

1. INTRODUCTION:

The ICAR-CIRB proposes to appoint a Technical Agency to act as Project Management Agency (PMA) to coordinate the activities like organizing, marketing, promotion and manage the Regional Agricultural Fair to be held at ICAR-CIRB Hisar, during the period 7-9th March, 2018. The Objective of the Regional fair is to demonstrate & disseminate ICAR technologies in the field of agriculture, horticulture, veterinary science, agriculture engineering, fisheries etc. to the farmers. Invites EOI for: **'Regional agricultural fair 2018** from the interested parties

2. SCOPE OF WORK& SERVICES:

The PMA would undertake and coordinate of the following activities:

- Event and Exhibition Management
- Event infrastructure setup with allied facilities as per financial bid
- Assisting ICAR-CIRB in event marketing, space selling and promotion for participation.
- .Co-ordination with and obtaining clearances from the respective local authorities
- Organizing conferences / kisan goshties etc.on the all three days
- Event infrastructure with allied facilities
- Assisting the ICAR-CIRB in Event Marketing / space selling and Promotion for participants
- Bidder shall not, without prior written consent from the Authority i.e. Central Institute for Research on Buffaloes, disclose the Contract.
 - All project related documents issued by the Authority, other than the Contract itself, shall be the property of the Authority
 - Copyright of all the plans / documents lies with the Authority .
 - In any circumstances, for any conditions breach on developer's behalf, Bidder will be fully responsible
 - Bidders should ensure no unauthorized distribution of audio / video recording of the event / conferences should be shared to anyone
- All tools and tackles required for handling of equipment and materials at site of work as well as for their assembly and erection, maintenance & security and also necessary test instruments shall be the responsibility of the Bidder
- Arrangement of electricity will be done by the PMA by means of suitable capacity silent DG Sets,. All distribution of electric power, inside and outside lightings of the Mela Ground, illumination inside the food village, exhibition stalls, camp offices, watch tower etc.
- No change in the composition of a Bidder will be permitted by the Authority during the Proposal Stage.
 - (ii). The Authority reserves the right to reject any Application, if at any time a material misrepresentation is made or uncovered. This would lead to the disqualification of the Application.
- The cables used should be ISI/BIS standard
 - ii)All equipment should be ready one day prior to the mela dates in working condition.
 - The quantity mentioned in the RFP is as per the scope of work as on date.
 - iv)Quantities can be increased or decreased one week prior to the festival or as the case may be.
- The rates quoted in Price Bid should be inclusive of all taxes/VAT etc. VAT except Service tax which shall be charged as per rates prevalent at the time of award/execution of work.

TECHNICAL WORK AND SERVICES	
A	<i>Infrastructure and Set Up Cost</i>
1	Inaugural Area (30x20 mtrs) Octonorum structure- complete setup (including carpeting stage setup, head table backdrop, sofa for 30 persons, Flower decoration, Steel chairs approximately 1000 nos. (with cloth coverings)
2	Exhibition Area suitable for 300 stalls sizing 3X3 meter, complete setup (including carpeting, connecting passages, Octonorm paneling for separation of halls, Shell scheme, Side covering of exhibition area
3	VIP Lounge Pagoda type – (10 x 10Mtr) with platform and carpet Vehicle/Trolley mounted Toilet Van: for VIP lounge, placed at back side- one combined for male and female
4	Camp Office, Pagoda type Media Lounge & Fair Facilities – 10x10. Mtrs. Fixing of workstations, media lounge, stage setup for media lounge, director's cabin etc, as per layout and design including furniture
5	Theme Pavilion – (20x30Mtr) (Simple tent)
6	Exhibition Food Court-(50x10Mtrs.)

7	Animal Husbandry -4000 sq. mtr with 600 square meter area covered with suitable passage Stall Area for Animals inside animal husbandry Area with complete stall work for pens made of iron pipes, galvanized wires, channeling fencing with silver paint and wooden hut
8	Market Place Shamiyana covering 6 x 120 mtr, Carpet , (2 Chairs + 1 Table) for 15 nos. of stalls, along with suitable lighting arrangements.
9	Complete Audio and Video System coverage (PA/Sound systems/LCD projections etc)for inaugural area, gosthi Pandal (technical Session) reception Pandal and wherever required during the whole event with latest technology gadgets.
10	Miscellaneous Expenses: Trolley mounted Toilets for male and females including suitable for handicaps Registration -with registration counters as per design Police Control Room Landscaping for whole venue White Cloth Masking & feet height (As per requirement) per metre Green net masking Passage carpet and connecting passages for machinery demo area ground 2 Entrance Gates
B	Other Event Essentials: Registration Set Up (including printing of Badges and lanyards) and IT setup (Business Centre, Media room, secretariat etc.) AV Set Cost (inaugural and Conference) CCTV surveillance of whole area Security arrangements for whole area Fire safety of the venue Water stations at various points inside venue Shuttle Services for Visitors – 30 Seater bus - 4 Nos for (12 hrs x 3 days) Non AC
