

भारत सरकार
गृह मंत्रालय
राजभाषा विभाग/(कार्यान्वयन-2)

एन.डी.सी.सी.-2 भवन, जय सिंह रोड,
नई दिल्ली-110001
दिनांक 29 दिसंबर, 2025

निविदा नोटिस

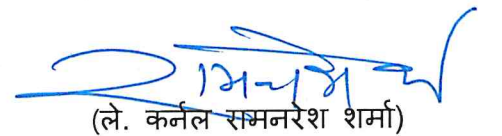
विषय: राजभाषा विभाग, गृह मंत्रालय द्वारा इंदौर (मध्य प्रदेश) तथा अगरतला (त्रिपुरा) में प्रस्तावित "क्षेत्रीय राजभाषा सम्मेलन" से संबंधित इवेंट मैनेजमेंट एवं भोजन व्यवस्था संबंधी सेवाओं के लिए निविदा आमंत्रण।

उपर्युक्त विषय के संबंध में मुझे यह कहने का निदेश हुआ है कि राजभाषा विभाग, गृह मंत्रालय द्वारा "क्षेत्रीय राजभाषा सम्मेलन" का आयोजन इंदौर तथा अगरतला में क्रमशः 20 जनवरी 2026 तथा 20 फरवरी 2026 को किया जाना है। इंदौर का आयोजन स्थल लोकमाता देवी अहिल्या सभागार, देवी अहिल्या विश्वविद्यालय है तथा अगरतला का आयोजन स्थल इंटरनेशनल इंडोर एग्जिबिशन सेंटर, हपानिया है। इन कार्यक्रमों में विभिन्न कैबिनेट मंत्री, सांसद एवं अन्य गणमान्य अतिथि उपस्थित रहेंगे। उक्त समारोह में केन्द्र सरकार के विभिन्न कार्यालयों, उपक्रमों, बैंकों एवं नराकासों आदि के अधिकारीगण भी भाग लेंगे। इंदौर सम्मेलन में लगभग 1500 प्रतिभागियों एवं अगरतला सम्मेलन में लगभग 3000 प्रतिभागियों के उपस्थित होने की संभावना है।

2. इन आयोजनों में इवेंट मैनेजमेंट एवं भोजन व्यवस्था संबंधी सेवाओं का विवरण इंदौर तथा अगरतला के लिए अलग-2 अनुलग्नकों 'क' एवं 'ख' पर देखा जा सकता है। राजभाषा विभाग इन आयोजनों के लिए इवेंट मैनेजमेंट एवं भोजन व्यवस्था की सेवाएं लेने के लिए निविदा आमंत्रित करता है। निविदा टू बिड सिस्टम अर्थात् तकनीकी मूल्यांकन तथा वित्तीय मूल्यांकन के आधार पर किया जाएगा। तकनीकी मूल्यांकन के लिए विस्तृत शर्तें अनुलग्नक 'ग' पर हैं।

3. सभी सरकारी पीएसयू जो इस तरह की सेवाएं देते हैं, से अनुरोध है कि वे अपना तकनीकी एवं वित्तीय बिड दिनांक 08 जनवरी 2026 तक सीलबंद लिफाफे में ले. कर्नल रामनरेश शर्मा, निदेशक (का.), राजभाषा विभाग, गृह मंत्रालय, एनडीसीसी-2 भवन, जय सिंह रोड, चौथा तल, नई दिल्ली-110001 को भिजवा दें। निर्धारित तिथि के पश्चात प्राप्त निविदा को स्वीकार नहीं किया जाएगा।

4. सक्षम प्राधिकारी को इस निविदा को आंशिक/सम्पूर्ण रूप से निरस्त करने का अधिकार होगा।



(ले. कर्नल रामनरेश शर्मा)

निदेशक (कार्यान्वयन)

दूरभाष: 011 23438129

प्रति- एनआईसी, राजभाषा विभाग- कृपया इसे राजभाषा विभाग की वेबसाइट पर अपलोड करवा दें।

