

Work Experience

In order to fulfill the criteria under Clause 1 (a) of NIT, bidders must give detail of Experience accomplished and completed successfully as under during the last 5 financial years ending March 2023:

- i. Minimum one project of Rs.3.20 Cr. Or
- ii. Minimum Two projects of Rs. 2.40 Cr. Or
- iii. Minimum Three projects of Rs. 1.60 Cr.

Each Bidder or member of a JV must fill in this form

Sl. No.	Name of the work/project	Start	Finish	Name of Employer/ Organization	Description of work executed by bidder	Value of work executed	Remarks

Attached are copies of certificates of accreditation for the project listed above

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Details of Technical Experts

Provide details of panel of expert(s) in related fields on roll for at least last 12 months, as under as per Clause 1 (b):

Project team with at least three members, with expertise in Designing, Hospitality and Event management, handling AV projects, Project Management etc. The details of these experts to be submitted along with their profile/achievements.

Note: In case the professionals are not on regular roles, a letter of comfort to be provided from their collaborators/partners with their credentials.

Sl. No.	Name	Qualification	Specialization	Experience	Specific Achievements
1					
2					
3					

Proof of Experience in the relevant field (Event Management) for past 3 years (Clause 1 c)

Sl. No.	Period	Details of Event Management work done	Client Name

Infrastructure Available With the Bidder as per 1 d (iii)

Sl. No.	Description of infrastructure	Details/Qty

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Details of Printing & Fabrication Facilities

Provide details of vinyl/flex printing facilities as detailed under Clause 1 (d) (iii):

Details of agencies own printing facilities, printing capacity, location of printing facility etc. to be given here. In case they do not have their own printing facility, the details of tie-up organizations for vinyl/flex printing along with their printing capacity per hour in (SFT).

Sl. No.	Name	Specs. Of printers	Printing capacity / hr	Location/address of printer	Signed letter of tie-up for the project.
1					
2					
3					

Provide details of fabrication facilities (for both wood and metal fabrication) as detailed under Clause 1 (d) (iv):

Details of agencies own fabrication facilities, location of workshop facilities etc. to be given here. In case they do not have their own fabrication facility, the details of tie-up organizations for fabrication of wood and metal works.

Sl. No.	Name	Specs. Of equipment and qty.	manpower	Location/address of works facility	Signed letter of tie-up for the project.
1					
2					
3					

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Annual Turnover

Each Bidder or member of a JV must fill in this form

Annual Turnover Data for the Last 5 Years (Similar works only)	
Year	Amount INR
2021-2022	
2020-2021	
2019-2020	
2018-2019	
2017-2018	

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed.

(Signature of the tenderer/ bidders/JV
Partners) with company seal/rubber stamp

Authentication by certified by Chartered
accountant/Auditor with company seal/rubber
stamp

Note: 10% weightage may be given per year for the previous years' achievements/turnover for considering annual average turnover.

Bidder's Information Sheet

Bidder's legal name	
In case of JV, legal name of each partner	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Attached are copies of the following original documents. 1. In case of a single entity, articles of incorporation or constitution of the legal entity named above. 2. Authorization to represent the firm or JV named in above. 3. In case of JV, letter of intent to form JV or JV agreement. 4. In case of a government-owned entity, any additional documents not covered under 1 above are required.	

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

Scope of Work

Background

As a part of the second phase of the Azadi ka Amrit Mahotsav, the Libraries Division of the Ministry of Culture is hosting a two-day **Festival of Libraries**, to be held on the 5th - 6th August 2023 at Hall No. 5 Pragati Maidan, New Delhi in consonance with the Hon'ble Prime Minister's vision for development of libraries and for encouraging a culture of reading in India.

The two-day initiative will focus to weave the stakeholders of libraries and its supply and utility chains into a strong net by organizing events/programs on various themes related to libraries, enhancing its usage, inspiring to imbibe best practices through presentations, deliberations, round-table discussions, panel discussions and many other programs. The audience will be made up of librarians, authors, publishers, (especially publishing of children's books, tactile books, Audiobooks & Podcasts etc.) among others.

While highlighting **libraries** in India, the events will start a conversation on the modernization and digitization of libraries keeping in-line with the emerging trends - how the users would like to access information in our libraries. Focus will be there on the resurgence of a reading culture in India among all with special focus on children.

