

TENDER ENQUIRY DOCUMENT

For Selecting the Event Manager/ Event Management Company for conducting the Health Camps at IITF, Delhi

HLL/HCS/IITF/2018/01 DT: 07-11-2018



HLL LIFECARE LIMITED

(A GOVT. OF INDIA ENTERPRISE)

HEALTHCARE SERVICE DIVISION

CORPORATE HEAD OFFICE

HLL BHAVAN, POOJAPPURA,

THIRUVANANTHAPURAM - 695 012

0471-2354949

CIN:U25193KL1966GOI002621

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NOTICE INVITING TENDER

TENDER FOR THE APPOINTMENT OF EVENT MANAGER/ EVENT MANAGEMENT COMPANY FOR MANAGING THE HEALTH MELAS OF HLL LIFECARE LTD, SCHEDULED TO BE HELD FROM 14/11/2018 TO 27/11/2018 AT FOUR VENUES SPREAD ACROSS PRAGATI MAIDAN AT DELHI.

TENDER DOCUMENT No: HLL /HCS /IITF/2018/01 DT:07-11-2018

HLL LIFECARE LTD, a Government of India Enterprise, invites open Bids for pre-qualification and selection of **EVENT MANAGER/ EVENT MANAGEMENT COMPANY** for managing of HEALTH MELA scheduled from **14/11/2018 to 27/11/2018**.

- Publishing date of bid** : **7th November 2018 16:00 Hours**
- Pre- bid meeting** : **9th November 2018 11:00 am**
- Last date of submission of bid** : **12th November 2018 at 10.30 Hours.**
- Address for submission of bid** : Associate Vice President (HCS),
Healthcare Service Division,
Hindlabs Diagnostic Centre
HLL Lifecare Limited
Ground Floor, CGHS Dispensary
Sector 12, RK Puram, Delhi
Ph.No:011 26182875
- Opening of Technical Bid** : **12th November 2018 at 11:00 Hours**
- Opening of Financial Bid** : **12th November 2018 at 14:00 Hours**
- Venue of Pre-Bid and opening of Bid** : Hindlabs Diagnostic Centre
HLL Lifecare Limited
Ground Floor, CGHS Dispensary
Sector 12, RK Puram, Delhi

Interested applicants can participate in the bid.

For any clarifications on the tender document, the prospective bidders can Contact Mobile No: +91-99993 47232 / +91-99582 90405 on any working days during office hours from the

date and time of publishing the tender to the last date and time of submission of tender documents or e-mail: hcs@lifecarehll.com; riteshsrivastava@lifecarehll.com

GENERAL TERMS & CONDITIONS

EARNEST MONEY DEPOSIT (EMD)

- **Earnest Money of Rs.5,00,000/- (Rupees Five Lakhs only)** in the form of DD/ Pay order to be issued in favor of “HLL Lifecare Limited ” payable at New Delhi is required to be submitted along with the bids. The EMD shall be returned back to the successful bidder within 30 days after the completion of the work.
- No exemption from payment of EMD is permitted. Tenders submitted without sufficient EMD, will be rejected.
- In case the firm, to whom the contract is awarded, fails to execute the work within stipulated time, HLL or equivalent authority shall have the right to forfeit the EMD of the firm. No correspondence/conference in this regard will be entertained.
- Central Public Sector Enterprises/SSI Units registered with NSIC (certified copy required) or appropriate agency / authority shall be exempted from payment of Tender document cost, Earnest Money Deposit & security Deposits as per rules (upto their monetary limit). Those bidders should submit attested hard copy of their UDYOG AADHAR MEMORANDUM along with registration certificate.

BID FEE

The bidder shall submit bid fee (non-refundable) for an amount of **Rs.10, 000/-** along with their bids. The bid document can be downloaded from the website www.lifecarehll.com. The bid fee shall be in the form of DD drawn in favour of “HLL Lifecare Limited” payable at New Delhi.

