

**TENDER OPEN TO THE EMPANELLED VENDORS OF MINISTRY OF CULTURE, THE VENDORS WHO HAVE ORGANIZED EVENTS FOR THE MINISTRY OR ITS ORGANIZATIONS IN DELHI DURING THE LAST 2 YEARS OR FOR MINISTRY'S OFFICES IN HYDERABAD E.G., SEZCC, SALARJUNG MUSEUM ETC**

**Request for Proposal for Engagement of Event Management Agency for making arrangements for the event to be held on 17 September 2026 to Celebrate Hyderabad Liberation Day 2026 at Hyderabad.**

**RFP Ref No:CM-31035/39/2026-C&M**

**Dated: 20.08.2026**

**Issued by:-**

Ministry of Culture  
(C&M Secretariat)  
3<sup>rd</sup> Floor, IGNCA Building (near Western Court)  
(Above Samvet Auditorium)  
Janpath, New Delhi – 110001  
Phone: 9873092151, 9873204446  
Email: chiranjeev.kumar@nic.in, naveen.yadav@nic.in

#### **IMPORTANT DATES**

Date of issue of RFP by Ministry of Culture, Government of India: **20 August 2026**

Last Date of Submission of Pre-bid queries: **24 August 2026 (05.00 pm)**

Date of Pre- bid meeting: **25 August 2026 (03.00 pm)**

Last Date of Submission of Proposal/Bid: **27 August 2026 (up to 05.00 pm)**

Date of Opening of Proposals/Bids: **28 August 2026 (11.00 am)**

Presentation before the Selection Committee- **31 August 2026 (11.00 am)**

Opening of Financial Bid – **31 August 2026 (4.00 pm)**

Venue of the Event: **Parade Ground, Hyderabad**

**NOTICE INVITING TENDER**

**TENDER OPEN TO THE EMPANELLED VENDORS OF MINISTRY OF CULTURE, THE VENDORS WHO HAVE ORGANIZED EVENTS FOR THE MINISTRY OR ITS ORGANIZATIONS IN DELHI DURING THE LAST 2 YEARS OR FOR MINISTRY'S OFFICES IN HYDERABAD E.G., SEZCC, SALARJUNG MUSEUM ETC**

**Request for Proposal for Engagement of Event Management Agency for making arrangements for the event to be held on 17 September 2026 in Hyderabad to Celebrate Hyderabad Liberation Day 2026.**

The Ministry of Culture (MoC), Government of India invites Event Management Agencies to make a bid for making arrangements for event to be held on 17 September 2026 in Hyderabad to celebrate Hyderabad Liberation Day 2026. The RFP will be uploaded on the website of Ministry of Culture, amritkaal and the websites of its offices in Hyderabad such as SEZCC and Salarjung Museum. Interested bidders may peruse the detailed RFP and those having experience of handling large scale events as per the eligibility criteria may submit their bids viz. technical and financial physically in the office of Under Secretary, MoC.

MoC would be detailing the minimum pre- qualification requirements and the process of selection in the RFP. Briefly the following procedure will be followed for selection:

- The Agency will be selected by **QCBS method**.
- A designated Committee constituted by the Ministry would evaluate the quality/capacity of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfillment of eligibility criteria (Technical Bid). The technically eligible agencies would be called to make a presentation before the Committee.
- Financial Bids of only the short- listed Bidders (who score at least 70 out of 100 in the Technical Bid) would be considered.
- MoC does not bind itself to accept the lowest or any tender and has a right to refuse any or all the bids without assigning any reason or select any bidder that is in the final evaluation list. The Ministry also reserves the right to re- issue the Tender without Tenderers having the right to object to such re- issue. It also reserves the rights to extend the validity period.
- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the Tender document. Any tender that stipulates conditions contrary to the conditions given in the tender document stands disqualified.
- **All the desired documents must be attached/uploaded with page numbering and proper Indexing to facilitate locating.**
  - The Technical & Financial bids should be submitted physically in two separate envelops in the Office of Under Secretary, MoC by the scheduled date. The Technical bids will be opened as per schedule below:-
    - **Date: 28.08.2026      Time: 11.00 am**

- Pre-bid queries: All queries regarding the RFP can be raised in the pre-bid meeting in C&M Secretariat on **25.08.2026 (03.00 pm)**.
- Bidders are requested to attend the Pre-bid Meeting to understand in detail the activities to be covered, arrangements to be made and expectations from the Agency. Any doubt, clarification needed by the bidder will be cleared in the meeting and they will be in a better position to prepare their bid.
- During opening of the technical and financial bids, all bidders or their representatives are requested to be present in Ministry of Culture, C&M Secretariat, Third Floor, IGNCA Building (Above Samvet Auditorium), Janpath, New Delhi-110001.
- MoC also reserves the sole right for carrying out amendments/ modification/ changes including any addendum to this RFP. Such amendments/ modification/ changes including any addendum to this RFP shall be notified to the Agencies through emails or websites.
- MoC reserves the right to advance/extend the deadline without assigning any reasons thereof.
- The bidder shall bear all costs associated with the preparation and submission of the Tender and MoC will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

### **Brief on Hyderabad Liberation Day**

On 15th August 1947, while India attained independence from British rule, the princely State of Hyderabad remained under the autocratic control of the Nizam. For 13 months after independence, the people of Telangana, Marathwada, and Kalyana Karnataka continued to suffer grave injustices under the Nizam's rule and the Razakars. Resistance movements, led by brave leaders and ordinary citizens, grew stronger during this period, keeping alive the spirit of freedom.