The Festival of Libraries will encompass the following broad components:

1. **Roundtable and Panel Discussions:** Library best-practices from Indian States and Libraries around the globe, conversations with organizers of Literary Festivals, Young Authors, Publishing Houses, Book Cafes, Audiobooks & Podcasts and Translators and Translating software etc. Parallely there will be focused sessions on Schemes for libraries and their collections - National Missions on Libraries Manuscripts, Archives, One Nation One Subscription, Indian Library Standards and Benchmarking and Ranking Formats for National/State/District/Village/Institutional and Individual Libraries.
2. **Exhibition of Cartography, Calligraphy, Cursive Writing, Tribal Fonts & Scripts:** Showcasing of Cartographic archives, Calligraphy Types & Cursive Writing Styles in 22 vernacular languages from across India, Tribal fonts through theme-based exhibitions.
3. **Archives, Oral Histories & their Exhibition:** Sessions on digitization of archives with special emphasis on private archival collections. An exhibition on rare archival collections, cartographies, and illuminated manuscripts has also been planned.
4. **Children's Zone:** Special hands-on activity zones for children with Readathon, Build-a-Bookshelf, Treasure Hunt, Organize-Your-Home-Library etc. to inculcate the habit of reading and to enable them to develop a relationship with books, reading, writing, and speaking.
5. **Valedictory Function:** Festival of Libraries will conclude with an award ceremony felicitating libraries that have done exemplary work at the National, State, District & Village level along with Institutional & Individual libraries.

Special highlights at the Festival of Libraries will include a crowd-sourced Directory of Libraries, a Tripartite MoU between KhudaBaksh Oriental Public Library, Patna; Rampur Raza Library, Rampur; and Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, for long term collaborative events, Kick-off celebration of 250 years of the Rampur Raza library, Launch of the Sassy Library Series with the plot based on Rampur Raza Library, and release of a set of Cursive Writing Books in the 22 vernacular languages and a curtain raiser launch event on the 18-19th June, 2023 to mark the Reading/Digital Reading Day.

VVIP Inauguration event area set up:

The agency shall take necessary inputs from ITPO architecture and security departments regarding the precautions to be taken for the VVIP event, their movement, safety aspects, generator back-up, seating arrangements, 4 m. high partition walls all around, floral decorations, audio equipment without any echo etc. Entry and exit routes for VVIP should be well planned without any hindrances and kept separate from gen-set area. Note that the main VVIP event will invariably happen on generator power for which necessary arrangements to be made by the agency with UPS back-up for the AV equipment used by VVIP.

Important Components of the Festival of Libraries:

The basic requirement is highly attractive designs and execution with precision. Hence, the agency MUST have or engage a team of highly experienced/reputed designers for creation of graphics, creatives and the structures and their interiors to go in consonance with the theme of the FoL. In case the designer/s are found to be of inferior quality in their designs, the agency shall replace them as per the directions of the organizer at the cost of the agency.

The important features are:

- a) There will be a Children's Library Activity Area – This space needs to be designed with colorful and insightful displays and themes that suit children's library. There should be seating arrangement for children, workshop spaces for conducting 10 workshops in 2 days, a small stage from where activities like storytelling, narratives by authors of children's books etc. can take place. This corner should be provided with dedicated AV system.
- b) Spaces (may in the form of wooden fabricated stalls of size minimum 4 m. x 3 m.) to be created for libraries under MoC (7-8 organizations) to showcase their rare books / objects / manuscripts etc. in look-down glass showcases, vertical displays in the form of backlit vinyl prints/translates etc.
- c) Four different exhibitions on the themes of Calligraphy, Cartography, Archives-Manuscripts and Tribal Fonts are to be created in a space of around 2000-3000 sq. ft. each with necessary showcases, labels, vertical displays, digital LED displays etc.
- d) Spaces have to be created and set ups to be made for (i) book binding workshop, (ii) cartography Exhibition, (iii) Archival Exhibitions, (iv) Digital Flip Books etc. Tentative spaces for (i) to (iii) is around 2000 sq. ft. each. The item no.(iv) there should be around 6 touch screen displays spread across different locations in the venue.

