

भारत सरकार
गृह मंत्रालय
राजभाषा विभाग
(कार्यान्वयन-2)

एन.डी.सी.सी.-2 भवन, जय सिंह रोड,
नई दिल्ली-110001,
दिनांक - 20 मई, 2025

निविदा नोटिस

विषय: राजभाषा विभाग, गृह मंत्रालय द्वारा भारत मंडपम (नई दिल्ली) तथा हैदराबाद (तेलंगाना) में प्रस्तावित "राजभाषा विभाग स्वर्ण जयंती समारोह" से संबंधित इवेंट मैनेजमेंट संबंधी सेवाओं के लिए निविदा आमंत्रण ।

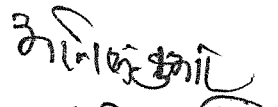
उपर्युक्त विषय के संबंध में मुझे यह कहने का निदेश हुआ है कि राजभाषा विभाग, गृह मंत्रालय द्वारा स्थापना वर्ष के उपलक्ष्य में "राजभाषा विभाग स्वर्ण जयंती समारोह" का आयोजन दिल्ली तथा हैदराबाद में क्रमशः 26 जून 2025 तथा 10 जुलाई 2025 को किया जाना है। इन कार्यक्रमों में विभिन्न कैबिनेट मंत्री, सांसद एवं अन्य गणमान्य अतिथि उपस्थित रहेंगे। उक्त समारोह में केन्द्र सरकार के विभिन्न कार्यालयों, उपक्रमों, बैंकों एवं नराकासों आदि के अधिकारीगण भी भाग लेंगे। इस समारोह में लगभग 5000 हिंदी सेवा के उपस्थिति होने की संभावना है।

2. इन आयोजनों में इवेंट मैनेजमेंट संबंधी सेवाओं का विवरण दिल्ली (भारत मंडपम) तथा हैदराबाद (जीएमसी बालयोगी इंडोर स्टेडियम, गच्छीबावली) के लिए अलग-2 अनुलग्नकों-क' एवं ख पर देखा जा सकता है। राजभाषा विभाग इन आयोजनों के लिए इवेंट मैनेजमेंट 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 30 मई 2025 तक सीलबंद लिफाफे में श्री अनिल कुमार, उप सचिव (का.), राजभाषा विभाग, गृह मंत्रालय, एनडीसीसी-2 भवन, जय सिंह रोड, चौथा तल, नई दिल्ली-110001 को भिजवा दें।

4. निर्धारित तिथि के पश्चात प्राप्त निविदा को स्वीकार नहीं किया जाएगा।

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


(अनिल कुमार)

उप सचिव (कार्यान्वयन)

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

अनुलग्नक 'क'					
राजभाषा स्वर्ण जयंती समारोह, नई दिल्ली (दिनांक 26th जून 2025)					
VENUE: BHARAT MANDAPAM, NEW DELHI					
MAIN EVENT : (Multi function Hall)					
FOOD VENUE : Hall No. - 14					
S. N.	Particulars	Size	Qty	T Sqft	Days
1	MULTIFUNCTION HALL				
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	200 Running Ft	1	200	
4	Railing Steps - Both sides of stage Chrome Handles , MDF Ply carpet stairs		2		1
5	Podium with Plasma TV		2		
6	VVIP Chairs for Dignitaries		12		1
7	Tepoy for Stage		12		1
8	Side stage for award winners and carpet for VVIP area	24' x 16' x 2.5'	1		
9	Camera Risers	4' x 4'	3	48	
10	Console Stage (Media)	24' x 20' x 1.5'	1	480	
11	2 Seater Sofa for VVIP Seating Area		100		1
12	Dunlop Chairs with Covers _ Bows		4500		1
13	Red Carpet in Aisle	213' x 20' + 272' x 20'	1	9,700	
14	RED Carpet in D area	213' x 120'	1	25,560	1
15	Barricades Between General Seating and VVIP	200 rft	350		1
16	Mojo Barrication for D Markation Area		200		1
17	Mojo Barrication for planeray hall & Multi function hall		200		1
2	Audio Visual				
1	LED Wall - Stage side up	fm Venue			1
	LED Wall - Center of Hall	fm Venue			1
2	CENTER LED Wall - P2 - 600 sq fts	on stage		600	1
3	Telepromptor (LED TV) in front of stage for speakers	65 Inc	3		1
4	Matrix Switcher		1		1
5	3 Camera Online Setup with Online Editing		1		1
6	2 Camera Static Videography		2		1
7	Scalar / Switcher / Connectors	For all	5		1
8	Photographer - Full Day		2		1
9	Drone		1		1
10	Gimble		1		1
3	Sound System				
1	Sound System for 5000 PAX	fm venue	in built		
2	Stage Monitors		4		2
3	Podium Mic - for 2 podiums - digital	2 at each	4		2
4	Cordless Mics		6		2