2. Responding to the atrocities and keeping in mind national unity, Sardar Vallabhbhai Patel, the then Home Minister of India, took decisive action to integrate Hyderabad into the Union of India. Between 13th and 17th September 1948, the Indian Armed Forces undertook Operation Polo (also known as Police Action), leading to the surrender of the Nizam's forces and the Razakars after 109 hours of operations. Hyderabad's accession to the Indian Union on 17th September 1948 marked the historic unification of Telangana, Marathwada and Kalyana Karnataka with free India. This success reaffirmed the nation's commitment to integration and underscored Sardar Patel's decisive role in realizing the vision of a united India.

3. To honour the sacrifices and pay national tribute to the martyrs of the freedom struggle in the erstwhile Hyderabad State, **the Government of India decided to commemorate the Hyderabad Liberation Day on 17th September 2022 through a national programme at Hyderabad.** To continue the collective remembrance of national unity and honour the sacrifices of the martyrs, **the Hyderabad Liberation Day is celebrated every year since then on 17th September.** Accordingly the celebrations this year will be held on 17 September 2026 through a national programme at Hyderabad Parade Grounds consisting of various cultural activities.

: 4 :

### **Scope of Work**

List of works common for a VIP level function, which will have to be carried out by the Event Management Agency for the above function at Hyderabad Parade Ground is as below:

| S No                      | Item/description                                                                                                                                                                                                 | Dimensions              | Quantity |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------|
| <b>A.Ground Logistics</b> |                                                                                                                                                                                                                  |                         |          |
| 1                         | Main Stage with 3' ft Height with L Shape landing as per Norms and railing on three sides which needed to be erected before 7 days prior to the Event and completed stage should be given for two days.          | 48'x32'x3' (H)          | 1536     |
| 2                         | VVIP Chairs on Dias as per norms 2 days prior to the Event.                                                                                                                                                      | 24 Nos                  | 24       |
| 3                         | Flag Hoisting/ Salute Stage with 1' ft Height for trail run and main event 7 days prior to the Event.                                                                                                            | 24'x16'                 | 384      |
| 4                         | Raised Platform from Main Stage to Flag Hoisting Stage and for pathway until facilitation area to be erected before 7 days prior to the event and completed platform 2 days before for trail run and Main Event. | 80'x8'x1'(H)            | 640      |
| 5                         | Cultural Stage with 3'(H) with steps on either side which needed to be erected before 7 days prior to the Event and completed stage should be given for two days.                                                | 60'x40'x3'(H)           | 2400     |
| 6                         | Glass top Teapoys for Main Dias, Green rooms, etc.                                                                                                                                                               | 16 Nos                  | 16       |
| 7                         | Banquet Chair for VIP Gallary 5 days prior to the event.                                                                                                                                                         | 4000 Nos                | 4000     |
| 8                         | Fibre Chairs for General Audience                                                                                                                                                                                | 24000 Nos               | 24000    |
| 9                         | Brand New Carpeting                                                                                                                                                                                              | 250000 Sft              | 250000   |
| 10                        | View Cutter 15' ft Height, with metal structure, 7 days prior to the Main event.                                                                                                                                 | 3000 Rft                | 3000     |
| 11                        | Raisers for Sound Stagging - 32 Nos                                                                                                                                                                              | 8'x8'x5'(H)x32Nos       | 2048     |
| 12                        | Scaffolding for LED Screens to hold the LED Screens 5 days prior to the Event.                                                                                                                                   | 30'x30'x12 Nos          | 12       |
| 13                        | Raisers for Media Stage                                                                                                                                                                                          | 8'x8'x2'x1' (H) x 6 Nos | 384      |

|                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |            |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| 14                                                                                                                                                                                                                                                                                                                                                                       | Mojo Barricading,metal structure with erection to divide the galleries, creating aisels, securing the entire ground, pathways, separate the zones in the main venues and exhibition area & crowd management as per the guidelines of Police officials for 7 days prior to the event. | 25000 R ft | 25000 |
| <p><b>Note :</b><br/> All the ground Logistics works needs to be erected 7 days prior, such that the Parade contingents could practise and complete their rehearsals.<br/> 5 days prior semi finished ground Logistics to be made for dry rehearsals.<br/> 2 days prior complete the ground Logistics in all ways for complete dry runs and full fledged rehearsals.</p> |                                                                                                                                                                                                                                                                                      |            |       |
| B. Structures                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                      |            |       |
| 1                                                                                                                                                                                                                                                                                                                                                                        | Water Proof Shed (German Hanger) with Side walls with Central Column Free Structure of Size (60'X 60'X 16Ft Height at sides and 32' Height at centre) which needed to be erected before 7 days prior to the Event and completed stage should be given for three days.                | 60'x60'    | 3600  |
| 2                                                                                                                                                                                                                                                                                                                                                                        | Wooden Flooring for the entire German Hangar using adjustable Jacks and carpet on Top. which needed to be erected before 7 days prior to the Event and completed flooring should be given for three days.                                                                            | 3600 Sq ft | 3600  |
| 3                                                                                                                                                                                                                                                                                                                                                                        | Ceiling for German Hangar of Main Stage                                                                                                                                                                                                                                              | 3600 Sq ft | 3600  |
| 4                                                                                                                                                                                                                                                                                                                                                                        | Water Proof Shed (Super Structure) for VIP Seating Area (60'x60') on the right side of main stage. which needed to be erected before 5 days prior to the Event and completed structure should be given for three days.                                                               | 3600 Sq ft | 3600  |
| 5                                                                                                                                                                                                                                                                                                                                                                        | Gallery Seating Stage for the VIP Seating Area on the right side of main stage.which needed to be erected before 5 days prior to the Event and completed stage should be given for three days.                                                                                       | 3600 Sq ft | 3600  |
| 6                                                                                                                                                                                                                                                                                                                                                                        | Water proof shed ( Super Structure) for VIP Seating Area (60'x60') on the left side of Main Stage.which needed to be erected before 5 days prior to the Event and completed sturcture should be given for three days.                                                                | 3600 Sq ft | 3600  |
| 7                                                                                                                                                                                                                                                                                                                                                                        | Gallery Seating Stage for the VIP Seating Area on the left side of main stage.which needed to be erected before 5 days prior to the Event and completed stage should be given for three days.                                                                                        | 3600 Sq ft | 3600  |

