

REQUEST FOR PROPOSAL

1. The State Government of Odisha, through the Works Department shall host the 75th Annual Session of the Indian Roads Congress-2015 at Bhubaneswar, Odisha.

2. *Objective:*

The objective of the assignment is **to provide planning, erection, and furnishing of temporary facilities with all arrangements for organizing various events in the convention of the 75th Annual Session of the Indian Roads Congress to be held from January 18-22, 2015 at Bhubaneswar, Odisha.** Broadly the event shall comprise of Registration of Delegates, Technical Sessions, Cultural Programmes, Meetings, Election, Dining, apart from Inauguration and Closing events at a Temporary Convention Complex on a ground. Details of the facilities required have been provided in the Annexure – 1 (Instruction to Bidders) & Terms of Reference.

3. *Period of Service :*

The contract for engagement for the proposed assignment shall be from October 1, 2014 to January 31, 2015. Access to the site shall be granted from January 1, 2015 to January 25, 2015, during which the temporary structures are to be erected & completed with all features, and maintained during the event from January 18-22, 2015. The entire set-up shall be dismantled and shifted out of the ground by January 25, 2015.

Physical presence of an authorized person at Bhubaneswar is required from December 1, 2014, for co-ordination of different activities with the Local Organising Committee.

4. *Required Qualifying Criteria & Experience:*

The *Qualifying Criteria* and experience requirement for the agency are provided below.

- i. The agency must have executed at least one event of similar nature during the past three years.
 - ii. Annual turnover of the firm must be Rs. 2.00 crore in any one year during the past three years.
 - iii. The agency must be able to demonstrate availability of resources required for the event during proposal evaluation stage.
 - iv. The firm must have the valid TIN number, Service Tax registration certificate, and PAN.
 - v. The firm must be ready to take out and maintain, and shall cause any Sub-Agency to take out and maintain, at its own cost but on terms and conditions approved by the Convener, Venue Committee, insurance against the risks for fire, accidents, theft for the period of convention. The agency shall ensure that such insurance is in place prior to commencing the Services.
5. *The Convener, Venue Committee*, on behalf of the *Local Organising Committee*, 75th IRC Annual Session, Bhubaneswar, Odisha now invites eligible firms to submit their proposal in providing the facilities and services mentioned in the Annexure – 1 (Instruction to Bidders) & Terms of Reference. Interested firms must provide information indicating that they are qualified to perform the assignment (experience of similar assignments undertaken with combination of most of the above listed fields, etc.) by submitting the following information:

- a. *Registration of the firm with contact details and PAN number;*
 - b. *Expertise for the proposed services,*
 - c. *Audited and/or certified Financial statement for the last three years; and*
 - d. *Statement of some of the major assignments undertaken in the last three years along with documentary evidences.*
6. The firms shall be required to prepare a Concept Plan based on the drawing provided in the Annexure - 2 and submit it along with their proposal. The Concept Plan must contain all the details mentioned at Serial no. 2 above. The firm, if required, shall make a presentation of the Conceptual Plan before the Local Organising Committee, 75th IRC, and Bhubaneswar within two weeks from the date of submission of the proposal.
7. The selection of the firm shall be made on the basis of their experience, capability and capacity to execute the assignment and understanding of the assignment reflected in the Conceptual Plan and presentation. Evaluation of the proposals shall be made by the Local Organising Committee, 75th IRC Annual Session-2015, Bhubaneswar.
8. Interested firms may obtain further information at the address given below from 14:00 to 20:00 Hours on all working days.
9. All communications including terms of reference and firm's contract for the proposed assignment shall be issued in English language only.
10. Proposals in complete shape must be delivered to the address below by no later than 17:00 Hours September 05, 2014.

