200w moving heads (16), Sharpi/Pointe (40), follow spot (2), LED blinder (16), LED par RGB (120), Channelx4 Kw Electronic Dimmer, Control Panel grand MA 3 (1) and Haze/Smoke Machine (10) and other light requirements depending on participating groups.	

14	Effect		4 days	Naigra water fall effect (12), cold pyro (150), confetti machine blast (20), laser 10w RGB (3) per day	
15	3 MM outdoor LED wall	16'x12'	6	LED wall with rizer and masking (Black), swichter, laptop & video processor	
16	Projection system		1	30000 liumens DLP laser projector with watchout server complete as required	
17	Construction of water proof Green Rooms Pagoda with mirror, light, chairs, table, stand with hangers with carpet flooring etc.	15X15x8	8	For 100 Performing Artistes	
18	Camp Office at site	15x15x12	1	One camp office of size 10X 15 feets and height of 12 feet with 2 tables and 6 chairs and two sofas 2X2 should be constructed and provided at the back of stage. The space should be a waterproof stall with pagoda. Wifi facilities. Computer and Black and white printer	
19	Help Desk (For assisatance and distribution of cards by facilitating IDs of guests)	10X10X12	2	2 water proof covered pagoda of appropriate size to create 2 Counters designated for Help Desk and Invitation Card Distribution at the entry gate of the venue. Each counter should have 2 support clerks to feed the names and addresses with ID cards scanners on their respective 2 computers. The computers should have internet facilities. The stationary like pappers, pen, stapler, glue etc should also be provided. Proper seating arrangements for these staff should be made	
20	Invites with envelope	8000 (For general event) + 4000 (For inaugural event) Total 12000 cards		Two types of card designing and printing i.e., for general events and for inaugural events Designing (two fold card) lay-out and complete printing of invites with ICCR approval, 20 day before the event (Galgo Irish coated 270 GSM paper for card and 120 GSM Irish paper for envelope) Cards and envelopes printing in 4 colour multi colour with aqua matt varnish with leaf printing and die cutting on cards	
21	Brouches Printing		5000	Content Development, Designing, Cover Page design, Lay-out, Proof reading and printing of a brochure. Matter to be approved by ICCR, 10 days before the event (containign 8 pages / 4 fold) Galgo Irish 190 GSM paper for brochure	
22	Printing of Batches		300	Printing of 200 batches with printed strip to hang in the neck for support staff and 100 Officials with printed strip to hang in the neck	
23	Chairs for general public		1500	Banquet Chairs with Covers	



24	VIP Chairs		200	Banquet Chairs with Covers	
25	Sofa (each sofa means 2seater) with centre table		100	VVIPs seating - Sofa sets must be of good quality with coffee tables	
26	Ambience Lights			For Landscape and General Lighting with Passage lighting. Ambience Par 64 lights (300), LED Par (200) and Mirchi lights (3000 pcs. of each with 20 meters), spot lamp (60)	
27	Video and Still Shoot			Content Output for Webcasting, 3 Video Cameras with Jimmy Jib, Switcher, 2 Still Cameras. A video (two hard disk, two pen drive & two DVD set) recording and photo albums of to be submitted to ICCR	
28	Webcasting	3 hours per day		3 hrs using 20 mbps LAN connection for quality live streaming	
29	Generators with Mains Cabling	125kva	8	Rigging, Rehearsals, Showtime with UPS backup for Un-interrupted webcasting	
30	Flex Branding	2500 sqft		Estimated Quantity with Framing, Installation and Dismantling	
31	House Keeping for the entire venue	30 per day		Properly dressed helps for 6 days with equipments for house keeping of entire venue. Keeping of 50 number dutsbin in the park and regular cleaning up	
32	Chemical Toilets	20		For general public with proper light & required accessories and 10 claening staff (6 male & 4 female) to keep toilet clean.	
33	Chemical Toilets Van	2		For VIP & artists with proper light & required accessories and 2 cleaning staff to keep toilet clean.	
34	Signages	as required		There should be proper signages placed at the venue indicating ways, parking area etc.	
35	Carpeting	1500 running feet width of 2.5 meter		Estimated Quantity, Red Woven	
36	Uniformed Security Guards Male		30	From 18 to 21 January 2024 10.00 am to 8.00 pm everyday	
37	Uniformed Security Guards Female		15	From 18 to 21 January 2024 10.00 am to 8.00 pm everyday	
38	Uniformed Traffic Controllers		10	To manage traffic outside venue and parking From 18 to 21 January 2024 10.00 am to 8.00 pm everyday	
39	Security supervisors (also known as bouncers)		10	At back stage & other location as desired by ICCR From 18 to 21 January 2024 10.00 am to 8.00 pm everyday	