|                                           |                                                                                                                                                                                                                                                                                                                                               |                                                 |       |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------|
| 8                                         | Water proof shed Super strcture with one side slope for the audience seating on eighter side of the center stage = 600'x60'x2Nos.which needed to be erected before 5 days prior to the Event and completed sturcture should be given for three days.                                                                                          | 600'x60'x2 Nos                                  | 72000 |
| 9                                         | Gallery Seating Stage for the audience Seating Area on either side of center stage 600'x60'x1'/2'/3'(ht)x2 nos.which needed to be erected before 5 days prior to the Event and completed stage should be given for three days.                                                                                                                | 600'x60'x1'/2'/3' 2nos                          | 72000 |
| 10                                        | Water Proof Shed (Super Structure) with one side slope for the audience seating on eithere side of the Venue 400'x120'x2 Nos.which needed to be erected before 5 days prior to the Event and completed sturcture should be given for three days.                                                                                              | 400'x120'x2 Nos                                 | 96000 |
| 11                                        | EMCEE Enclosure to the stage left with acrylic U Shapped Sound absorbing structure with an opnion of TV for the Viewing the Live.                                                                                                                                                                                                             | 1 Job                                           | 1     |
| 12                                        | VVIP Lounge (Green Rooms) errecting with Pagoda,                                                                                                                                                                                                                                                                                              | 20'x20'                                         | 6     |
| 13                                        | Leather Sofas with cover at VVIP Lounge, Green Rooms, etc.                                                                                                                                                                                                                                                                                    | 100 Nos                                         | 100   |
| 14                                        | Pagodas/water proof for Command Control rooms/ contingents/ Artists/                                                                                                                                                                                                                                                                          | 20'x20' 40 Nos                                  | 40    |
| 15                                        | Erection of Fort Wall with Kakatiya kaman Arch, Fibre glass Finish with metal frames, Painting with emulsion colors, Setup at the backside of contingents Parade area.                                                                                                                                                                        | 1200'x16' (600'+600')                           | 19200 |
|                                           | <b>Note :</b><br>All the Structure works need to be erected 7 days prior, such that the Parade contingents practise and complete their rehearsals.<br>5 days prior semi finished ground Logistics to be made for dry rehearsals.<br>2 days prior complete the ground Logistics in all ways for complete dry runs and full fledged rehearsals. |                                                 |       |
| <b>C.Public Addressing System (Sound)</b> |                                                                                                                                                                                                                                                                                                                                               |                                                 |       |
| 1                                         | Surround PA System L- Acoustics/DNB/ A12 JBL/Vertec V4888 Tops & V4880A Subs / equivalent suspended from scaffoldings/Truss using motorized chain pulleys or staged on Raised Platforms. Sound Should be installed 5 days prior and trail run and main event with full setup.                                                                 | 6 Tops each line array/Stag with Total 192 tops | 192   |
| 2                                         | Podium Mics                                                                                                                                                                                                                                                                                                                                   | 2 Nos                                           | 1     |
| 3                                         | Foot Mics                                                                                                                                                                                                                                                                                                                                     | 64 Nos                                          |       |