Sd/-

(Simanchal Moharana)

**Convener, Venue Committee – cum-
Superintending Engineer, Central Circle (R&B)**

75th IRC Annual Session-2015, Bhubaneswar
Nirman Soudha, Keshari Nagar, Unit – V,
Bhubaneswar – 751 001, Odisha, INDIA
Tel : 0674 – 2396365 ; Email : 75thirc@gmail.com

Annexure 1

Instruction to the Bidders

1. Proposal	<p>1.1 The Convener, Venue Committee will select a firm/organization for the work “To provide planning, erection, and furnishing of temporary facilities with all arrangements for organizing various events in the convention of the 75th Annual Session of the Indian Roads Congress to be held from January 18-22, 2015 at Bhubaneswar, Odisha.”, in accordance with the method of selection specified in this document.</p> <p>1.2 The Interested Bidders are invited to submit the proposal to provide the above mentioned temporary facilities along with required furniture, accessories and appurtenances for Registration of Delegates, Technical Sessions, Cultural Programmes, Meetings, Election, Dining, apart from Inauguration and Closing events, on a ground, whose site plan is enclosed. The Proposal will be the basis for selection and ultimately for a signed Contract with the selected Bidder.</p> <p>1.3 The Interested Bidder shall prepare and submit a concept plan of the event based on the Terms of Reference with detail lay-out plan, ambiance decoration plans, acoustics arrangement plan, lighting and ventilation plan, and any other plan as felt necessary by the interested Bidder. The interested Bidder shall provide the cost of the proposal based on the concept plans. The Technical Proposal shall contain the concept plan in colour copies. The interested Bidder may also provide a soft copy of such proposal in animated/ 3D view, if they like to do so for better presentation, in a CD duly signed on the disk. The proposal shall contain a Technical Proposal and a Financial Proposal in separate sealed covers.</p> <p>1.4 All activities and items described in the Technical Proposal must be priced separately in the Financial Proposal; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items or incidental.</p> <p>1.5 The selected Bidder may be subject to local taxes (such as: value added or sales tax, and entry tax, duties, fees, levies etc.) on amounts payable by the Convener, Venue Committee under the Contract. Any such amounts shall be included in the Financial Proposal and they will be evaluated, and they may be discussed at contract negotiations, and all such applicable amounts will be included in the Contract.</p> <p>1.6 An interested Bidder should familiarize themselves with local conditions and take them into account in preparing their</p>
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Signature of Bidder

Signature of Convener, Venue Committee

	<p>Proposals. To obtain first-hand information on the assignment and local conditions, the interested Bidder is encouraged to visit the site. An interested Bidder shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. In case of any clarification, the Bidder may refer to the Convener, Venue Committee before submitting the proposal.</p> <p>1.7 The Convener, Venue Committee is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Interested Bidders.</p> <p>1.8 The Convener, Venue Committee will reject a proposal for award if it determines that the Interested Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.</p> <p>1.9 In case an interested Bidder intends to associate with another firm to enhance its expertise, such other firm shall be subject to the acceptance by the Convener, Venue Committee as regards its expertise, capacity & capability.</p> <p>1.10 The selection of the firm shall be made on the basis of their experience, capability, and capacity to execute the assignment and understanding of the assignment reflected in the Conceptual Plan.</p> <p>1.11 Proposals must remain valid till December 31, 2014.</p> <p>1.12 Proposals shall be submitted in English language. All correspondence exchange shall be in English language.</p>
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2. Evaluation	<p>2.1 The Proposals must be sent to the address indicated in the notice so that they reach the Convener, Venue Committee no later than the time and the date indicated Any proposal received by the Convener, Venue Committee after the deadline for submission shall be returned unopened.</p> <p>2.2 The Convener, Venue Committee shall open the Technical Proposal at 11.00 AM of 6th Sep, 2014. The Technical Proposals shall be evaluated first by the Convener, Venue Committee and then the Financial proposals shall be opened.</p> <p>2.3 From the time the Proposals are opened to the time the Contract is awarded, the Interested Bidders should not contact the Convener, Venue Committee on any matter related to its Technical and/or Financial Proposal. Any effort by Interested Bidders to influence the Convener, Venue Committee in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Interested Bidders' Proposal.</p> <p>2.4 An Evaluation Committee comprising the Convener, Venue Committee, and other members shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference, or if it fails to achieve the minimum technical score indicated.</p> <p>The evaluation shall be made on the following criteria.</p> <ul style="list-style-type: none"> (i) Event Appraisal & understanding of objectives : 20% (ii) Relevant experience of the Bidder : 10% (iii) Content and quality of concept plan : 30% (iv) Methodology & approach for carrying out overall assignment : 30% (v) Mobilization Schedule & Time line : 10% <p>2.5 Financial Proposals shall be opened publicly in the presence of the Interested Bidders' representatives who choose to attend. The name of the Interested Bidders, and the technical scores of the Interested Bidders shall be read aloud. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p> <p>2.6 The Evaluation Committee will correct any computational errors. In case an activity or item is quantified in the Financial Proposal differently from the Technical Proposal, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent</p>
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Signature of Bidder