Hindi Sammelan

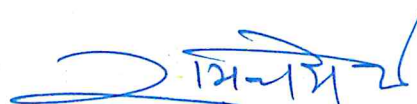
Date : 20 Jan 2026

Venue : Lokmata Devi Ahilya Auditorium
Takshashila Campus, Devi Ahilya
University, Khandwa Road, Bhawar
Kuan, Indore, Madhya Pradesh-452001

Event : Indoor , Audi

Food : Outside German Hanger

S. N.	Particulars	Size	Qty	T Sqft	Days	Rate	Amount
A	Event						
1	Main Stage and Seating Area	AUDITORIUM					
1	Backdrop Support Structure with Scaffolding support for LED Screen	36'X16'	1	576			
2	Riser Skirting with flex Back black flex printing, mounting and installation	36'X16'	1	576			
3	Side Wings Back black flex printing, mounting and installation	16'X4'	8	64			
4	Console Masking with Flex Back black flex printing, mounting and installation	12ft x 4ft -front 4ft x 4ft x 2 - sides	1				
5	Podium with Sunboard 5mm		2				
6	Chairs for Dignitaries (For CM & VIPS)		12		1		
7	Tepoy for Stage (in front of VIP chairs)		16		1		
8	Camera Risers	6' x 4'	3	72			
9	Console (Media)	24' x 20' x 4'	1	480			
10	Red Carpet on stage	60' x 40'	1	2,400			
2	Audio Visual						
1	CENTER STAGE LED Wall - P2	on stage	360		1		
2	Telepromptor (LED TV) in front of stage for speakers	65 Inc	3		1		
3	Matrix Switcher		1		1		
4	Visual Jockey + Watchout Operator		1		1		
5	Splitters / Switcher / Connectors		5		1		
6	Q commander with Laser pointer		1		1		
7	AV engineer		1		1		
3	Still video						
1	3 Camera Online Setup with Online Editing	All Wifi Cams + 4k	1				
2	Video Mixer for Multiple Camera Set up		1				
3	Professional Photographer - Full Day	HD 4K	2				
4	Gimble Camera Cinematographer		1				
5	Final Editing + Teaser Videos onsite		1				
6	Hard Drive		1				
7	Physical Album - 100 pages coffee table book		1				
4	Sound System						
1	Sound - 1200 pax with Delay Speakers		1		1		
2	Stage Monitors		4		1		
3	Podium Mic - for 2 podiums - digital	2 at each	4		1		
4	Cordless Mics		6		1		
5	Lapel Mics		4		1		



6	Digital Mixer		1		1		
7	Band Tech Rider		1		1		
5	Stage Lights						
1	T Truss for Lights hanging - Sides		4		1		
2	LED Parcens Lights						
3	Parcens Lights						
5	LED Buttons / Wash Lights / Moving heads						
6	Generators and electrical						
1	125 KVA Generator for Sound - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
2	125 KVA Generator for LED - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
3	62 KVA Generator for Lights - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
4	Diesel for 125 KVA Generator for Sound - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
5	Diesel for 62 KVA Generator for Lights - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
6	Diesel for 125 KVA Generator for LED - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
7	Plug points / Wiring		50		1		
7	Floral Décor and Other Elements						
1	Floral Stage Frontal	50 Running Ft		50	1		
2	Floral Rangoli	400 Running Ft		400	1		
3	Table Bouquets		30		1		
4	Main Entrance Arch Toran - Flower Gate				1		
5	Samai with Floral Décor - Lamp Lighting				1		
6	Flower small bouquets for platform stage at planeray hall			100	1		
B	Outside						
1	Carpet for the Floor	125' x 40'	1	5,000	1		
2	Labour for placing carpet						
3	Lounge for VIP People				1		
	with Sofa Teepoys, branding wall al l sides, print carpet , flower work						
4	Tables with frills for Misc : Required For console, awards , back stage,			50	1		
5	Golden Bollards with Red Rope set			40	1		
C	Walkway						
1	Walkway Carpet	200 x 20 ft		4,000	1		
2	Entrance to Walkway passage	200 x 10 ft		2000	1		
3	Planters			100	1		
D	Stalls Area						
1	Octonorm Stalls with Spot Lights, 1 plug point, facia, carpet, 1 table, 2 black chairs	3m x 3m	15		2		
2	Lights Wiring with Power Conenction		15		2		
3	125 KVA Generator for stalls - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
4	Diesel for 125 KVA Generator for stalls - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
E	Branding						
1	Flex Branding - Arches , Signages , Wall Clading , Entrance ,Stage Branding	5000 Square Ft		5,000			