|                       |                                                                                                                                                                                                                                                                                                                                                            |                          |      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------|
| 3                     | Lapel Mics                                                                                                                                                                                                                                                                                                                                                 | 8 Nos                    |      |
| 4                     | Handheld Cordless Mics                                                                                                                                                                                                                                                                                                                                     | 8 Nos                    |      |
| 5                     | Stage Monitors                                                                                                                                                                                                                                                                                                                                             | 16 Nos                   |      |
| 6                     | Side Fill for Main Stage                                                                                                                                                                                                                                                                                                                                   | 2 Set                    |      |
| 7                     | Cabling for the whole sound system - Cat 5                                                                                                                                                                                                                                                                                                                 | 1 Set                    |      |
| 8                     | Horns System for the venue/approach roads.                                                                                                                                                                                                                                                                                                                 | 300 Nos                  | 300  |
|                       | <b>Note :</b><br>All the Sound System Cabling & wiring setup needs to be installed 7 days prior, such that the Parade contingents practise and complete there rehearsals.<br>5 days prior Sound System setup to be made for dry rehearsals.<br>2 days prior complete the Sound System setup in all ways for complete dry runs and full fledged rehearsals. |                          |      |
|                       | Complete Cabling & wiring to be laid under the ground, such that the marching track & roads/route doesn't have obstruction<br>8" HDPE/PVC Pipes have to be laid under the roads/tracks to run the cable & wiring.                                                                                                                                          |                          |      |
| D.AV System (Screens) |                                                                                                                                                                                                                                                                                                                                                            |                          |      |
| 1                     | Delay LED Screens Outdoor type erected on scaffolding with high nit value for viewing in the morning for audience.                                                                                                                                                                                                                                         | 30'x20'x12 Nos           | 7200 |
| 2                     | Main Stage Led Screen                                                                                                                                                                                                                                                                                                                                      | 48'x14' (H)              | 672  |
| 3                     | Hanging LED Screens in Galleries                                                                                                                                                                                                                                                                                                                           | 8'x6'x20Nos              | 960  |
| 4                     | Watchout Server for PCR Room Connectivity and distribution over the Dalay Screens                                                                                                                                                                                                                                                                          | 1 No                     | 1    |
| 5                     | Optical Fiber Cabling for the LED Screens 3 Kms                                                                                                                                                                                                                                                                                                            | 3000 Mts                 | 3000 |
| 5                     | Live Streaming Internet                                                                                                                                                                                                                                                                                                                                    | 2 Sets                   | 2    |
| 6                     | LED Screens on Cultural Stage as per the Design                                                                                                                                                                                                                                                                                                            | 60x14,wings 12x6 - 6 nos | 1272 |
| 7                     | Visual Jockey for the Main Stage                                                                                                                                                                                                                                                                                                                           | 1 No                     | 1    |
|                       | <b>Note :</b><br>All the AV Systems Cabling & wiring needs to be installed 7 days prior, such that the Parade contingents practise and complete there rehearsals.<br>5 days prior AV systems to be made for dry rehearsals.<br>2 days prior complete the AV systems in all ways for complete dry runs and full fledged rehearsals.                         |                          |      |
|                       | Complete Cabling & wiring to be laid under the ground, such that the marching track & roads/route doesn't have obstruction<br>8" HDPE/PVC Pipes have to be laid under the roads/tracks to run the cable & wiring.                                                                                                                                          |                          |      |

| <b>E.Venue Lighting &amp; Captive Power</b>                                                                                                                                                                                                                                                                                  |                                                                                                                                                 |                           |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------|
| 1                                                                                                                                                                                                                                                                                                                            | Gensets 125KVA - With Diesel and Gensets should be placed in the ground with proper earthing 7 days prior the event.                            | 24 Nos for up to 12 hours | 24   |
| 2                                                                                                                                                                                                                                                                                                                            | Gensets 62.5KVA - With Diesel and Gensets should be placed in the ground with proper earthing 7 days prior the event.                           | 16 Nos for up to 14 hours | 16   |
| 3                                                                                                                                                                                                                                                                                                                            | Working Lights Diesel Genset for Production & Post Production - LED 2000 nos Wt. for 9 Days including Pre Production, Event and post Production | 2000 Nos                  | 2000 |
| 4                                                                                                                                                                                                                                                                                                                            | Cabling & Distribution Network along with Switch Boards, Distribution Boxes                                                                     | 1 Set Lumpsum             | 1    |
| 5                                                                                                                                                                                                                                                                                                                            | Inteligent lighting for the main stage for facelighting installed along with German Hangar                                                      | 1 set                     | 1    |
| 6                                                                                                                                                                                                                                                                                                                            | Laying of underground cabling system as per the event requirement (Marching Track & Parade Area ).                                              | 1 Job                     | 1    |
| <p><b>Note :</b>All the Venue Lighting &amp; captive Power Cabling &amp; wiring needs to be installed 9 days prior, such that the Parade contingents practise and complete there rehearsals. 2 days prior complete the Venue Lighting &amp; Captive power in all ways for complete dry runs and full fledged rehearsals.</p> |                                                                                                                                                 |                           |      |
| <b>F. Cooling Systems:</b>                                                                                                                                                                                                                                                                                                   |                                                                                                                                                 |                           |      |
| 1                                                                                                                                                                                                                                                                                                                            | Air conditioners on the dias (Tower Ac's - Each 5 Ton) for 5 days                                                                               | 24 nos - 100 TR           | 100  |
| 2                                                                                                                                                                                                                                                                                                                            | Air conditioners on the Green Rooms tower's/Packaging Ac for 5 days - 400 TR                                                                    | 400 TR                    | 400  |
| <b>F Amenities</b>                                                                                                                                                                                                                                                                                                           |                                                                                                                                                 |                           |      |
| 1                                                                                                                                                                                                                                                                                                                            | VVIP Mobile Toilets.                                                                                                                            | 10 Nos                    | 10   |
| 2                                                                                                                                                                                                                                                                                                                            | Mobile Toilets for Public (50 Male + 50 Female +20 Contigents + 30 Food Area)                                                                   | 150 Nos                   | 150  |
| 3                                                                                                                                                                                                                                                                                                                            | Water Dispensery Station - Iron Tables with Cloth & Frill                                                                                       | 150 nos                   | 150  |
| 4                                                                                                                                                                                                                                                                                                                            | Water Supply for the audience - Volunteer with water bubbles at each water station and dispossable glasses.                                     | 150 nos                   | 150  |
| 5                                                                                                                                                                                                                                                                                                                            | Ground cleaning service for 7 days Pre & Post Event.                                                                                            | 1 Job                     | 1    |
| <b>G Fire Safety</b>                                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |                           |      |
| 1                                                                                                                                                                                                                                                                                                                            | Fire Extinguishers - 6Kg Cylinders                                                                                                              | 24 Nos                    | 24   |
| 2                                                                                                                                                                                                                                                                                                                            | Fire Buckets with Stand and filled with sand near the main stage                                                                                | 8 Sets                    | 8    |