Signature of Convener, Venue Committee

	<p>with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost.</p> <p>2.7 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated referred below.</p> <p><i>The formula for determining the financial scores is the following:</i></p> <p><i>$Sf = 100 \times Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.</i></p> <p>2.8 Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the formula: $S = St \times 80\% + Sf \times 20\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p>
3. Negotiations	<p>3.1 Negotiations will be held at the date and address to be indicated after the evaluation. The invited Interested Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Convener, Venue Committee proceeding to negotiate with the next-ranked Interested Bidder. Representatives conducting negotiations on behalf of the Interested Bidder must have written authority to negotiate and conclude a Contract.</p> <p>3.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Interested Bidder to improve the Terms of Reference. The Convener, Venue Committee and the Interested Bidders will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract. Special attention will be paid to clearly defining the inputs and facilities required from the Convener, Venue Committee to ensure satisfactory implementation of the assignment. The minutes of negotiations will be signed by the Convener, Venue Committee and the Interested Bidder.</p> <p>3.3 After completing negotiations, the Convener, Venue</p>

	<p>Committee shall award the Contract to the selected Bidder, and promptly notify all Interested Bidders who have submitted proposals.</p> <p>3.4 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Interested Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Interested Bidder of confidential information related to the process may result in the rejection of its Proposal.</p>
4. Timelines	<p>4.1 <i>Time is the essence of the Contract.</i></p> <p>4.2 The Interested Bidder is expected to commence the assignment on January 1, 2015 and shall handover the venue in complete shape as per the concept plan on January 16, 2015, except any perishable arrangements such as floral decorations, food & water, name placards etc., which shall have to be completed three hours before the scheduled event.</p> <p>4.3 The facilities in the venue shall be subject to use by about 5000 people daily during the activity hours between 08:00 Hours to 23:00 Hours. The interested Bidder shall note that the facilities shall have to be maintained by him/her in good, usable condition and in original shape & size all the time, till completion of the event on January 22, 2015.</p> <p>4.4 The structures and other appurtenances created for the purpose of the event shall be dismantled by the Bidder and shifted from the Janata Maidan ground in full shape by January 25, 2015.</p> <p>4.5 The Convener, Venue Committee reserves the right to assign the full/ part job or jobs/activity or activities/ item or items to any or many other firms in order to get any or all the work completed within the stipulated time, at the risk and cost of the selected bidder, and all the decisions of the Convener, Venue Committee in this regard shall be final and binding on the selected Bidder.</p>
5. General	<p>5.1 The authority reserves the right to reject any or all tenders without assign any reason thereof.</p> <p>5.2 All disputes will be within the jurisdiction of Bhubaneswar.</p>
6. Performance Security	<p>6.1 The selected Bidder shall submit a performance security for an amount equal to 5% of the contract value in shape of Bank Guarantee.</p>

Terms of Reference

For Providing Temporary Accommodation Facilities at the IRC Venue (Janata Maidan)

1. DURATION AND DATES OF THE SESSION

The Annual Session of the Indian Roads Congress will be held from January 18-22, 2015 at Bhubaneswar, Odisha. Broadly the event shall comprise activities such as registration of delegates, technical sessions, cultural programme, meetings, election, dining, apart from inauguration and closing events at a temporary convention complex at Janata Maidan, Bhubaneswar. The convention complex should be such that all the above activities can be held at the same place.