VALIDITY OF BID

The bid shall remain valid for a period of three months from the date of opening of the financial bid. The EMD will be forfeited if the bidder withdraws his bid during the period of bid validity.

BRIEF OF THE PROJECT

The HEALTH MELA scheduled from **14/11/2018 TO 27/11/2018 at pragati maidan, New Delhi** at Four venues.

All the four venues will be the open air and the inauguration will take place on 14 /11/2018, Morning. The agency appointed need to hand over the sites to HLL, latest by Tuesday, 13/11/2018 by 05.00 pm. The agency appointed will be responsible for

- Creating the entire infrastructure such as stalls, sounds, light, audio visuals,
- Engage Manpower & provide details to HLL by 13/11/2018 by 5.00 pm.
- Facility Management at the proposed site for the entire event.
- Creating major hype on preventive healthcare needs and screening activities at the venue.
- Wi-Fi zone with broad band cable network to be created in all venues.
- A team of trained technical manpower to be deputed in every camp for Facebook & Twitter campaign.
- Hand Over all the four venues and Conduct a dry run for infrastructure created at the following 4 indicated venues, latest by 13/11/2018, 5.00 pm.

Campaign Venues: 4 Venues for 14 days, from 14/11/2018 to 27/11/2018

- Open Air Area 1- of Size 5 x 8 Sq mtr, Open area near Hall no. 8 at Pragati Maidan, Delhi
- Open Air Area 2- of Size 10 x 10 Sq mtr, Open Area Hall no. 12 A at Pragati Maidan, Delhi
- Open Air Area 3- of Size 10 x16 Sq mtr, Near Hall No. 7 at Pragati Maidan, Delhi
- Open Air Area 4- of Size 10 x 15 Sq mtr, Near Hall No. 11 at Pragati Maidan, Delhi

The bidders are required to quote separately, item-wise, as per the Price Bid Format provided for the above indicated four venues as per Scope of work and bill of quantity indicated in Annexure- 1 & 5, respectively. Format for techno commercial bid is placed at Annexure – 3 and that of financial bid is at Annexure –4.

The areas of the camps mentioned above are subject to 10% variation during actual execution. The venue given above is indicative only and the same may change subject to approval by ITPO.

ELIGIBILITY CRITERIA

Bidder should have following qualification:

- The Bidder should have valid Pan No. & GST registration No.
- The Bidder should have average annual turnover of at least Rs. 350.00 lakhs for the last three years ending March 2018.
- Bidder must have executed at least 1 (one) order of similar work having minimum value of Rs.200.00 lakhs or 2 (two) orders of similar work each of minimum value of Rs.100.00 Lakhs during preceding 3 (three) years ending March 2018.
- Bidder must have executed at least 3 (three) order of work issued by a Government agency/Public sector undertaking during the last 3 (three) years ending March 2018 and Out of that at least two work orders must have the minimum value of Rs. 100.00 lakhs each.
- Bidder must have executed at least two similar kind of work having a minimum value of Rs. 100.00 lakhs in India International Trade Fair during preceding 3 (three) years ending March 2018.
- Bidder must submit all the relevant work orders along with completion certificates.

OTHERS TERMS & CONDITIONS

- EMD of unsuccessful applicants will be returned within one month of the final acceptance of the tender. EMD of successful tenders shall be treated as security deposit.
- Technical Bids shall be evaluated by the designated committee.
- The Designated Committee may accept or reject any or all tenders without assigning any reason thereof.
- It shall be the responsibility of contractor to obtain requisite permission/NOC for water, electricity and other essential connections at the exhibition premises for the duration of the exhibition.
- Fire extinguishers shall be placed at appropriate places as per the norms of Fire and Emergency Services.
- Direct or indirect canvassing on any part of tender by bidder or its representative will lead to their disqualification and results to forfeit of EMD.
- The competent authority reserves the right to reject tender or any of its part without assigning any reason thereof.