5	Lapel Mics		4		2
6	Digital Mixer		1		2
3A	Back UP Sound hanged on truss	MAIN HALL	1		1
	PA system for 5000 pax				
	8 top - Line array				
	4 Base - Line Array				
	Audio Mixer				
	Cabling				
	Technicians				
4	Stage Lights				1
1	T Truss for Lights hanging				
2	LED Parcens Lights				
3	Parcens Lights				
4	Goalpost Truss for hanging of lights	60' x 28'	1		
5	LED Buttons / Wash Lights				
6	Blinders				
7	Moving Heads / Sharpies				
5	Generators and electrical				
	Green Genset : CPCB4 Green Silent Genset				
1	125 KVA Generator for Sound - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		2
2	125 KVA Generator for LED - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		2
3	125 KVA Generator for Lights - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		2
4	Diesel for 125 KVA Generator for Sound - Per Hour rates (Diesel + Urea) 15 hrs per day		15		2
5	Diesel for 125 KVA Generator for Lights - Per Hour rates (Diesel + Urea) 15 hrs per day		15		2
6	Diesel for 125 KVA Generator for LED - Per Hour rates (Diesel + Urea) 15 hrs per day		15		2
7	Plug points		50		1
6	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 VIP Entrance Arch Toran - Flower Gate				1
5	Samai with Floral Décor - Lamp Lighting				1
6	VIP bouquets			25	1
2	Hall 14 : Food Hall + Level 1 VIP Area				
	44 counters				
1	Carpet for the Floor - hall 14	300x260	1	78,000	1
2	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
iv	12 Counters : 1 Counter-12.5 ftsx 10 tables	1500	1	1,500	1
3	Kitchen Food shade - super Structure , With tin closing for Rain protection , Sides Covered - super structure	80' x 20'	1	1,600	
4	Tables with frills for Misc : Required For console, awards , back stage, kitchen area,			350	1
5	Plastic Chairs - req for all over the venue		1000		1
6	Round Table / Standing Tables		50		1
	3 Outside area				
1	Carpet in between Hall 14 & Meeting Center	100 x 30 ft	3000		
2	Pagodas - 15ft - For Registration / Help Desk		2		2
4	Stalls Area - Both sides of MPH (Prefunction 1 : 18 + Pre Function 2 : 8)				
1	Octonorm Stalls with Spot Lights, 1 plug point, facia, carpet, 1 table, 2 black chairs	3m x 2m	26		2
2	New Carpet for Walkway - in-between stalls Red Colour	10000 sq fts	1	10,000	
	5 Level 1 : Go Summit Room / Vip Lounge				
1	Premium Round Table with 6 pax seating	6+4	10		2
	Set of classy cloth with sherwani chairs				
2	6 Counters : 1 Counter-12.5 ftsx 10 tables	750	1	750	1
3	Standing Tables			10	1
4	Golden Bollards with Red Rope set			10	1
5	Carpet at Leaders Lounge - Level 2	125 x 105	1	13,125	1
6	Carpet at Meeting Room 5 (HM)	70 x 45	1	3,150	1
	6 Branding				
1	Flex Branding - Arches , Signages , Wall Clading , Entrance ,Stage Branding	10000 Square Ft		10,000	
2	Vinyl and Sunboard Signages - Room Signages, Reserved Signages, Toilet Signages ,	2000 Square Ft		2,000	
3	Entrance Gates - Main Road Pragati Maidan	50' x 16'	2		
4	Big Hoarding - Outside at each gates	30' x 12'	3		
5	Photo op - Backdrop with platform		2		
	7 Transport				
1	Transport				
2	Additional Labour / Holding cost / food Cost				
	8 Housekeeping				
	Housekeeping			1	2
	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				
9	Generators and electrical for kitchen area	Summit Room			
	Green Genset : CPCB4 Green Silent Genset				
1	62 KVA Generator - 8 Hours X 2 Shifts per day		2		2
2	Diesel for 65 KVA Generator - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1
3	Power distribution : 5amp points x 2 sides	Points	6		2
4	Power distribution : 15amp points x 2 sides	Points	6		2
5	Distribution cable	100 mtr	100		2
10	Generators and electrical for kitchen area	MR 19			
1	62 KVA Generator - 8 Hours X 2 Shifts per day		2		1
2	Diesel for 65 KVA Generator - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1
3	Power distribution : 5amp points x 2 sides	Points	4		1
4	Power distribution : 15amp points x 2 sides	Points	4		1
11	Generators and electrical for kitchen area	Kitchen			
1	62 KVA Generator - 8 Hours X 2 Shifts per day for 3 days		2		2
2	Diesel for 65 KVA Generator - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1
3	Power distribution : 5amp points x 2 sides	Points	10		2
4	Power distribution : 15amp points x 2 sides	Points	10		2
12	Kitchen area	Kitchen			
1	kitchen area hanger	50x30ft	1	1500	1
2	pagoda/ Tin shed for tandoor area	5mx5m	2		2
3	Carpet - Used	2000 fts	1	2000	2
4	Lights		20		2
	Cabling / Distribution				
5	Fans		10		2
6	tentage for K11 washing area - Food shade				
13	Requirements For Meeting room - 19				
1	tables with frills and cloth on top	2x4ft	45	1	1
2	carpeting - if required	2200sqft	1	2200	1
3	round tables with overlay	5ft dia	8	1	1
4	dunlop chairs		100	1	1
5	standing cocktail tables -only outdoor area		10		1
14	Requirements For Meeting room - 14				
1	carpeting		1	1500	1
2	tables with frills and cloth on top	buffet	20	1	1
3	round tables with premium overlay		4	1	1
4	dunlop chairs - VIP HI-Back		30	1	1
15	Requirements For Meeting room - 7	MR 7			