2. ARRANGEMENTS

2.1. The agency is required to provide the following temporary facilities for the conduct of the Annual Session.

- a) Inauguration Hall
- b) A hall for Council meeting/Secretaries, E-in-C's and CEs meeting / Meeting of Highway Research Board, & Online Voting
- c) Two halls for technical sessions
- d) Rooms for the IRC office
- e) Technical Exhibition – cum – Buyer-Seller Meet
- f) Ladies Recreation Hall (200 Persons)
- g) Kitchen, Pantry & Store
- h) Dining Hall-1 for Delegates (1200 persons) & Dining Hall -2 for Support personnel (400 persons)
- i) Other facilities include:
 - a. Registration and other Counters at the Venue,
 - i. 9 Counters for Registration
 - ii. 4 Counters for IRC Membership
 - iii. 4 Counters for IRC Sale of Publications
 - b. Separate kiosks at the venue will be required to cover:
 - i. Air and Railway Booking

- ii. Transport
 - iii. Accommodation
 - iv. General Enquiry and Announcement Booth
 - v. Inspection Tours
 - vi. Medical Facilities
- j) A control room
- k) Separate Wash Room blocks for Gents and Ladies
- l) Gates at 3 places at the Entrance & Exits, Adequate signage, direction sign boards inside the venue, Banners at required places , Concept ambience decoration
- m) Separate Reception counters shall be operated at the Airport, Railway Station.
- n) Open Parking Area (600 cars)
- o) Provisions for recording of proceedings of the events through digital photography, videography. Provision of CCTV at meeting halls, exhibition area and venue is a mandatory requirement.
- p) Provision of a wi-fi campus with high speed internet connectivity (32 MBPS) with access to all counters, meeting halls and venue premises. Additional Wi-Fi dongles shall be required the Computers set up in Registration counters, Meeting Halls, Venue.

1. INAUGURATION HALL

- i. The Hall for Inauguration should be able to accommodate 3000 persons. Approximate hall area is 40000 sft, which shall be made of hanger structures, preferably prop less with stepped wooden flooring as in theatres covered with carpet.
- ii. Sofa sets shall be put on the front rows to accommodate 200 persons.
- iii. Banquet Chairs with theme wrapping covers shall be placed in following rows, with sufficient leg space, aisle and walkway.
- iv. The Hall shall have proper lighting, acoustics and sound system. Sufficient facilities such as multi-screen large format display shall have to be made.
- v. 40 chairs on the dais along with other necessities with special chairs for Chief Guest & Hon'ble Guest.
- vi. Stage shall be about 30' x 60', with A/C facility, with necessary arrangements for inaugural session / evening cultural shows & day time technical session.

- vii. In the rest of the area, non-A/C with facility with adequate number of fans shall be provided.
- viii. Back drop of the Inaugural Hall with provision to show case for the inaugural ceremony, evening Cultural functions & Technical seminar.
- ix. Noise and distortion free sound systems of high grade and international brand shall be provided to accommodate the requirements of Inaugural Ceremony, Technical Sessions & Cultural programme
- x. Provision of adequate LED screens both inside the hall & strategic locations outside the hall to be placed for better viewing.
- xi. Sufficient number of tables with placards for the President, DG (RD), Past-President, IRC, four vice-Presidents, IRC and Secretary General, IRC should be provided on the dais. Two big screens, Multimedia Projector and Computers on either side. Four table microphones and two well lighted Podium shall also be provided.
- xii. Flower & ambience decoration for the total function shall be changed every day event wise.
- xiii. 21 table microphones shall be provided at the dais. Two standing microphones and two lecterns with proper shaded lighting arrangements shall be provided on either side of the row of tables. Glasses with mineral water and flower vases should be kept on the dais. The seating arrangements should be displayed by placards (80x350mm) by designation placed on the table in front of each chair. There should be a banner (approx. size 1.8m x 3.6m) at the rear of the dais displaying the emblem of the Indian Roads Congress giving the number, dates and Venue of the Annual Session.
- xiv. The hall shall be used for Closing ceremony also, and similar arrangements shall have to be made during closing ceremony.
- xv. In this hall Technical Session will be held during day time. The light & sound settings shall have to be made accordingly to accommodate these programmes as well as cultural events like classical dance programme, musical shows in the evening.
- xvi. Attached separate green rooms & wash rooms for male and female artists of the Cultural Programme

