

## SCOPE OF THE WORK :

### ○ Design Proposal

- Space measuring 800 Sq.mtr (approx) has been allotted for Jharkhand Pavilion in IITF, 2021. The Jharkhand Pavilion will consist of a Theme Pavilion along with stalls for Departmental display & MSME units/ artisans besides passage. Pavilion will consist of Display Area, Reception, VIP Sitting, camp office, Pantry etc.
- The theme for IITF 2021 is “**Atmarnirbhar Bharat/Self Reliant India**”. Participants are expected to develop concept based of the theme. There must also be adequate reflection of the cultural ethos & heritage of Jharkhand along with the Theme in most innovative manner..
- The design must showcase Jharkhand Government initiatives and policies for Atmanirbhar Bharat/self reliant India.
- The facia should reflect theme “**Atmarnirbhar Bharat/Self Reliant India**”.
- The design proposed should consider the space and safety guidelines provided by ITPO for IITF- 2021.
- Vinyl printing and pasting of stall numbers and names of the units (exhibitors) along with Logo.
- Glow sign of Jharkhand in English and Hindi / ‘No Smoking’ sign board / ‘Fire Exit’ sign board to be provided as per direction of Pavilion Director.
- Wall to wall carpeting (new & good quality) inside and front of the Pavilion and passages / ramps etc. As regards colour and quality of carpet, prior approval of the Pavilion Director to be obtained.
- Entire floor area should be covered by carpet with approved brand new synthetic floor carpeting fixed with 12 mm foam as per our choice of shade.

### ○ Management during event

#### **(1) VIP Lounge:**

- Modern interior decoration like all walls look in a different shade and texture pattern.
- Special lighting arrangement
- Supply of sufficient number of bamboo made sofa set with center and corner table.
- One Air Conditioner and Ceiling fan/wall fan as required.

#### **(2) Camp office**

- Provide One Desktop with hi speed internet, a printer, lockable almirah and necessary stationery with sufficient furniture for camp office.
- Arrangement of Visitor book, card bowl (02 nos.), brochure stand (04 nos.)
- 

#### **(3) Pantry**

- Necessary utensils for pantry like Tea/Coffee pot, different size of lunch plates, glass, bowl, service tray, tissue paper, spoon, fork etc.
- Providing snacks, sweets, soft drink, coffee, tea, mineral water for average 50 persons daily and water dispenser with 100 liter per day.
- 25 lunch packets daily for deputed staff.

(4)

- Adequate number of Fresh Flower Tubs should be placed in the entire length of the front and inside the Pavilion. Further, fresh Flower Pots for VIP Lounge, Reception Counters and Office Room etc. are to be provided daily for entire fair period. The Flower pots are to be replaced regularly and 05 bouquet daily for VIP visitors as per advice of the Pavilion Director.

(5)

- Providing, installation & maintenance of LED Screen (Video Wall) of size 12' x 10' in front side for the entire exhibition period and slim type plasma screen to be installed of size approx 50" LED TV at strategic locations for attracting the visitors and imparting information about Jharkhand. Number of LED screen should be at least Six (6) also provide one experienced manpower for operation of the system.

(6)

- CCTV system arrangement throughout the pavilion during the entire period of fair along with operator. Sufficient number of cameras which covers the entire pavilion area inside and outside. Separate LCD monitor to be installed in office room showing all cameras coverage. Recording of each day to be submitted in case required. The recording be inspected anytime in case of requirement.

(7)

- P.A. system with amplifier to be provided in Jharkhand Pavilion.

(8)

- Arrangement for Jharkhand Day celebration :
  - i. Stage backdrop with side wings.
  - ii. Flower decoration & sufficient bouquet.
  - iii. Podium
  - iv. Lamp-lighting arrangement
  - v. Arrangement of Tea/Coffee, snack, sweet packets, mineral water for artists/distinguished guests/ audience / staff,(For 500 persons approx.).
  - vi. Design & printing of 2000 invitation cards as approved by pavilion director.
  - vii. Necessary Audio-Video equipment as per requirement of artists.
  - viii. Depute a person to co-ordinate with artists and arrange as per their requirement of instruments.

(9)

- Manpower :
  - i. Overall supervisor – 01
  - ii. Security Guard (04 )
  - iii. Receptionist – 02 (Female)

- iv. Guides - (08) (04 Male & 04 Female), Two sets of Uniforms for Guides will be provided by the tenderer, as per our choice. Minimum 1400/- per day honorarium will be paid by tenderer. Guides will be selected by department.
- v. Pantry boy - 02
- vi. Housekeeping staff – 04 – For Cleaning the exhibition areas/ office/ corridors/ sides & front of the Pavilion in every two hours from 8.00 A.M. to 8.00 P.M. during the entire period of fair.

**(10)**

- Making video film and photography including coverage of Jharkhand Day Celebration & VIP visits during fair. Providing 2(Two) sets DVD/CDs and 2(Two) sets of photographs {approx. 200 snaps} with album (7" x 5") Photographer/ Videographer should be present in the Pavilion throughout the fair period.

**(11)**

- Obtaining all kind of necessary approvals / NOC from ITPO, Delhi Fire Service, Electricity Authority and Delhi Police for I.I.T.F. 2021. Also arrange adequate no. of fire extinguishers, emergency light, first-aid box etc.

**(12)**

- PR activities
  - i. Experienced public relation officer for PR work in Jharkhand pavilion during fair period. PRO ensure the daily news coverage in local newspaper& TV channels of Jharkhand & New Delhi.
  - ii. PRO will have to prepare a press note every day during the event in Hindi/English.
  - iii. PRO has to submit clippings appearing in dailies at Jharkhand & New Delhi CDs of news telecast.

**(13)**

- Arrangement of three (03) AC cars for camp office between 8.00 AM to 10.00 PM from 12<sup>th</sup> to 28<sup>th</sup> November, 2021 (01 car from 12-28 Nov., 2021),(01 car from 14-27 Nov., 2021),(01 car on demand)

**(14)**

- Dismantling of the entire setup within 2 days of the date of closure of the fair.

**(15)**

- Any other work required at the pavilion site for the IITF 2017 as per the directions of the Jharkhand government assigned authority.
- For further information and clarification, you may contact Sri Rajendra Prasad, Deputy Director, Mobile No. 9470518897