- The organization should not have been barred or blacklisted by any State/ Central Government Department.
- Bidder found involved in any fraudulent activities in any of the tender floated by HLL, shall not be eligible to participate in the tender.
- After opening the technical bids, the same shall be assessed and only the companies fulfilling the eligibility criteria mentioned shall be shortlisted. Thereafter, the shortlisted agencies would be asked to present a plan of action before the tender evaluation committee that would include creative, messages, branding material, gifting, social media, designs, complete event plan for further evaluation.
- The decision of tender evaluation committee with regard to selection of agency will be final and binding and no communication in this regard will be entertained.

PERFORMANCE SECURITY

The successful bidder shall be required to submit a performance security amount of Rs. 2500000/-. The performance security will be in form of A/c Payee demand draft or pay order of any nationalized/scheduled bank in favor of “HLL Lifecare Limited”. The Performance security has to be submitted to HLL within 2 days from the date of award of the work order by HLL to the successful bidder. In case of non-performance within the given timeline, and in case the work is not completed as per this tender document and the work order issued by HLL, the amount submitted as performance security will be forfeited and the work order may be cancelled. The performance security shall be returned back to the successful bidder within 30 days after the completion of the work and attainment of satisfactory certificate from HLL authorities.

SUBMISSION OF BID

- 1) Bidders are hereby requested to submit their bids in the following Two-Bid system format:-

TECHNICAL BID

Technical Bid to be sealed in a separate envelope super scribed as “**Technical Bid**” for “Appointment of Event Manager/ Event Management Company for managing the

event of HEALTH MELAS scheduled to be held on 14/11/2018 to 27/11/2018 at Four location spread across Pragati Maidan, Delhi”.

A. **Technical Bid** shall contain the documents as mentioned below:

- (1) Covering Letter
- (2) EMD in the form of original DD/bank pay order in favour of HLL Lifecare Ltd. Payable at New Delhi.
- (3) PAN & applicable GST No.
- (4) Balance Sheet, Statement of Profit & Loss or certificate from CA Certifying the turnover for last three years;
- (5) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work.
- (6) Duly Signed and Stamped copy of Complete bids document as a token of acceptance of Terms & Conditions & scope of services etc.
- (7) Annexure-3 and Annexure-5 duly filled by the Bidder

B. Bidders shall quote the rate separately for all the four camps as per annexure 5.

C. Incomplete or partial bids will be rejected.

FINANCIAL BID

Financial bid as per enclosed Format in Annexure – 4 along with duly filled & signed BOQ format as per Annexure-5 to this tender

TECHNICAL BID & FINANCIAL BID are to be submitted through Hardcopy only.

Technical bid and financial bids shall be put in separate sealed envelopes with marking as technical bid and financial bid respectively

Both technical and financial bids shall be put in a sealed envelope

- 2) The Sealed envelope including the technical and financial bids shall be addressed to Associate Vice President (HCS), HLL Lifecare Ltd, should be handed over in person at the following address latest by 10:30 Hours on 12/11/2017 at the following address

Associate Vice President (HCS)
Hindlabs Diagnostic Centre
A Unit of HLL Lifecare Limited
Ground Floor, CGHS Dispensary
Sector 12, RK Puram
Mob: +91 9958290405, +91 99993 47232
e-mail: hcs@lifecarehll.com

- 3) Opening of Technical Bids will be done initially.
- 4) The financial bid of technically qualified bidders only will be opened
- 5) Financial Bids of technically unqualified bidders will be returned unopened
- 6) The bid shall remain valid for a period of three months from the date of opening of the financial bids.

RATES AND PRICES

The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

Bidders should quote the rates through the format given at Annexure-4. Incomplete bids will summarily be rejected. The rates quoted by the bidder shall be valid for a period of two months from the date of opening of the financial bids.

The rates quoted should be inclusive of all statutory duties and taxes (including GST) and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

No additional freight or any other charges, etc, would be payable by HLL. The rates quoted shall also include the salvage value.

The party shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under applicable/new act or order of Government.