2. COUNCIL MEETING / SECRETARIES/Es-IN-C/CHIEF ENGINEERS' MEETING & VOTING HALL

A hall with oval shaped table arrangement to accommodate 150 persons should be provided. There should be about 75 table microphones and a proper sound system fitted in the Hall. Seating arrangements may be made in two rows.

This hall shall be used for online voting also. 20 voting kiosks should be made available for online voting. Once the election starts, max 20 delegates shall enter in the hall for online voting.

3. HALLS FOR TECHNICAL SESSIONS

Two halls shall be provided to accommodate about 500 seating capacity for holding Technical Sessions.

- (a) Dais to accommodate 9 chairs alongwith pla-cards of Chairman, Co-chairman and Reporter, 4 additional chairs in the second row behind the table
- (b) One well lighted Podium with pointers
- (c) Other necessities for the Technical session such as projectors, screens, LED screens
- (d) The halls shall be air conditioned.
- (e) Ceiling and cover to the chairs shall be of theme cloth and as per concept plan.

4. ROOMS FOR IRC OFFICE

Rooms for DG(RD), MoRT&H, President, IRC, Secretary General, IRC, Under Secretary, IRC and four rooms for office of the IRC, at the Venue. along with office table, chairs, furnitures, storage cabinets (Steel almirah) and acoustics.

The office accommodation to be arranged at the venue of the Session shall be as follows:

i. President, IRC	:	One Room
ii. Director General (Road Development)	:	One Room
iii. Secretary General, IRC	:	One Room
iv. Under Secretary, IRC	:	Two Rooms
v. Asstt. Director (Tech.), IRC	:	One Room
vi. IRC Office	:	Three Rooms

All these nine rooms will be furnished as corporate offices with requisite furniture such as office tables with glass on top, chairs, sofas, floor mats and electricity supply and should be capable of being locked. Name plates (by designation should also be fixed or painted outside each room). In the IRC Secretariat. Six steel Almirahs are also to be provided.

5. TECHNICAL EXHIBITION-CUM- BUYER SELLER MEET

Technical Exhibition shall be arranged with 200 stalls of 3m x 3m modules, wide walk ways, sit out space, space for display of exhibits. The halls shall be non A/C and with adequate fans, power plugs and lighting to be placed inside the hanger structure with wooden flooring, carpet.

6. LADIES RECREATION HALL

One covered A/C hall to accommodate the ladies with LED Display facility / TV connection. The place shall contain sofa sets for 40 guests, 50 chairs and 10 cushioned cots, generally to accommodate 200 people.

7. KITCHEN, STORE & PANTRY

- (a) Kitchen shall be provided for cooking arrangement for about 3000 persons.
- (b) Adequate water supply shall be provided
- (c) Washing area should be provided for cleaning the utensils.
- (d) Dry & open storage area, closed store with locking facility, storage area for freezers shall be provided.
- (e) Provision for litter bins & waste disposal has to be made
- (f) Adequate lighting, decorative lighting, power plug connections for kitchen equipment and machines, fans shall be provided

8. DINING HALL FOR LUNCH AND DINNER

- (a) One dining hall close to the venue for accommodating about 1200 delegates in the peak hour shall be provided
- (b) Another dining hall with a capacity of 400 service personnel will be required.
- (c) Adequate number of toilets, washbasins should be provided nearby.
- (d) Dining halls shall be non a/c. with synthetic carpet as flooring.
- (e) The dining hall meant for delegates shall be well decorated, lighted and ventilated.

9. OTHER FACILITIES

Other facilities shall be provided to accommodate the following.