- e) A large Drawing room of Community needs to be created with four major sections viz. (i) Podcast, (ii) Human Library, (iii) Authors Space and (4) Digital Libraries. The requirements for each of these sections will be designed in details by the designer teams of the selected agencies under guidance of subject experts/MoC and execute the finalized design faithfully. This area will require (1) setting up of book shelves of different designs/types as seen in different libraries, (2) typical library furniture that is used in libraries of various categories/statures viz. public, private, state, village and personal libraries to get all flavours in one space, (3) different types of lamps, light fixtures used in libraries etc. for reading purpose, and (4) there should be drinking water and tea/coffee vending systems with necessary consumables and attendants at least 4 locations in this space with necessary decent looking garbage disposing bins etc. All these are to be showcased with appropriate design that will blend these elements into a uniformed theme to give a feel of a drawing room and visitors should feel comfortable with books in this zone.
- f) One conference space for around 200-250 seating capacity to be created with necessary low height stage, projection system for presentation, a dedicated AV system along with a computer system/laptop for presentation, a couple of laser pointers etc. The inner space of this conference room to be curated and decorated on the library theme. Tentative space requirement for this would be 4500 – 5000 sq. ft.
- g) A round table discussion facility to be created with two long rows of tables with seating accommodation for around 80-100 person , AV system with necessary computer system/laptop for making presentations and display of the content in 6-8 LED monitors of 55” size for ease of viewing by the participants. Proper interiors to be designed for this space and executed.
- h) A Delegate/VIP lounge to be created with sit-in dining facility for at least 50-60 persons at any time using round table and chairs (duly covered with clean white cloth cover) with a necessary arrangements for display and serving food. Entry to this lounge to be strictly monitored by the Event Management team and delegates/VIP who are provided with a pass or as per the instructions issued by the organizers/MoC for this space are only entertained in this lounge.
- i) A separate Food& Beverage area to be created for buffet based dining facility with some seating arrangement. There should be multiple food display/distribution terminals. This facility to cater to around 800 persons within a span of 1 hour.
- j) Setting up of stalls using paint finished wooden structures (as per the drawing provided) – tentative requirement is around 20-25 stalls which may increase or decrease as per requirement.
- k) The agency may take on hire at their own cost one of the horseshoe space in front of the Hall No.5 and set up their own food stall/court to cater to the visitors or whoever would like to have food beyond what is served officially to the delegates. (TBC)
- l) Outside wall spaces of the Inaugural Space partitions should be used for display of library facilities of G20 nations with brief details.
- m) Design, fabricate and install 6-8 nos. of highly creative 3D selfie structures in the venue. They shall also install similar number of 2D selfie points also depending upon the space availability to attract and engage visitors.

Note: All the components of the event are to be executed as per requirement. The billing will be done as per the components mentioned in the BOQ and the measured quantities executed at their quoted rates. In case of any item to be executed which is not reflected in the BOQ, the same MUST BE BROUGHT TO THE KNOWLEDGE OF THE ORGANIZER PROMPTLY. Rates for such items shall be worked and finalized with mutual consent before execution. If any item is executed without the consent of organizer, the organizer is not bound to pay the charges towards that component.

Creative Educational Activities to be organized at the venue:

A lot of educational activities are to be organized at the venue for the children and students. These activities include (a) designing of experiential guide flyers for students to acquaint them with locations and activities, (b) creating art mural wall based on the theme of ancient libraries for engaging visitors in painting, (c) creation of arts corner where practicing of calligraphy writing, portrait painting/drawing etc. can be done, (d) conducting 10 workshops for children on various concepts such as creative writing, book binding, build your own library, storytelling, zine making etc. over two days of the event for average batch size of 50 students in each workshop, (e) creation of post-it walls (2 nos.) at different locations, collating the comments received and analyzing them to submit actionable points etc. as per requirement of organizers.

The EM agency can tie-up with /onboard various creative activity organizing bodies such as Daakroom, Book Café, pick-a-book etc. and quote their cost under BOQ item 23.

Other features

Any other feature that may be added for enhancing the value of the GLC shall be executed by the agency and the payments shall be made on measured items as per the BoQ.