1	carpeting		1	2800	1
2	tables with frills and cloth ontop	buffet	20	1	1
3	round tables with premium overlay		6	1	1
4	dunlop chairs - VIP HI-Back		36	1	1
5	tables with frills and cloth ontop - for PFA Level 1 (Outside MR 6/7)	buffet	40	1	1
6	standing cocktail tables -for PFA Level 1 (Outside MR 6/7)		10		1
16	Additional Generators and electrical for MR 7 & Pre function of 6-7	Req by ITC			
1	125 KVA Generator - 8 Hours X 2 Shifts per day		2		1
2	Power distribution : 5amp points x 2 sides	Points	10		1
3	Power distribution : 15amp points x 2 sides	Points	10		1
4	Distribution cable	100 mtr	100		1
5	Diesel for 125 KVA Generator - Per Hour rates (Diesel + Urea) 15 hrs per day		15		1
17	More				
1	Hard Drive - 2 TB			1	1
2	Q Managers				
i	Golden Bollards with Red Rope Set			50	1
ii	Silver Pull set - Q manager			30	1
3	Colored Printer with stationary			1	1
TOTAL					
GST 18%					
GRAND TOTAL					

6

अनुलग्नक 'ख'					
राजभाषा विभाग स्वर्ण जयंती समारोह, हैदराबाद (दिनांक 10th जुलाई 2025)					
Venue: GMC Balayogi Sports Complex _Indoor Stadium					
Event - Indoor Stadium					
Food : Hanger Outside (Lawn)					
Stalls : Hanger Outside (Front Hall Gate)					
Registration : Hanger Outside (Main Gate)					
S. N.	Particulars	Size	Qty	T Sqft	Days
1	Main Stage and Seating Area				
1	Stage with New Red Carpet	60'x32' x 4'	1	1,920	1
2	Double Cushioning - Support req for Wooden Floor	32' x 60' x 4"	1	1,920	1
3	Backdrop Support Structure with Scaffolding support for LED Screen & Backdrop	50' x 20'	1	1000	1
4	Side Pleated Framed Black Masking Besides Stage with Scaffolding support	200 Running Ft	1	200	1
5	Podium with Plasma TV (SPL VIP)		2		1
6	Chairs for Dignitaries (for HM & CM)		12		1
7	Tepoy for Stage (In front of VIP Chairs)		12		1
8	Side stage for award winners and carpet for VVIP area with Double Cushioning with stiers & Masking all over	24' x 20' x 2.5'	1	480	
9	Camera Risers	8' x 6'	3	48	
10	Console Stage (Media)	24' x 20' x 4'	1	480	
11	2 Seater Sofa for VVIP Seating Area		50		1
12	Dunlop Chairs with Covers _ Bows		2000		1
13	Carpet for the stadium floor	180' x 130'	1	23,400	
14	RED Carpet in D area	100' x 130'	1	13,000	1
15	Barricades Between General Seating and VVIP	180'	180		1
16	Mojo Barrication for D Markation Area	200'	200		1
17	Steps with Side Railing		2		1
2	Audio Visual				
1	LED Wall - Center Wall - P2	1000 sq fts		1,000	1
	LED Wall - Delay Screens				
2	Telepromptor (LED TV) in front of stage for speakers	65 Inc	3		1
3	Streamless Swticher - Matrix		1		1
4	Visual Jockey				
5	watchout Operator				
6	Q Commandet with Laser Pointer				
7	Technician				
3	Still / Video				
1	Professional Videographer - HD 4K		3		1
2	Video Mixer for Multiple Camera Set up		1		1
3	Professional Photographer		2		1
4	Scalar / Switcher / Connectors	For all	5		1
5	Drone camera shoot with Live feed		1		1
6	Gimble Camera		1		1
7	Final Editing + Teaser Videos onsite		1		1