- (a) Registration and other counters at the Venue,
 - i. 9 Counters for Registration
 - ii. 4 Counters for IRC Membership
 - iii. 4 Counters for IRC Sale of Publications
- (b) Separate kiosks at the venue will be required to cover:
 - i. Air and Railway Booking
 - ii. Transport
 - iii. Accommodation
 - iv. General Enquiry and Announcement Booth
 - v. Inspection Tours
 - vi. Medical Facilities

All kiosks & counters may be provided nearby to ensure proper service and coordination.

10. A CONTROL ROOM

Here all information, relating to transport, accommodation, medical facilities, details of journeys, etc. will be available on Computers.

11. WASH ROOMS

Adequate number of sanitary conveniences (wash rooms) shall be provided for Gents and Ladies at different locations in the venue, with toilets (Ladies and Gents), urinals and washbasins. They should be located in convenient places. These shall be well maintained round the clock.

12. RECEPTION COUNTERS AT AIRPORT & RAILWAY STATION

The delegates will be received at the Airport & Railway Station and see off at the time of departure. Reception counters will also be opened at the Airport, Railway Station. Each reception counter shall be equipped necessary furniture. At each Reception Centre at the Airport and Railway Station, the detailed programme and the venue of the various functions should be displayed for the information of delegates on their arrival and delegates should be given printed copies of programme and details of the transport arrangements.

13. ARRANGEMENTS IN OPEN AREA

The following arrangements have to be made in general.

- (a) Three Welcomes Gates made of Plaster of Paris, Wood, Ply & Cloth (Flex/ plastic materials to be avoided)
- (b) The entire area from Welcome Gate to the entire venue site to be decorated with the theme of Odishan Arts & Culture, along with placement of flowers, plants, and other decorative materials.
- (c) Hoardings, Signage and Kiosks are to be given at important locations, road crossings for Airport, Railway Station, Bus Stand to the venue & important areas.
- (d) The Venue perimeter shall be barricaded and camouflaged with combination of hessian cloth, GCI sheets to give protection while taking care of aesthetics.
- (e) Open area of the venue shall be provided with adequate light & sound system with channel music.
- (f) Two flex Display Boards showing the venue layout to be placed one at the entrance & other near the Registration Counter

14. **GENERAL ARRANGEMENTS DURING EVENT**

The following arrangements have to be made in general.