|                                      |                                                                                                                                 |                   |       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------|-------|
| 3                                    | Fire Retardant Spray for the Main Stage, Passage & VIP Area.                                                                    | 1 Job             | 1     |
| <b>H. Venue Branding &amp; Décor</b> |                                                                                                                                 |                   |       |
| 1                                    | Welcome flex arches - Box type - visible on both sides - 16'(H) & 32' beam 4 nos at the gates                                   | 4 Nos             | 4     |
| 2                                    | Floral for War Memorial, one job                                                                                                | 1 Set             | 1     |
| 3                                    | Floral for Main Stage and Railing for FlagPost                                                                                  | 1 Set             | 1     |
| 4                                    | Venue Ambience and Leaders Cutouts                                                                                              | 50' x 15' x 4 nos | 4     |
| 5                                    | Signages around the venue & Parking showing the Directions for the Venue per the Traffic & Police Officials requirement.        | 8'x4'x200 Nos     | 6400  |
| 6                                    | Orange and white color Theme Décor for main stage, Cultural stage, VIP Seating Area, public seating area and etc.,              | 1 Set             | 1     |
| 7                                    | Multicolor Flags around the Venue                                                                                               | 200 nos           | 200   |
| 8                                    | Venue Branding                                                                                                                  | 10'x8' (H)        | 100   |
| <b>I. Closed Circuit Cameras</b>     |                                                                                                                                 |                   |       |
| 1                                    | Hire Charges for Hikvision 5 MP Outdoor Bullet CCTV Camera                                                                      | 160 Nos           | 160   |
| 2                                    | HDD Recording Devices                                                                                                           | 8 Nos             | 8     |
| 3                                    | Cabling for the Cameras - CAT-5 or OFC                                                                                          | 1 Set             | 1     |
| 4                                    | TV's for Camera Display                                                                                                         | 6 Nos             | 6     |
| 5                                    | Transportation to & fro the Venue                                                                                               | 1 Nos             | 1     |
| 6                                    | Installation Charges                                                                                                            | Whole Setup       | 1     |
| 7                                    | Providing Internet Service to the CCTV                                                                                          | 1 Job             | 1     |
| <b>J. Kitchen and Dinning Area</b>   |                                                                                                                                 |                   |       |
| 1                                    | Water proof Shed (super structure) with one side slope for the kitchen area 100'x60'x1 Nos, with full sides packing             | 100'x60'          | 6000  |
| 2                                    | Water proof strcture German Hanger for the VVIP Dinning Area 100'x100'x1 No, with 1' Height wooden platform,brand new Carpeting | 100'x100'         | 10000 |
| 3                                    | Water proof (Super Structure) with one side slope for the Dining Area 200'x140' for Artist                                      | 200'x140'         | 28000 |
| 4                                    | view cutters 8' ft Height for the Artist Dine Area                                                                              | 2000 Rft          | 2000  |
| 5                                    | Hand Washes with 6 Taps along with water tank setup                                                                             | 10 Nos            | 10    |
| 6                                    | Iron Tables with cloth cover and frill                                                                                          | 150 Nos           | 150   |
| 7                                    | Dust Bins                                                                                                                       | 150 Nos           | 150   |
| <b>K. Logistics</b>                  |                                                                                                                                 |                   |       |
| 1                                    | Buses for the Artists transportation, 30 Nos for 5 Days                                                                         | 30 Nos            | 30    |
| 2                                    | Buses for the Audience/School children/Invitees transportation 480 Nos for 1 Day                                                | 480 Nos           | 480   |