21-11-24

5	Big Hoarding - Outside at each gates	30' x 12'	2				
6	Photo op - Backdrop with platform		2				
F	Housekeeping Material	Before & after		1	1		
	Event Day Housekeeping						
	Event Day Housekeeping Supervisor						
	Pre and Post Event Day Housekeeping Person						
	Pre and Post Event Day Housekeeping Supervisor						
	Housekeeping Material including all cleaning , ancillaries etc						
	Trolley for Material Removal						
	Done as per instructions						
	Hall to be given back as per original after deep cleaning						
G	Transport, labor & holding Cost						
	Holding cost with All food for the labour						
	All Transportations						
H	Registration Pagoda						
	Registration Pagoda - for 3 days	5mtr x 5mtr	2		3		
	VIP Gate - Exhibition / Vip	2					
	Barricading outside	400 running fts		400			
I	Food Hall + VIP area						
1	VIP Room						
1	Premium Round Table with 6 pax seating	4	4		1		
	Set of classy cloth with sherwani chairs						
2	3 seater Sofa				10		
3	Teepoys				10		
4	Carpet at walking area + VIP Lounge Room	5500 sq fts	1	5,500	1		
2	GERMAN HANGER - FOOD AREA - OUTSIDE GROUND						
1	German Hanger for Lunch / Kitchen including Lights	45 mtr x 30 mtr		1350	1		
2	Jumbo Coolers in hanger tent			20	1		
3	Tentage for Washing area						
3	Kitchen for 2 Days						
1	pagoda/ Tin shed for tandoor area	5mx5m	2		2		
2	Lights		20		2		
3	Fans		10		2		
4	Genset for Kitchen						
1	62 KVA Generator - 8 Hours X 2 Shifts per day		2		2		
2	Power distribution : 5amp points x 2 sides	Points	6		2		
3	Power distribution : 15amp points x 2 sides	Points	6		2		
4	Distribution cable	100 mtr	100		2		
C	Food counters						
1	Food counters						
i	5 Counters : 1 Counter-12.5 fts x 10 tables (4 Counters Level 1 area + 4 counters for Water at multi funtion / planeray hall)	625	1	625	1		
ii	6 Counters : 1 Counter-12.5 fts x 10 tables	750	1	750	1		
iii	6 Counters : 1 Counter-12.5 fts x 10 tables	750	1	750	1		

218-157

iv	6 Counters : 1 Counter-12.5 ftsx 10 tables	750	1	750	1		
2	Tables with frills for Misc : Required For console, awards , back stage, kitchen area,			250	1		
3	Plastic Chairs - req for all over the venue		300		1		
4	Round Table / Standing Tables with Covers VIP		50		1		
D	Transportation, if any						
TOTAL							0
GST 18%							0
GRAND TOTAL							0