Role and Responsibilities:

1. Planning and execution of all components for successful organization of the FoL in constant coordination with NATIONAL LIBRARY OF INDIA/MoC, participating organizations and organizers/coordinators of respective events.
2. Preparation of designs for creating Library experiences in the main event area, getting necessary approvals for the designs to execute one week before the event start date, obtaining necessary and mandatory permissions from various government departments for organizing the FoL, coordination with the state police and security sections of VVIPs for issue of necessary passes to the required extent for smooth organization of the event, preparation of efficient layout to accommodate various components of the FoL (detailed above) by taking necessary inputs from appropriate sections of ITPO and get the detailed blueprint of events approved from NATIONAL LIBRARY OF INDIA/MoC. They shall also maintain close liaison with ITPO authorities for smooth conduction of the entire event. The Agency shall then proceed with organizing the event on receipt of approval from NATIONAL LIBRARY OF INDIA/MoC, in terms of the approved blueprint.
3. Attending the meetings called by and liaison with NATIONAL LIBRARY OF INDIA, MoC, ITPO, Security Organizations etc. in connection with organization of FoL along with necessary persons with required expertise and implement the suggestions/directions

issued under intimation to NATIONAL LIBRARY OF INDIA.

4. Venue Management

- Production of components of best quality and completion of setting up the same at the exhibition venue as per the approved site plan blueprint 24 hrs. before the start of event i.e. by the night of 3/8/2023 without fail. Delay in this shall attract penalty imposition at the discretion of the NATIONAL LIBRARY OF INDIA.
- Coordination with local authorities, ITPO and NATIONAL LIBRARY OF INDIA/MoC, for smooth movement of audience for the FoL with special focus during the visit of VVIP to the venue.
- Designing, Printing and installation of creative brandings inside and outside the venue – **to be completed by the night of 3/8/2023.**
- Designing, printing and distribution of collaterals such as invites, posters, flyers, newsletters, standees, banners, hoardings etc. for promotion of the event. Invitations to the important persons located in Delhi NCR area are to be personally delivered as per the directions of MoC/ NATIONAL LIBRARY OF INDIA.
- Creating 3d selfie points/3D cutouts (like “I ❤️ LIBRARY” etc.) using creative hashtags at different vantage locations.
- Organizing for setting up of a couple of vending machine for soft drinks, books etc. at the venue.
- Creating a dedicated spot for display of souvenirs/ post cards and other similar materials/products and organizing the displays.
- Effective operation and management of AV components such as high resolution best quality LED walls, audio systems, public announcements, computer systems installed at various locations of the Expo.
- Planning, briefing and posting of volunteers, ushers, supervisors, floor managers at appropriate locations (in consultation with NATIONAL LIBRARY OF INDIA/MoC and participating organizations) and coordinating with all of them for effective functioning. It will be the responsibility of the agency to plan the requirement of personnel for smooth conduct of the event and present the details of the same i.e. the number of manpower to be deployed by them for the event and **get the same approved before implementing.**
- Maintain sufficient technical manpower and dedicated team for effecting onsite modifications of structures, rearrangement of seating, providing electrical power supplies, installing displays etc. all the time in very short notice.
- Coordinating with the protocol teams of VVIPs for their smooth movement to and within the Expo venue.
- Security and Housekeeping inside exhibition venue.

5. Set Up & Installations

- Setting up of all FoL components within a maximum time of 4 days at site by mobilizing all required materials, manpower, tools, tackles, machinery etc. that is essential to accomplish the assignment. Setting up of all components including the branding inside the venue **MUST BE COMPLETED BY THE NIGHT OF 3/8/2023.** Any delay in this shall attract imposition of penalty.
- Setting up light, sound & audio equipment for the venue