| <b>L. Office Room Setup (SZCC) Client</b> |                                                                                                                                                                                           |                     |       |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------|
| 1                                         | German Hanger Space for SZCC Office 40'x33'                                                                                                                                               | 40'x33'             | 1320  |
| 2                                         | wooden plat form for the SZCC office 40x33'                                                                                                                                               | 40'x33'             | 1320  |
| 3                                         | Tower AC for the SZCC office room 5.50 tones 2 Nos                                                                                                                                        | 2 Nos               | 2     |
| 4                                         | Tables for the SZCC office room                                                                                                                                                           | 10 Nos              | 10    |
| 5                                         | Mist fans for the SZCC office room                                                                                                                                                        | 2 Nos               | 2     |
| 6                                         | Chairs in SZCC office room                                                                                                                                                                | 20 nos              | 20    |
| 7                                         | computer, printer and scanner for SZCC Room                                                                                                                                               | 1 Set               | 1     |
| 8                                         | Providing Internet Service for the Office                                                                                                                                                 | 1 Job               | 1     |
| <b>M. Office Room Setup (MOC) Client</b>  |                                                                                                                                                                                           |                     |       |
| 1                                         | German Hanger Space for MOC Office 40'x33'                                                                                                                                                | 40'x33'             | 1320  |
| 2                                         | wooden plat form for the MOC office 40x33'                                                                                                                                                | 40'x33'             | 1320  |
| 3                                         | Tower AC for the MOC office room 5.50 tones 2 Nos                                                                                                                                         | 2 Nos               | 2     |
| 4                                         | Tables for the MOC office room                                                                                                                                                            | 10 Nos              | 10    |
| 5                                         | Mist fans for the MOC office room                                                                                                                                                         | 2 Nos               | 2     |
| 6                                         | Chairs in MOC office room                                                                                                                                                                 | 20 nos              | 20    |
| 7                                         | Computer, printer and scanner for SZCC Room                                                                                                                                               | 1 Set               | 1     |
| 8                                         | Providing Internet Service for the Office                                                                                                                                                 | 1 Job               | 1     |
| <b>N. Liberation Day Theme Decor</b>      |                                                                                                                                                                                           |                     |       |
| 1                                         | Kakatiya Arches, 3 dimensional structures with Fibe glass, POP, Plywood etc, 28' Height N 40' width for Exhibition Entry 1 No and VVIP entrance 1 Nos, and contingents entry 1 no (3 Nos) | 2 Nos               | 2     |
| 2                                         | 3 D - Banyan Tree setup with Fiber structure (25' to 30' ht) which show case the Purpose of the Event.                                                                                    | 1 SET               | 1     |
| 3                                         | Well Themed Setup which elobarates the purpose of the Event.                                                                                                                              | 1 SET               | 1     |
| <b>O. War Memorial Area</b>               |                                                                                                                                                                                           |                     |       |
| 1                                         | White Side wall (View Cutter) for the War Memorial Area 1200 sft                                                                                                                          | 1200 Rft            | 1200  |
| 2                                         | Super structure with one side slope for Seating Area 40'x20'x2 Nos in the War Memorial Area.                                                                                              | 40'x20'x2 Nos       | 1600  |
| 3                                         | Carpeting in the War Memorial Area 20000 Sft                                                                                                                                              | 20000 Sft           | 20000 |
| <b>P. Others</b>                          |                                                                                                                                                                                           |                     |       |
| 1                                         | Refreshments for VIPs for 17 Sep 2025                                                                                                                                                     | 1200 Nos            | 1200  |
| 2                                         | Refreshments for Contigents for 15th and 17th September 2025 for 3 Days                                                                                                                   | 1500 Nos for 3 Days | 1500  |
| 3                                         | VIPs refreshments for Army/ Parade People for 13th, 14th and 15th September 2025                                                                                                          | 60 Nos for 3 Days   | 60    |
| 4                                         | Refreshments for School Childrens Packaged Food                                                                                                                                           | 6000 Nos            | 6000  |

|                                                           |                                                                                                                                           |            |      |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------|------|
| 5                                                         | Anchor (Who can speak in Telugu, Hindu and English) for the main event                                                                    | 1 No       | 1    |
| 6                                                         | Mementoes                                                                                                                                 | 30 Nos     | 30   |
| 7                                                         | Fecilitation Shawls, Pochampally woven,                                                                                                   | 100 Nos    | 100  |
| 8                                                         | Certificates for Participants                                                                                                             | 1000 Nos   | 1000 |
| 9                                                         | Floral Bonquets                                                                                                                           | 20 Nos     | 20   |
| 10                                                        | Installation of the Pedestal for Statue (Civil work)                                                                                      | 1 No       | 1    |
| 11                                                        | VVIP Shawls (Pochampalli)                                                                                                                 | 10 Nos     | 10   |
| 12                                                        | VVIP Mementoes                                                                                                                            | 10 Nos     | 10   |
| 13                                                        | Medical Camps setup along with 2 Ambulience .                                                                                             | 1 Job      | 1    |
| 14                                                        | Transportation Charges                                                                                                                    | 1 Set      | 1    |
| <b>Q. Pre Promotional Activities</b>                      |                                                                                                                                           |            |      |
| 1                                                         | Preparation of Creative for Outdoor Promotions - Content Preparation                                                                      | 1 Job      | 1    |
| 2                                                         | Designing and Distribution of Flyers / Pamphlets through Newspapers                                                                       | 100000 Nos | 1    |
| 3                                                         | Videography - 6 Nos along with one jimmy Jib and drone (Provided permission from client side) and 3 photographers                         | 1 Job      | 1    |
| 4                                                         | Promotions through Banners on Auto Rickshaws in the major catchment areas of the city                                                     | 2000 Nos   | 1    |
| 5                                                         | Promotions through Bus Shelterss                                                                                                          | 300 Nos    | 300  |
| 6                                                         | Promotions by giving ads on facebook, Instagram, twitter and youtube/ campaigning                                                         | 1 Job      | 1    |
| 7                                                         | Putting cloth Banners in the City                                                                                                         | 3000 Nos   | 3000 |
| 8                                                         | Hoardings - 5'x10'- 200 Nos, Hoardings - 10'x10' - 300 Nos, 20'x20' - 100 nos, Saradar Vallabai Patel Cutouts - 4 Nos in the City limits, | 1 Job      | 1    |
| 9                                                         | HLD Theme, 3D Selfie Points in the Venue                                                                                                  | 6 Nos      | 6    |
| 10                                                        | Cutouts - 40'x10', erected on scaffholdings, 12 nos, in the venue                                                                         | 12 Nos     | 12   |
| <b>R. Food and Bevarage Management for Artists</b>        |                                                                                                                                           |            |      |
| 1                                                         | Accommodation for Artists from 14th Night to 17th Night                                                                                   | 1000 Nos   | 1000 |
| 2                                                         | Accommodation for Volunteers from 14th Night to 17th Night                                                                                | 25 Nos     | 25   |
| 3                                                         | Food for Artists and Volunteers (Breakfast, Lunch, Dinner and Snacks included)                                                            | 1025 Nos   | 1025 |
| <b>S. Design, Fabrication and Executions of Tableeaus</b> |                                                                                                                                           |            |      |
| 1                                                         | Hiring charges vehciles for Tableaus                                                                                                      | 2 Nos      | 2    |
| 2                                                         | Fabrication for each vehicle as per the Design                                                                                            | 2 Nos      | 2    |