21/11/2017

भोजन व्यवस्था (20.01.2026) इंदौर, मध्य प्रदेश

क्र सं	भोजन	मेन्यू	संख्या	दर	कुल
	(20.01.2026)				
1.	हाई-टी सुबह	Tea,Coffee,Cookies,1 snacks	500		
2.	लांच (Regular Crockery)	1 soup, 2 Veg (1 paneer tikka masala, 1 Mix veg), 1 Dal Tadka, 1 Jeera rice, 1 Roti/naan/puri, 1 Sweet, Pickle, Green Salad, Papad, Raita	1200		
3.	वीआईपी लंच (Bon China Crockery)	2 soup, 3 Veg (1 Shahi paneer, 1 Mix veg, 1 Matar Mushroom), 1 Dal Makhni, 1 rice, 1 rice pulao, Roti/naan/puri, 1 regular Sweet, 1 regional sweet, Ice cream, Pickle, Salad, Papad, Mix veg Raita	300		
4.	ग्रीन रूम सर्विस	Tea,Coffee, Cookies, 3 snacks (kachori, samosa, spring roll), Dry fruits, Fruits Premium water bottle	50		
5.	हाई-टी शाम	Tea,Coffee,Cookies,1 snacks	500		
TOTAL					
GST 18%					
Total Amount Payble					

***भोजन की व्यवस्था में Infrastructure arrangement शामिल होगा एवं पूरे दिन के लिए सभी प्रतिभागियों के लिए पेय जल की व्यवस्था शामिल होगी।**

राजेश

S. N.	Particulars	Size	Qty	T Sqft	Days	Rate	Amount
A	Event						
1	Main Stage and Seating Area						
1	Stage with New Red Carpet	60'x40' x 4'	1	2,400	1		
1A	Double Cushioning - Support req for Floor	40' x 60' x 4"	1	2,400	1		
2	Backdrop Support Structure with Scaffolding support	50' x 20'					
3	Side Black Masking Besides Stage with Scaffolding support with gate in between	100 running ft	1	100			
4	Podium with Plasma TV		2				
5	Chairs for Dignitaries (For HM & CM)		12		1		
6	Tepoy for Stage (in front of VIP chairs)		12		1		
7	Side stage for award winners and carpet for VVIP area with Double Cushioning with stairs & Masking all over		1				
8	Camera Risers	6' x 4'	3	72			
9	Console Stage (Media)	24' x 20' x 4'	1	480			
10	2 Seater Sofa for VVIP Seating Area		50		1		
11	Dunlop Chairs with Covers _ Bows		2500		1		
12	Red Carpet in Aisle	100' x 100'	1	10,000			
12A	RED Carpet in D area	120' x 200'	1	24,000	1		
13	Barricades Between General Seating and VVIP	running fts	350		1		
13A	Mojo Barrication for D Markation Area		250		1		
14	MID Hall LED Screen Risers	16' x 4' x 5' H	2	128	1		
15	Railing stairs for HM		2	1	1		
2	Audio Visual						
1	CENTER STAGE LED Wall - P2	on stage	840		2		
2	CENTER HALL LED	16' x 10' x 2	320		2		
3	Telepromptor (LED TV) in front of stage for speakers	65 Inc	3		2		
4	Matrix Switcher		1		2		
5	Visual Jockey + Watchout Operator		1		2		
6	Splitters / Switcher / Connectors		5		2		
7	Q commander with Laser pointer		1		1		
8	AV engineer		1		2		
3	Still video						
1	3 Camera Online Setup with Online Editing	All Wifi Cams + 4k	1				
2	Video Mixer for Multiple Camera Set up		1				
3	Professional Photographer - Full Day	HD 4K	2				
4	Gimble Camera		1				
5	Final Editing + Teaser Videos onsite		1				
6	Hard Drive		1				
7	Physical Album - 100 pages coffee table book		1				
4	Sound System						
1	VRX fly sound - 2500 pax with Delay Speakers		1		2		
2	Stage Monitors		4		2		
3	Podium Mic - for 2 podiums - digital	2 at each	4		2		

अनुसूची 'अ'