- Installation of stage, LED screens and all required components for the stage for successful organization of main event consisting of VVIPs.
 - Setting up of registration desk at venue for onsite registration and management of registration, seating charts to accommodate different groups of guests/ visitors for the special programs like inauguration and valediction & award ceremony.
 - Make provisions for enquiry counters/help desks and other basic amenities for visitors
 - Set up necessary CCTV systems to monitor the movement of visitors and for the security reason.
 - Agency shall also install necessary posters/banners/billboards/standees outside the venue and in roads leading to the venue for guiding and promoting the event as advised. Charges for such purpose, if any, shall be payable as per actuals subject to prior approval.
6. Food & Catering
 - Catering arrangements for all two days of the event (Tea/Lunch/High-Tea). The menu and quantity to be got approved by MoC for each occasion.
 7. Volunteer Engagement
 - Engage volunteers and ushers for on-site management, PR & communication, outreach programs
 - Onboard school/university students for promotion of events on social media platforms via daily newsletters and posts
 8. Master of Ceremonies for addressing the audience at the FoL
 9. Ensure logistical arrangements for speakers/professionals and other dignitaries attending the programs coming from pan India and abroad as per the list and guidance provided by the MoC/ NATIONAL LIBRARY OF INDIA.
 10. Promotion/ Publicity
 - Designing and development of a dedicated website for the program and planning for pre and post event publicity, both through offline and online means.
 - Implement strategies to build and engage the community in a creative manner
 - Develop a microsite and create social media handles to enhance audience engagement through campaigns, promotions, etc. for generating awareness on the FoL.
 - After the events are held, photographs and videos to be uploaded on the official pages along with the information on the programs after getting approval from MoC.
 - Responsible for responses to all the official social media handles and creation of relevant tagging & linkages of the content on all the platforms with the approval of MoC.
 - Ensure that the content featured on social media is free from legal encumbrances including copyright issues and the data is secure and immune to any fraudulent activity.
 11. Security for books, manuscripts etc. at the venue -Various library materials such as books, manuscripts, calligraphy objects, etc. will be showcased at the FoL from different libraries around the country and their security is of utmost importance. Sufficient security personnel should be deployed for constant monitoring of such artefacts and for overall security for the venue.
 12. Ensure compliance with all prevailing rules and regulations and to have a contingency plan in place to effectively handle crisis and emergency situations.

13. The team will be responsible for daily, weekly, and monthly reporting on the key deliverables as mentioned above based on parameters as decided after finalization of engagement.
14. **The agency shall prepare a list of contact numbers of all key personnel and their standby persons in the event-related activities such as fabricator/s, printer/s, electrical agency/ AV agency/ies, painting agency, fabricator/s, carpeting, logistics, ticket booking, manpower management, security, etc. and inform the NATIONAL LIBRARY OF INDIA/MoC/ the persons authorized by NATIONAL LIBRARY OF INDIA. These identified personnel shall take instructions from only the identified persons only and shall promptly execute the work/assignments.**
15. The agency shall put in place walkie-talkie system in place with all the identified persons in point no.14 and also provide at least 4-5 handsets to the organizers for effective and quick communication

Note:

1. NATIONAL LIBRARY OF INDIA/MoC, and selected bidder may mutually agree to extend the timeline of assignment as per the requirements of the project on the rates finalized for additional scope of work.
2. **The information and database collected in connection with organizing the event shall remain the sole property of NATIONAL LIBRARY OF INDIA and MoC. This details / data shall not be shared with anyone whomsoever by the agency.**
3. The website created for the purpose of this event shall be maintained for a period of 3 months after completion of the event and the agency shall render necessary services for uploading or updating information in the website as per the requirement of NATIONAL LIBRARY OF INDIA /MoC.

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL ENVELOPE) of the e-tender document)

DECLARATION -1

This is to certify that neither I/we/any of us is in any way related to any employee in the National Library of India, or any of its constituent units.

Date: (Signature of the tenderer)
Place: with company seal/rubber stamp

DECLARATION -2

I/We hereby declare that I/we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

Date: (Signature of the tenderer)
with company seal/rubber stamp
Place:

UNDERTAKING

This is to certify that I/we have carefully gone through the drawings/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/We also undertake that the physical EMD instrument shall be deposited by me/us with the office of NATIONAL LIBRARY OF INDIA(e-tender inviting authority) or deposit the EMD be digital means to the details provided in the e-tender before the bid opening date and submit a copy of transaction in the technical envelope (Envelope-1) of tender otherwise NATIONAL LIBRARY OF INDIA may reject the bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

I/we hereby give an undertaking that I/we shall carry out the work strictly as per the given specifications, and shall complete the same within the stipulated time frame.