| <b>T. Photo Exhibition Area</b> |                                                                                                                           |                           |       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------|-------|
| 1                               | German Hanger - 100'x200'                                                                                                 | 100'x200'                 | 20000 |
| 2                               | wooden Flooring (1'H), Brand new Carpet for the entire German Hanger                                                      | 100'x200'                 | 20000 |
| 3                               | Three sides wall for the Photo Exhibition Area with Plywood Finish on metal frames, Flex to be mounted in the front side. | 600'x10'                  | 6000  |
| 4                               | Partitioning Walls with selfstanding supports with Plywood Finish and Flex on Both Sides                                  | 50'x10' (H)x2 Nos         | 1000  |
| 5                               | Facial Lighting for the Photo Exhibition Area                                                                             | 1 Set                     | 1     |
| 6                               | Floral Décor in the Photo Exhibition Area                                                                                 | 1 Job                     | 1     |
| 7                               | Air Conditioning in the photo Exhibition Area Tower AC's                                                                  | 1200 Tons                 | 1200  |
| 8                               | Gensets 125KVA - With Diesel and Gensets should be placed in the ground with proper earthing 7 days prior the event.      | 15 Nos for up to 12 hours | 15    |
| <b>U. Press Meet Area</b>       |                                                                                                                           |                           |       |
| 1                               | Water Proof Shed (Super Structure) for Press Meeting Area - 40'x80' for 3 days                                            | 40'x80'                   | 3200  |
| 2                               | Press Addressing Stage for 3 days                                                                                         | 24'x12'x1' (H)            | 288   |
| 3                               | Backdrop for Press Stage for 3 days                                                                                       | 24'x10'                   | 240   |
| 4                               | Press Kit for Media People for 3 days                                                                                     | 200 Nos                   | 200   |
| 5                               | Banquet Chairs in Press Meet Area                                                                                         | 200 Nos                   | 200   |
| 6                               | Snacks for Media People                                                                                                   | 200 Nos                   | 200   |

### **Other Miscellaneous activities/ tasks**

The above list is a tentative list and the bidder would be required to undertake any other relevant activity as required by the tendering authority and statutory body and client department for smooth and successful completion of the overall event on prevailing market rates which are not part of initial scope of work.

### **Pre-Qualification Criteria**

1. Made arrangements for VIP (viz., Union Minister/CM) event with minimum 20,000 participants.
2. One (1) event for VIP with minimum value of Rs. Five (5) crore
3. The annual average turnover is 10 crores in last three years ending FY 2025-26. Certificate from CA needs to be provided.
4. Net worth should be positive of the agency in last 3 years. Certificate from CA needs to be provided.

**Bid Evaluation Criteria (QCBS):**

The Evaluation shall be done out of 100 marks.

| S. No. | Technical Bid Evaluation Criteria                                                                                           | Marks        | Total Marks |
|--------|-----------------------------------------------------------------------------------------------------------------------------|--------------|-------------|
| 1      | <b>Experience (for VIP viz., Union Minister/CM Events)*</b><br>2 events<br>3-5 events<br>More than 5 events                 | 5<br>7<br>10 | 10          |
| 2.     | <b>Experience (for VIP viz., Union Minister/CM Events) in Parade Ground, Hyderabad*</b><br>1 event<br>2 or more events      | 2<br>5       | 5           |
| 3      | <b>Financial Average turnover of last 3 Financial years *</b><br>10 crore - 15 crore<br>> 15 crore - 20 crore<br>> 20 crore | 5<br>7<br>10 | 10          |
| 4.     | <b>Years of experience in event management*</b><br>3-4 Years<br>5-6 Years<br>More than 06 years                             | 5<br>7<br>10 | 10          |

**(B) PRESENTATION (65 Marks)**

|                                                                                                                                                                                                                                                            |    |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|
| <ul style="list-style-type: none"><li>• Understanding of Methodology and Approach</li><li>• Understanding of scope of work</li><li>• Optimum utilization of space</li><li>• Food distribution plan</li><li>• VIP security protocol understanding</li></ul> | 65 | 65         |
| <b>Total</b>                                                                                                                                                                                                                                               |    | <b>100</b> |

\* Supporting documents/Work Order/Completion Certificate to be attached. CA Certificate required for average annual turnover.

**Selection Method : QCBS**

**Technical Presentation Evaluation Process:**

The presentation with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks.

- The bidders **securing a minimum of 70% marks** will qualify in the technical evaluation round.

**Financial Evaluation Process:**

- After the technical evaluation is completed, financial bid of the qualified bidders shall be opened.
- Financial proposals of only those bidders will be evaluated, who secure a minimum of 70% marks in the technical evaluation. The proposal with the lowest total bid value as given in form Appendix II shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

**Combined Evaluation Process: Combined Evaluation**

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H 2, H 3, etc. The bidder securing the highest Combined marks will be considered for award of the contract.

**Example:**

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weight age of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The Technical Evaluation Committee awards them 75, 80, and 90 marks respectively. The proposal with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. Bidders securing 70% marks in this process will be deemed as technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the Evaluation Committee examines the financial proposals and the quoted total bid values are as under:

Proposal

Total Bid

Value A :

Rs.120

B :Rs.100

C: Rs.110

Using the formula  $LTV / TBV$ , where LTV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the Committee will give them the following points for financial proposals:

A :  $100 / 120 = 83$  points

B :  $100 / 100 = 100$  points

: 8 :

C :  $100 / 110 = 91$  points

In the combined evaluation, thereafter, the Evaluation Committee will calculate the combined technical and financial score as under:

Proposal A :  $75 \times 0.70 + 83 \times 0.30 = 77.4$  points.