4	Cordless Mics		6		2		
5	Lapel Mics		4		2		
6	Digital Mixer		1		2		
7	Watchout Server		1		2		
8	Band Tech Rider		1		2		
5	Stage Lights						
1	T Truss for Lights hanging - Sides		2		2		
2	LED Parcens Lights						
3	Parcens Lights						
4	Goalpost Truss for hanging of lights	60' x 28'	1				
5	LED Buttons / Wash Lights / Moving heads						
6	Generators and electrical						
1	125 KVA Generator for Sound - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
2	125 KVA Generator for LED - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
3	125 KVA Generator for Lights - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
4	Diesel for 125 KVA Generator for Sound - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
5	Diesel for 125 KVA Generator for Lights - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
6	Diesel for 125 KVA Generator for LED - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
7	Plug points / Wiring		50		1		
7	Floral Décor and Other Elements						
1	Floral Stage Frontal	50 Running Ft		50	1		
2	Floral Rangoli	340 Running Ft		340	1		
3	Table Bouquets		30		1		
4	Main Entrance Arch Toran - Flower Gate				1		
5	Samai with Floral Décor - Lamp Lighting				1		
6	Flower small bouquets for platform stage at planeray hall			25	1		
B	Outside						
1	Carpet for the Floor	200' x 40'	1	8,000	1		
2	Labour for placing carpet						
3	Flex Wall Front	200 x 12 ft		2,400	1		
4	Flex Wall Back	200 x 12 ft		2,400	1		
5	3 gates for Entry			3	1		
6	Lounge for VIP People				1		
	with Sofa Teepees, branding wall al lsides, print carpet , flower work						
6	Tables with frills for Misc : Required For console, awards , back stage,			150	1		
7	Golden Bollards with Red Rope set			20	1		
C	Food counters						
1	Food counters						
i	8 Counters : 1 Counter-12.5 fts x 10 tables (4 Counters Level 1 area + 4 counters for Water at multi funtion / planeray hall)	1000	1	1,000	1		
ii	12 Counters : 1 Counter-12.5 ftsx 10 tables	1500	1	1,500	1		
iii	12 Counters : 1 Counter-12.5 ftsx 10 tables	1500	1	1,500	1		

21-11-17

iv	12 Counters : 1 Counter-12.5 ftsx 10 tables	1500	1	1,500	1		
2	Tables with frills for Misc : Required For console, awards , back stage, kitchen area,			350	1		
3	Plastic Chairs - req for all over the venue		1000		1		
4	Round Table / Standing Tables with Covers VIP		50		1		
D	Walkway						
1	Walkway Carpet	400 x 20 ft		8,000	1		
2	Entrance to Walkway passage	200 x 10 ft		2000	1		
3	Planters			100	1		
E	Stalls Area						
1	Octonorm Stalls with Spot Lights, 1 plug point, facia, carpet, 1 table, 2 black chairs	3m x 3m	15		2		
2	Lights Wiring with Power Conenction		15		2		
3	125 KVA Generator for stalls - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		1		
4	Diesel for 125 KVA Generator for stalls - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1		
F	Branding						
1	Flex Branding - Arches , Signages , Wall Clading , Entrance ,Stage Branding	7000 Square Ft		10,000			
2	Vinyl and Sunboard Signages	1000 Square Ft		1,000			
3	Entrance Gate - Main Road - 3500 ft s	71' - Triple Leg	1				
4	Entrance gate Inside	Public gate	4				
5	Big Hoarding - Outside at each gates	30' x 12'	2				
6	Photo op - Backdrop with platform		2				
G	Housekeeping Material	Before & after		2	1		
	Event Day Houskeeping						
	Event Day Housekeeping Supervisor						
	Pre and Post Event Day Housekeeping Person						
	Pre and Post Event Day Housekeeping Supervisor						
	Housekeeping Material including all cleaning , ancillaries etc						
	Trolly for Material Removal						
	Done as per instructions						
	Hall to be given back as per original after deep cleaning						
H	Transport, labor & holding Cost						
	Holding cost with All food for the labour						
	All Trasnportations						
I	Registration Pagoda						
	Registration Pagoda - for 3 days	20 ft	2		3		
	VIP Gate - Exhibition / Vip	2					
	Tent covering with Lights - 150 x 40 fts	6000 sq fts		6000			
	Barricading outside	250 running fts		250			
J	Kitche area for 2 days						
1	pagoda/ Tin shed for tandoor area	5mx5m	2		2		
2	Lights		20		2		
3	Fans		10		2		
	Genset for Kitchen						
1	62 KVA Generator - 8 Hours X 2 Shifts per day		2		2		
2	Power distribution : 5amp points x 2 sides	Points	6		2		