The Bidders can mention their Contract Terms and Conditions, in their Financial Proposal. However HLL reserves the right to accept / reject in part / fully any terms and conditions, without there-by incurring any liability. No representation in this regard will be accepted from the bidder.

TERMS OF PAYMENT

Payments will be released based on the completion of following milestones:

20% of the total contract value will be released on handing over of all the allotted sites to HLL, in fully functional condition and within the stipulated time, subject to certification by HLL Officer in charge (Subject to the release of advance by the MOHFW to HLL).

20% of the total contract value will be released on successful completion of the IITF Camp, subject to certification by HLL Officer in charge.

Balance 60% of the contract value will be released within 30 days from the date of completion of the project, subject to certification by HLL Officer in charge and

against submission of final bill (Subject to release of final payment from MOHFW to HLL)

BID OPENING & EVALUATION CRITERIA

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure -3. Financial bid/s of such bidders who meet the techno-commercial parameters will thereafter be opened and the bidder quoting lowest amount will be awarded the contract.

CONCILIATION/ ARBITRATION

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (HLL and Contractor), the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, HLL.

In the event no amicable resolution or settlement is reached between the parties (HLL and Contractor) within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, HLL.

The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

HLL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

Any clarification on the documents may be obtained from:-

Mr. Ajit. N Associate Vice President (HCS) HLL Lifecare Limited e-mail : hcs@lifecarehll.com	Mr. Ritesh Srivastava Hindlabs Diagnostic Centre HLL Lifecare Limited Ground Floor, CGHS Dispensary Sector 12,RK Puram, Delhi Mob: +91 99993 47232 e-mail riteshsrivastava@lifecarehll.com
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Annexure – 1

SCOPE OF WORK

Event Manager's/ Event Management Company scope shall be managing the event of Health Mela from 14/11/2018 to 27/11/2018 at 4 different locations in Pragati Maidan, Delhi, for **14 days, from 14/11/2018 to 27/11/2018**

Campaign Venues: 4 Venues for 14 days, from 14/11/2018 to 27/11/2018

- Open Air Area 1- of Size 5 x 8 Sq mtr, Open area near Hall no. 8 at Pragati Maidan, Delhi
- Open Air Area 2- of Size 10 x 10 Sq mtr, Open Area Hall no. 12 A at Pragati Maidan, Delhi
- Open Air Area 3- of Size 10 x 16 Sq mtr, Near Hall No. 7 at Pragati Maidan, Delhi
- Open Air Area 4- of Size 10 x 15 Sq mtr, Near Hall No. 11 at Pragati Maidan, Delhi

The suggested activities to be carried out at various venues are summarized as below.

1) At the Venues at Pragati Maidan

- Creating hype through the campaign in the ground at 4 different venues for 14 days.
- Hot Air Balloon to be installed in the ground at height to 40-50 feet
- Volunteers will push the crowd towards the activity stall and collect information data.
- Anchors will engage the audience and will evoke their interest to be a part of the campaign
- Stilt walkers and mascots will roam around the premises
- Flash Mob to be organized to pull the crowd.
- Inaugural activity like ribbon cutting, bouquet, snacks, hot air balloon to be arranged.

2) Activity in Stall

- Reception area activities
- Rewards distribution
- Gifts for VVIPs/VIPs/Volunteers as detailed in BOQ

3) Reception Area Activity

- Data entry of visitors
- Data processing of the visitors
- Crowd engagement Face book through face book likes
- Rewards & Recognitions
- Follow ups