Proposal B :  $80 \times 0.70 + 100 \times 0.30 = 86$  points

Proposal C :  $90 \times 0.70 + 91 \times 0.30 = 90.3$  points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points:H2

Proposal C: 90.3 points: H1

Proposal C at the total bid value of Rs.110 will, therefore, be declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

### **PRE-BID QUALIFYING CRITERIA AND TECHNICAL PROPOSAL**

MoC shall evaluate the capabilities of the Event Management Agencies based on their profile and also keeping in view of the pre-bid criteria. **Agencies not fulfilling the pre-bid criteria will not be considered for technical and financial evaluation.**

**Consortium:** Bids from Consortium will not be considered.

### **Performance Security**

The successful bidder shall be required to deposit Performance Security equivalent to 3% of the award amount and should remain valid for 6 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand Draft/ BG/ FDR in favor of Pay & Accounts Officer, Ministry of Culture, New Delhi payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance Security will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contracting contractor or failure to provide any services under the contractor loss results from contractor's failure and breach of obligation under the contract.

**Earnest Money Deposit:** Demand Draft for Rs.17.00 Lakh (2% of **Estimated Value of Rs.8.50 crore**) in favour of P&AO, Ministry of Culture or Bank Guarantee (6 months validity) to be submitted with the Proposal/Bid. MSMEs will be exempted for EMD as per the Government guidelines.

### **Force Majeure**

- (a) Parties not liable for unforeseen circumstances (natural disasters, pandemic, government restrictions)
- (b) Written notification within 48 hours of occurrence.



**Payment Plan**

Payment will be made on successful completion of work and on production of Proforma Invoice.

**TECHNICAL PROPOSAL**

Letter of Proposal  
(On Bidder's letter head)

Dated: 00.08.2026

To

The Under Secretary  
Ministry of Culture  
(AKAM Secretariat, Above Samvet Auditorium)  
IGNCA Building  
Janpath,  
New Delhi- 110001

Sub: Engagement of Event Management Agency for management of Hyderabad Liberation Day 2026 event at Parade Ground, Hyderabad..

Dear Sir/ Madam,

1. With reference to your RFP document dated 20.08.2026, we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the MoC any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the MoC to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

7. We declare that:
- a. We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the MoC.
  - b. We do not have any conflict of interest in accordance the RFP document;
  - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the MoC or any other public sector enterprise or any government, Central or State; and
  - d. We hereby certify that we have taken steps to ensure that inconformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We declare that we are not a Member of any other firm submitting a Proposal for the assignment.
10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the RFP of the same immediately.
14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the MoC in connection with the selection of the Bidder, or in connection with the Bidding Process

itself, in respect to the above mentioned Assignment and the terms and implementation thereof..

15. In the event of our being declared as the successful Bidder, We agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
16. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the MoC or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
17. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
18. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
19. We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.
20. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory) Name and seal of Bidder

**FORM I - Particulars of the Bidder**

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed):
6. PAN (Copy to be enclosed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Presence in India:
10. Total no. of employees:
11. No. of employees in Event Management services:
12. Details of contact persons:
13. Any other details:

Name: Designation:

Contact No.:

Mobile no.:

Email id:

Postal address:

(Signature of Authorized Representative)

**FORM II-Financial Capacity of the Bidder**

| <b>Particulars</b>          | <b>Rupees in Crores</b> |           |         |
|-----------------------------|-------------------------|-----------|---------|
|                             | 2023-2024               | 2024-2025 | 2025-26 |
| Annual turnover             |                         |           |         |
| Average Turnover for 3years |                         |           |         |

(Signature of Authorized signatory with official seal)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant

**FINANCIAL PROPOSAL SUBMISSION FORM**

**Submission of Proposal against your RFP:**

**Our detailed financial proposal is as follows:**

| Sl. No.              | Particulars                                                                                                                                 | Basic price | GST as applicable | Total cost for the project |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|----------------------------|
| (A)                  | (B)                                                                                                                                         | (C)         | (D)               | E (C+D)                    |
| 1.                   | Total Cost for management of Hyderabad Liberation Day 2026 event at Hyderabad on turn-key basis as per the ToR and SoW mentioned in the RFP |             |                   |                            |
| Total cost in words: |                                                                                                                                             |             |                   |                            |

1. The prices stated in the bid shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
2. For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
3. No out-of-pocket expenses shall be paid separately unless prior approval for the same has been received from C&M representative in writing.
4. Bidder must submit their financial bid for the total scope of work.
5. The lump sum rates provided hereunder shall remain the same for the entire duration of the contract.

**Signature of the Authorized Signatory with  
official seal**

**FORM III- Bidder's Authorization Certificate**

To,  
The Under Secretary  
C&M Secretariat  
Ministry of Culture,  
3rd Floor,  
IGNCA,  
Janpath,  
New Delhi – 110 001

<Bidder's Name> \_\_\_\_\_, <Designation>\_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No. & Date> \_\_\_\_\_. <Bidder's Name> is also authorized to attend meetings and submit technical information as may be required by you in the course of processing above said proposal.

Thanking you,

Authorized Signatory.

\_\_\_\_\_

<Agency Name>

Seal