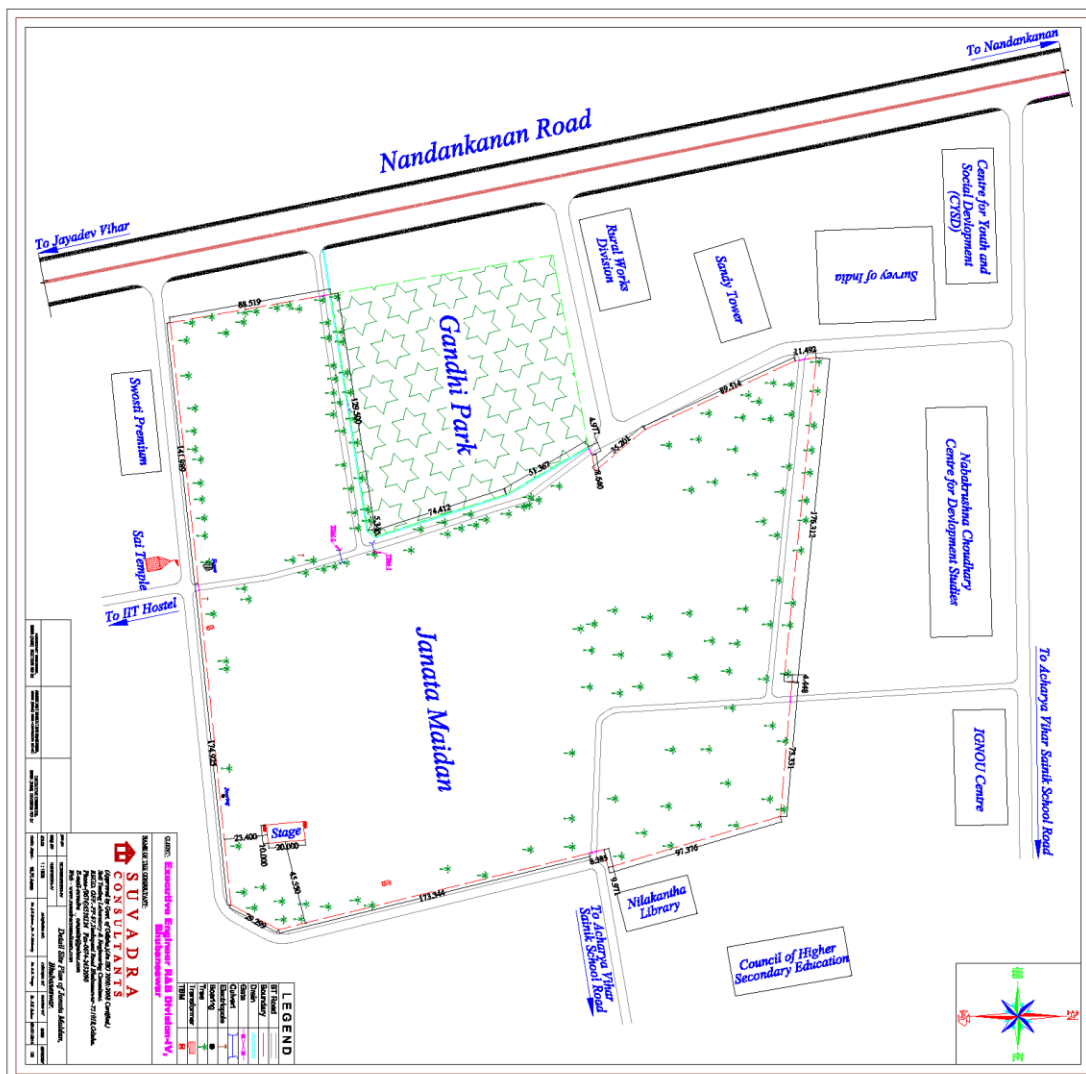
- (a) Waterproof covering shall be provided over the covered structures.
- (b) Fire Safety arrangements to be provided in all halls, kitchen, dining space and certificate to this effect to be obtained from Local Fire Officer.
- (c) Uninterrupted power supply with adequate DG sets should be provided for all 5 days. The entire inaugural ceremony will run in DG sets only.
- (d) Safety Certificate for Electrical Installation to be obtained from Local Electrical Inspector.
- (e) Sound systems shall be noise and distortion free, and of high grade. Brands of sound system and units to be provided should be clearly specified.
- (f) The venue should be free from use of Plastic as far as practicable.
- (g) Sufficient security arrangement to man the entire venue day & night during the 75th IRC Session-2015 from 06:00 hours of January 17, 2015 to 14:00 Hours of January 23, 2015 shall be provided along with extra security to handle the Traffic arrangement, Inaugural Ceremony, Evening Cultural Functions. Provision of Lady Security guards shall be made at the venue.
- (h) The venue area shall be kept spic & span free of debris through arrangement of sufficient service staff. The toilets / washrooms shall be maintained hygienically round the clock. Daily garbage should be taken away & thrown in Municipal garbage disposal point. There should be adequate provision of dustbins at various points.
- (i) To reduce dust, the open area should be provided with synthetic carpet. The walkways to the entrance of different areas in the venue should be of red colour.

15. **OPTIONAL ITEMS**

- (a) Bidder may suggest any other items related to the event in addition to his bid as per his/her concept plan. These items shall not be considered during evaluation but shall be discussed during negotiation if the bidder is selected as the winning bidder.
- (b) The interested Bidder may also **quote for providing personnel** and managing the various events such as inauguration, cultural programme, technical session, council meeting.

Annexure – 2

Drawing of the Venue Location



Signature of Bidder

Signature of Convener, Venue Committee