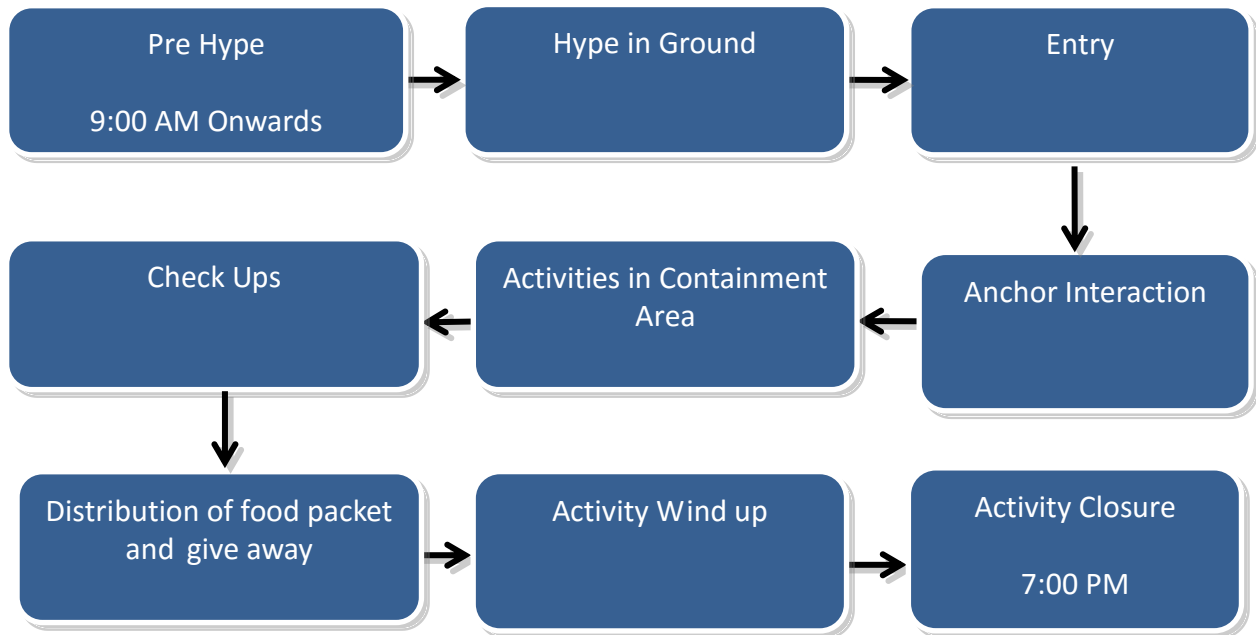
4) Activities in Containment Area

- Facebook Zone
- Slogan Competition
- Quiz Competition
- Lucky Draw
- Twitter activity

5) Social Media Activities

- Provide detailed analysis of social media activities
- Facebook App integrated with the platform is designed to create an online community of people who drive health awareness in many different ways
- To develop a live Twitter wall with an activated hashtag/handle, the event can create millions of impressions both online and offline
- Creation or maintenance of the official Facebook and Twitter
- Provide detailed analysis of social media activities

EVENT FLOW



SCOPE OF SERVICES TO BE PROVIDED BY AGENCY

- Stall Fabrication & Branding
- On-ground give away
- Sound, Light and AV
- Providing Manpower
- Promotion
- Providing Medical Equipment for the Body mass Index
- Creating Pre –Hype and on ground activities for generating :40000-60000, approx footfalls, at the Health Mela registration counters, per each venue
- Providing To and Fro transportation for the entire staff including paramedics, volunteers etc.

Annexure – 2

Scope of work of the Event Manager shall include but not be limited to be following activities.

1. Arrangement and installation for requisite stalls with necessary barricading for various service counters like Registration, Distribution of Admission Slips/ Health Cards/ Refreshments coupons etc. In addition to this sitting arrangement for about 50 persons to be made.
2. **Registration**
 - Facilitate the setting up of adequate registration stalls for Visitors and with around 30 computers
 - The Registration stalls to be operational on 12th November, 2018 latest by 5.00 PM for trial run by HLL.
3. **Signage**
 - Designing, fabrication, supply and installation of proper and sufficient number of signage and cloth banners inside and outside the ground to facilitate smooth movement of Visitors. The text/ design can be finalized in consultation with HLL (refer B.O.Q for details).
 - The printing of the signage on Flex material shall have to be completed by 12th November 2018.
4. **Seating Arrangement**
 - The seating arrangement in the premises to be carried out in consultation with HLL.
 - Distributions of giveaway.