8	Hard Drive		1		1
9	Physical Album - 100 pages coffee table book		1		1
4	Sound System				
1	VRX fly sound - 5000 pax with Delay Speakers				2
2	Stage Monitors		4		2
3	Podium Mic - for 2 podiums - digital	2 at each	4		2
4	Cordless Mics		6		2
5	Lapel Mics		4		2
6	Digital Mixer		1		2
7	Sound engineer		1		2
5	Lights for stage				
1	T Truss for Lights hanging fm sides				1
2	Warm Light + RGB LED				
3	Parcens Lights				
4	Sharpies				
5	Blinders				
5	Goalpost Truss for hanging of lights	60' x 28'	1		
6	LED Buttons / Wash Lights				
6	Generators and electrical				
1	125 KVA Generator for Sound - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		2
2	125 KVA Generator for LED - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		2
3	125 KVA Generator for Lights - 8 Hours X 2 Shifts iper day for 2 days + 1 day testing		2		2
4	62 KVA Generator for Day Light - 8 Hours		1		1
5	Diesel for 125 KVA Generator for Sound - Per Hour rates (Diesel) 15 hrs per day		15		2
6	Diesel for 125 KVA Generator for Lights - Per Hour rates (Diesel) 15 hrs per day		15		2
7	Diesel for 125 KVA Generator for LED - Per Hour rates (Diesel) 15 hrs per day		15		2
8	Diesel for 62 KVA Generator for Day Lights - Per Hour rates (Diesel) 15 hrs per day		15		1
9	Plug points		100		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	VIP bouquets			25	1
8	Food Hall + VIP Area				
	GERMAN HANGER - FOOD AREA - OUTSIDE GROUND				
1	German Hanger for Lunch / Kitchen	90 mtr x 30 mtr		2700	1
	including Lights & Carpet in the entire area				
2	Jumbo Coolers in hanger tent			40	1

3	Tentatge for Washing area				2
	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
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
9	Stalls Area				
1	Octonorm Stalls with Spot Lights, 1 plug point, facia, carpet, 1 table, 2 black chairs	3m x 2m	15		2
2	German Hanger	30 mtr x 20 mtr	600		2
3	Carpet in hanger		6000		2
10	Registration				
1	German Hanger	20 mtr x 10 mtr	200		2
11	VIP Room				
1	Premium Round Table with 6 pax seating	3	3		2
	Set of classy cloth with sherwani chairs				
2	3 seater White table			3	1
3	Teepoys			2	1
4	Carpet at walking area + VIP Lounge Room	8000 sq fts	1	8,000	1
12	Branding				
1	Flex Branding - Arches , Signages , Wall Clading , Entrance ,Stage Branding	8000 Sq Ft		8,000	
2	Vinyl and Sunboard Signages - Room Signages, Reserved Signages, Toilet Signages ,	1000 Sq ft		1,000	
3	Entrance Gates - Main Road	50' x 14' x 4' W	2		
4	Inside Big Gates - 3d Cube	30' x 12' x 3' W	1		
5	Big Hoarding - Outside at each gates	24' x 12'	2		
6	Photo op - Backdrop with platform		1		
13	Kitchen area - 2 days	Kitchen			
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
3	Power distribution : 15amp points x 2 sides	Points	6		2
4	Distribution cable	100 mtr	100		2
14	OTHERS				

1	Q Managers Golden Bollards with Red Rope Set			50	1
2	Silver Pull set - Q manager			30	1
3	Printer with Stationary			1	1
4	CC Cameras with PTZ			50	1
5	Walky Talky			25	1
6	Mojo Barricding for road blockage	Running Fts		300	1
15	Other Requirements				
1	Transportation for all				
2	Additional Labour / Holding cost / Food Cost				
TOTAL					
GST 18%					
GRAND TOTAL					

तकनीकी शर्त:-

- (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 हों।
- (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 कर्मियों 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 रु. 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।
