



Date of Issue: 10th December 2009
Closing Date: 20th December 2009

Request for Proposal (RFP)

Post Title	Event Management Co. for NREGA Mela, 02 February 2010, Delhi
Organization	United Nations Development Programme (UNDP) India
Project	GoI UNDP project 'Support to Operationalisation of NREGA'
Duty Station	New Delhi
Duration	Maximum up to 3 months
Type of Contract	SC Contract

Background

NREGA Mela will be organized on 2.2.10 in commemoration of the completion of the four year of the commencement of the National Rural Employment Guarantee Act, 2005. On this day the Annual awards under the Rozgar Jagrookta Puraskar Scheme will be presented to the NGOs who have made outstanding contribution to effective implementation of the Act. Awards will also be distributed to the District NREGA Teams led by the District Programme Coordinators for Excellence in NREGA Administration.

The Mela will aim to highlight the achievements of the State Governments in rural development. The interactions during the Mela will serve to facilitate exchange of information among State Governments, media persons, and members of the rural households. It will provide an opportunity for learning and dissemination of best practices across the country.

The programme will begin at 09.00 AM on 2.2.10 at Mela Ground, Indian Agricultural Research Institute, Pusa Campus, New Delhi-12. Nearly 5,000 persons are expected to participate from all over the country.

In the Mela following categories of persons will participate:

- 1 VIPs including Ministers, Government of India
- 2 Eminent media persons
- 3 Awardees of Rozgar Jagrookta Puraskar Scheme
- 4 Awardees of Excellence in NREGA Administration

- 5 Representatives of Panchayati Raj Institutions, including heads of District, Intermediate and Block Panchayats.
- 6 Members of the Central Employment Guarantee Councils
- 7 District Programme Coordinators and his team members - 6 persons (Heads of District, Intermediate and Block Panchayats, 2 women workers, especially those who have completed 100 days of employment).
- 8 Senior State Government Officials dealing with rural development schemes, including the State Secretaries, Commissioners and Directors
- 9 Heads of financial institutions (including Post Offices, Banks and Insurance Companies)
- 10 Officials of the Ministry of Rural Development, Government of India

For this purpose, the services of an **event management company** are being engaged. The Nodal Officer would supervise the work of the event manager under the guidance of the Ministry of Rural Development and United Nations Development Programme Officer, as well as speakers and special guests as and when required.

The **event management company** would be required to carry out the following tasks:

Provides pre conference assistance

- Venue booking (Mela Ground PUSA) and site plan (Including Map)
- Organization of the Dais, seating arrangement, flower decorations, potted plants, barricading of boundary of venue, erection of waterproof Pandal to accommodate about 5000 persons with carpeting, sidewall, chairs for audience and sofa sets for VIP seating, backdrops, hoardings, signages, etc.
- Designing, printing and mailing of invitations, delegate badges, car parking stickers, food coupons etc.
- Preparation of Invitee list; compiling participants' information and database management
- Preparation of VIP invite list and deliver of invitation kit to them (Deliver Seven days before the Mela)
- Setting up of Secretariat with all necessary communication facilities for coordinating with States, including compiling participants' information and database management and follow up and interaction with the participants for Mela related queries.
- Preparation of employee detail for participation in Mela
- Preparation of VIP car and driver details
- Printing of Awards for Excellence in NREGA Administration and Rozgar Jagrookta Puruskar
- Provision for lounges-one each for VVIPs and for senior officers
- Compeer ushers and volunteers etc.
- Photography-Still and video
- Setting up of a Medical Room/Aid including doctors, ambulance etc
- Audio-visual systems- installation of projectors, screen, sound system, mikes, CCTV with monitors and recording etc.
- Lighting of the venue, Generators for backup
- Arrange dinner for the participant on 1st, pack breakfast and lunch on 2nd Feb
- Coordination with Govt. of NCT of Delhi for making arrangement for Fire Brigade, security, traffic management, medical aid, drinking water, toilets, etc.

- Organization of stalls by States and UTs, Ministry of Rural Development (IAY, SGSY, PMGSY, TSC, NREGA, Watershed Development, ARWSP) and Ministry of Agriculture, setting up and lighting of the stalls
- Organization of food court (thirty food stalls for distribution of food package and beverages), supply of food packets for breakfast and mineral water to the participant through the in charge of State and UTs. Tea, snacks and lunch for VIPs and senior officials.
- Arrangement of transport vehicles to carry participants to the venue from State Bhavans, vehicle pass distribution, parking of vehicles at the venue.
- Confirmation of participation of VIPs, reception, seating, refreshments, and exit arrangements for the Prime Minister, Chairperson, UPA, Union Minister of R.D., Ministers of State(RD) Chief Ministers, State R.D. Ministers, as per protocol, arrangement of tea, snacks, lunch for VIPs, ensuring free entry to the venue and proper exit of the VIPs
- Facilitation desk for assistance throughout the duration of the conference;
- Purchase of bag and publicity material
- Printing of three documents for the participant

Any other work deemed necessary for the organization of the function

Providing on site assistance during the conduct of Mela

- Facilitation desk for assistance throughout the duration of the Mela;
- Execute the registration process as per the plan;
- Ensure the provision of all audio- visual facilities and signage as per the plan;
- Provide audio recording facilities as and when required;
- Over-all Mela and stage / dais management including floral arrangements;
- Food and beverage planning for the entire Mela;
- Assistance at the airport upon arrival & departure;
- Co-ordination of all transportation requirements;
- Provision of still/video photography for the Mela;
- Any other Mela related services

Providing following review and documentations support, post conference:

- Compile and analyze all feedback related to the Mela;
- Consolidation and submission of the final bills.

Expected deliverables will be the following:

- Flawless organization of the event;
- Submitting satisfactory documentations and technical reporting of the event, as agreed in advance, including update list of participants with complete details-name, designation, address, fax, email, telephone and mobile numbers, for future reference.

Interested organizations should apply for the vacancy by sending email to bids.india@undp.org or addressed to the Procurement Division, United Nations Development Programme, 55, Lodi Estate, New Delhi-110003.

Last date to received applications: 20th December 2009

Note: Company's/ Bidders are requested to mention the RFP Title / the RFP applied for, in their mail.