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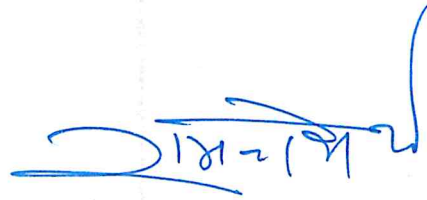
3	Power distribution : 15amp points x 2 sides	Points	6		2		
4	Distribution cable	100 mtr	100		2		

20/05/2020

भोजन व्यवस्था (20.02.2026) अगरतला, त्रिपुरा

क्र सं	भोजन	मेन्यू	संख्या	दर	कुल
(20.02.2026)					
1.	हाई-टी सुबह	Tea,Coffee,Cookies,1 snacks	1500		
2.	लांच (Regular Crockery)	1 soup, 2 Veg (1 paneer tikka masala, 1 Mix veg), 1 Dal Tadka, 1 Jeera rice, 1 Roti/naan/puri, 1 Sweet, Pickle, Green Salad, Papad, Raita	2500		
3.	वीआईपी लंच (Bon China Crockery)	2 soup, 3 Veg (1 Shahi paneer, 1 Mix veg, 1 matar mushroom), 1 Dal Makhni, 1 rice, 1 rice pulao, Roti/naan/puri, 1 regular Sweet, 1 regional sweet, Ice cream, Pickle, Salad, Papad, Mix veg Raita	500		
4.	ग्रीन रूम सर्विस	Tea,Coffee, Cookies, 3 snacks (kachori,spring roll, samosa), Dry fruits, Fruits Premium water bottle	50		
5.	हाई-टी शाम	Tea,Coffee,Cookies,1 snacks	1500		
TOTAL					
GST 18%					
Total Amount Payble					

***भोजन की व्यवस्था में Infrastructure arrangement शामिल होगा एवं पूरे दिन के लिए सभी प्रतिभागियों के लिए पेय जल की व्यवस्था शामिल होगी।**



तकनीकी शर्तें:-

केवल सरकारी अथवा पीएसयू कंपनियां ही इस टेन्डर में शामिल हो सकते हैं।

- (1) विगत तीन वर्ष या वार्षिक टर्न ओवर कम से कम ₹5 करोड़ रु. होना चाहिए।
- (2) सरकारी क्षेत्र में इवेंट मैनेजमेंट का कम से कम 10 वर्षों का कार्य करने का अनुभव हो।
- (3) फर्म द्वारा सरकारी क्षेत्र में (प्रथम पार्टी के रूप में) 5000 या उससे अधिक व्यक्तियों के लिए इवेंट मैनेजमेंट करने का कम से कम 5 कार्यों का अनुभव हो। Petty Contract फर्म वैध नहीं माना जाएगा।
- (4) ब्लेकलिस्ट नहीं है, से संबंधित प्रमाण-पत्र प्रस्तुत करना होगा।
- (5) फर्म के पास अनुभवी एवं सक्षम कार्मिकों की एक टीम होनी चाहिए।
- (6) सेवाओं को समय पर पूरा न करने की स्थिति में फर्म पर जुर्माना लगाया जाएगा।
- (7) एल-1 फर्म को निविदा राशि का 10 प्रतिशत ईएमडी के रूप में जमा करवाना होगा।
- (8) फर्म द्वारा बिडिंग दस्तावेज के साथ बिड सिक्योरिटी राशि के रूप में 3 लाख रुपये का DD/Bank Guarantee देना होगा।
- (9) अनुबंध मिलने के उपरांत अनुभवी एवं सक्षम कर्मियों की टीम की सूची देनी होगी और सभी सदस्यों को इवेंट के दौरान मौजूद रहना होगा।