Date:
Place: (Signature of the tenderer/ bidder)
With company seal/rubber stamp

CHECKLIST for the Tenderer(to be signed, stamped and digitally uploaded in the technical bid cover (envelope -1))

Sl. No	Nomenclature	YES/NO
1.	Whether the Tender documents have been completely read, understood and accepted	
2.	Whether soft copy of EMD of Rs. 10.00 LAKHS. has been uploaded in the technical Bid cover (Envelope -1).	
3.	Whether the original EMD Instrument has been submitted to NATIONAL LIBRARY OF INDIA before the due date. or Whether fund transfer details such as UTR Number, date etc. have been uploaded in the technical Bid cover (Envelope -1).	
4.	Whether all the declarations and undertakings have been duly filled, signed with official stamp and digitally uploaded in the technical Bid cover (Envelope - 1).	
5.	Whether the scanned copies of documents in support of eligibility criteria as per NIT have been uploaded in the technical Bid cover (Envelope -1).	
6.	Whether the NIT, Bill of Quantities along with all its annexures, General Terms & Conditions etc. has been digitally signed and uploaded in the technical Bid cover (Envelope -1).as a token of acceptance.	
7.	Whether the RATE QUOTE SHEET has been duly filled up as per the format given and uploaded in Digitally in the Financial Bid Cover (Envelope-2).	
8.	Whether the tenderer has conducted a market survey before quoting the rate and understand the nature/scope of work, roles and responsibilities as well as condition of the site.	
9	Whether the tenderer has understood that the rates quoted will be considered inclusive of all materials, wastage, labour, transportation, carriage, shifting charges, GST, other taxes & duties, all incidental charges, logistics etc. required for this job and no additional payment shall be made for this purpose other than quoted rate.	
10.	Whether the tenderer agrees that all the materials to be used for this work should strictly be as per the specifications prescribed in the tender and of approved make and no deviation from the same will be allowed.	
11.	Whether the tenderer understood that the work has to be carried out following all safety and precautionary measures as prescribed under safety norms and all statutory provisions have to be complied by the tenderer to this effect.	
12.	Whether the tenderer understood that work has to be carried out following all rules and regulations under minimum wages act of	

	both the Central and State Govt. and all statutory provisions under the same have to be complied by the tenderer .	
14.	Whether the tenderer has gone through the scope of work attached with the tender NIT and understood the nature of work and type of work to be executed before quoting their rates.	
15.	Whether the tenderer has understood that the time is the essence of this contract and he agrees to complete the work well within the stipulated time as prescribed in the tender document.	

Signature of the tenderer/ bidder)
with company seal/rubber stamp

Weightage Criteria for Technical Evaluation of Bids

Sl. No.		Criteria	Max. Marks 100	Marks Obtained
1.	Past Experience (Max Marks-30)	No. of years of relevant experience in event management by the agency (3 years- 3 marks, 3- 5 years-4 marks, above 5 years – 5 marks)	5	
		Accomplished and completed such /similar project of repute successfully as under during the last 7 financial years ending March 2023: i. Minimum one project of Rs. 3.20 Cr. or ii. Two projects of Rs. 2.40 Cr. or iii. Three projects of Rs. 1.60 Cr. Minimum adherence – 15 marks Additional work experience over and above the minimum shall get 2 marks for every additional project subject to maximum 20 marks.	10	
		Quality of executed works in relation to the requirement under this RFP	5	
	Technical Expertise (Max Marks: 15)	Project team with at least three members, having a recognized degree/diploma in Design / Architecture /Project management / Hospitality etc. as described in eligibility criteria; (No of members: 3 members -3 mark, >3 members - 5 marks)	5	
	Infrastructure availability	Physical infrastructure available for workshop and printing facilities based on Annexure – 2A.	10	
3.	Financial Soundness (Max Marks-15)	Average Turnover in last 5 financial years (Turnover of Lead Partner in case of consortium/JV) (Rs. 2 Crore -3 marks, 2-5 Crore –4 marks, >5 crore – 5 marks)	5	
4.	Technical presentation (Total Max Marks- 40)	Concept Plan elaborating the theme, detailed layout plan, detailed execution methodology along with timelines -(60 Marks) a) Bidder's understanding of the assignment and scope of work – 15 marks. b) Proposed designs, modus operandi etc. – 20 marks c) Approach and methodology used in the project-20 marks d) Additional weightage of 5 marks for International projects/special recognitions/citations etc.	60	
Total Marks			100	

Note: The minimum qualifying score will be 70% of total marks as above for qualifying for opening the financial bids.

Project team having degree/ diploma in design/ architecture/ project management / Hospitality etc. As described in eligibility criteria may be added