40	RT / walkie talkie		30	For staff and ICCR official	
41	Ushers		20	10 Male & 10 female with proper dress From 18 to 21 January 2024 4.00 pm to 8.00 pm everyday	
42	VVIP Lounge	10'x20'	1	with 5 Sofa (2 seat), coffee table & other facilities with 4 service staff	
43	VIP Lounge	10'x20'	1	with 5 Sofa (2 seat), coffee table & other facilities with 4 service staff	
44	Parking space	2 parking area (4 days)		Hiring of two Zoo parking. Besides, the parking of Purana Qila for VIPs will be provided by the venue provider. EMA should depute parking marshals to manage this parking as well	
45	Shuttle from parking to venue	Golf Carts	10	For ferry service between parking to main venue and back for VIP guests on the days of event	
46	Fire Tenders		2	For fire emergencies	
47	Mobile Ambulance		2	For Medical emergencies	
48	For Security requirements	50 (nos. of camera)		Installation of CCTV cameras inside the venue; creating a control room with monitoring facilities on screen; metal detectors at gate of venue for checking of visitors and their bags during Programme. Tight security at the stalls and exhibition area +E24	
49	Press Conference (PC) and Hiring of PR Agency			Developing media plans and get is approved from ICCR by PR Agency. PC to be organized by EMA on a day decided by ICCR. EMA to ensure attendance of print & electronic media. The PC should be done atleast 3 days before the event Also to prepare press release about 3 days before the PC. Articles on the events preferably in TOI, HT, Dainik Jagran, Hindustan, Punjab Kesari etc. Drafts of article is to be created and get approved from ICCR by EMA atleast 1 article in each news paper from 10-18 January 2024 Venue and food for press conference will be arranged by ICCR through Protocol	
50	PR & Social Media Coverage			Publicity on social networking websites i.e. Facebook, Instagram, Twitter, You Tube, Music Journals, Audio (Radio Channels)- preparing jinggle of 30 seconds, broadcast of 30 Seconds each everyday 24 spots a day (12 spots in morning 8-10 am and 12 spots in evening 6-9 pm) from 10-21 January 2024 in FM Gold, FM Rainbow, 92.7 Big FM TV channels coverage (post event from 18-21 January 2024) , Newspaper Advertisement (size: 16"x25"/quarter page) preferably on page 3,5,7,9 on DAVP (in TOI (3 days), HT (3 Days), Dainik Jagran (4 days), Hindustan (4 days), Punjab Kesri (4days) during 15-20 Janaury 2024 - Media plans will be decided later.	

51	Publicity and Posters	25 in Delhi	For publicity hiring of 25 Hoardings both flex and digital hording for 11 days (10-21 January 2024) (Incls for Flex print & installation) Size- 8'x6' (18) at various prime locations in Delhi, Hoardings at venue Size-20'x10' (6) & 8'x6' (15). Hoarding below the main stage size - 50'x6' (1). The locations in Delhi for hoardings would be decided by ICCR.	
		200	Installation of poster (size-12"X20") at Places like Café Coffe Day, Barista, Costa Cafeé, auditoriums, foreign & Indian cultural institutes in Delhi, Boom Box, Hauz Khas village, University/colleges in Delhi etc.	
52	Food & Beverage	4 days	Appropriate arrangements for serving mineral water, tea-coffee, coldrink, Juice & snacks (3 veg & 3 non-veg) with service staff for Artistes & VVIP's (150 persons per day)	
53	Vallet/Helping Hands (for assisting artists and their baggages musical instruments movements at venue	10	To assist the group at venue to manage luggage	
54	Preparation of a short video film from the earlier editions of the Festival		To be displayed before the Press Conference and other publicity Campaign	
55	Musical instruments		As per artists requests	
56	Coordination fees of the Event Management Company		For coordinating 4-day India-International Ramayana Fetival	
57	Any other item that would be required along with cost estimate			
				Total amount (inclusive of GST)

-11-

FOR EXHIBITION / CRAFT STALLS

SCOPE OF WORK

S.No	Items Job Details	Size	Qty/Area	Units	Remarks	Amount (with GST)
1	<p>Exhibition stall cover with water proof Octonam wall three sides with wooden base 4 inch height with new carpet. The Octonam wall capacity of holding minimum 30kgs of weight. Included of one table wooden with clothes two chairs, 3 focus lights, 2 power points and 1 dustbin.</p> <p>Fascia of the stall on digitally printed on self Adhesive media with Matt lamination and installation provided for structure.</p> <p>For hanging the artworks each stall 10 numbers clips (Hanger) required each stall, also provide material to cover the stall in the closing time. Rain preventive flex curtains for each stall.</p>	20feetX 12 feet (height of roof at 10 feet)	10 approx.	Nos	Stall for artworks to be displayed as per plan (artworks include paintings as wall & sculpture & Pedestals	
2	<p>Exhibition stall cover with water proof Octonam wall three sides with wooden base 4 inch height with new carpet. The Octonam wall capacity of holding minimum 30kgs of weight. Included of one table wooden with clothes two chairs, 3 focus lights, 2 power points and 1 dustbin.</p>	20feetX 12 feet (height of roof at 10 feet)	15 approx.			

3	Dining area Food stall water proof, Three tables with cover, Two chairs, two tube lights, One power point, one halogen 250 watt. Rain preventive flex curtains for each stall.	15 feet X 10 feet	1	Nos.		
4	Lunch (Vegetarian) (For example something like 2 veg incl paneer, Dal, Rice, 4 rotis, salad and one sweet etc.) The menu to be decided later for 5 days (17-21 Jan'24) as per requirement. In general about 70 persons per day. Tea with biscuit (4 times compulsory). If possible to keep tea / coffee machine for about 70 persons (including performing artists of puppet and others) .					
5	Rates for Extra Carpet per mtrs. For the period 17-21 January 2024					
6	House Keeping		10 (5 Male/5 Female)	Nos.	Properly dressed helps for all days with equipments for housekeeping of entire venue.	
6	Security Guard Male		6 (Round the clock)	Nos.	For 5 days (17-21 Jan 24)	
7	Security Guard Female		2 (Day duty) 10 am to 8 pm	Nos.	For 5 days (17-21 Jan 24)	
Note: The stall readily available should be handed over to ICCR positively 17 January 2024 morning for registration and allotment purpose. Please note that artists will leave their products as it is at the venue.						

The Rate of per stall should be mentioned as there may be variation in number of stall to be constructed till the event commenced.