5. Safety/ Security/ Other facilities

- Comprehensive security arrangements through reputed security agency i.e Group 4, 24 Security, Eagle Hunters, Swift etc are required to be put in place both inside the hall as well as in registration area outside, snacks, tea and water distribution area in consultation with HLL.
- The security personnel to manage traffic movement of crowd Entry of designated persons, inside the premises, assisting participants for sitting inside the premises for the shareholders and proxy holders. The security personnel to act on the direction of HLL
- Carpeting for entire area.

6. Providing volunteers in appropriate categories, according to the nature of duties with proper mix of male and female and Safai Karamcharis in proper uniform.

7. Power Back up for Electrical connection in the stalls

8. Audio Visual Equipment –

- PA System will have to be arranged besides the facility already existing in the Ground. Mikes to be provided for each counter and in addition two standing mikes to be provided for volunteers.
- Arrangement for two LED screens of appropriate size for live projection.
- One plasma for internal viewing of appropriate size.
- Photography and videography to be arranged for event from 14.11.2018 onwards and the event photographs to reach HLL office by 05/12/2018
- Sufficient number of copies of the particular photographs to be provided to HLL for release to Press & Media.
- One sets of photo albums (approx. 50 photographs) covering important event to be provided to HLL.
- Video recording to be done in digital format. An edited version in CD/DVD is to be made available to HLL within five days of the event.
- One CD/DVD digital video coverage of complete proceedings including the location photography to be supplied before the final bill.

9. Arrangements for serving water, cold drinks, tea and snacks for visitors at the premises.

10. Arrangement of Health Food packets for Volunteers, Doctors, and Technicians & VVIP as detailed in BoQ.

11. Distribution of snacks Packets.

12. Decoration at the foyer and stalls as required.

13. Cleaning of the relevant area inside and outside the area before and after the Mela.

The quality and quantity for Material and Manpower shall be as per the BOQ and requirement.

Special conditions of contracts:

- Event Manager has to obtain all kinds of license, Permits, Electric Supply, Water Supply, any other permit/ license, as may be required for organizing the event at the site from Civic Agency / venue committees.
- The Scope of Work may vary as per the requirement of the situation.
- Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- The rates quoted by bidder shall include the salvage value.
- The scope of services as mentioned shall also include all such works & items which are not specifically mentioned in our bid document but are necessary for the successful completion of work to the satisfaction of HLL unless otherwise specifically excluded.

The detailed scope of the services required and the item-wise requirement is detailed in the BOQ attached.

Annexure- 3

APPOINTMENT OF EVENT MANAGER/EVENT MANAGEMENT COMPANY FOR THE HEALTH MELA SCHEDULE FROM 14/11/2018 TO 27/11 /2018

TECHNO-COMMERCIAL BID

1.	<u>Detail of Binder</u>	
	Name	
	Address	
	Address of office at Delhi/NCR	
	Contact person's	
	Name & Design Address Tel. No. Email ID	Landline _____ Mobile _____
2.	Type of Firm: Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd./ Cooperative / NGO/ PSU <i>(Please upload copy of documentary evidence if applicable)</i>	
3.	PAN No. <i>(Please upload photocopy)</i>	
4.	GST No. <i>(Please upload Photocopy)</i>	
5.	Bank A/c Details	

6.	<p>Average Annual Turnover for the last Three years ending March 2018: (Should be more than Rs.350 Lakhs)</p>	<table border="1" data-bbox="841 268 1463 485"> <thead> <tr> <th data-bbox="841 268 1112 352">Financial Year</th> <th data-bbox="1112 268 1463 352">Annual turnover (Rs. In Lakhs)</th> </tr> </thead> <tbody> <tr> <td data-bbox="841 352 1112 401">2015-2016</td> <td data-bbox="1112 352 1463 401"></td> </tr> <tr> <td data-bbox="841 401 1112 449">2016-2017</td> <td data-bbox="1112 401 1463 449"></td> </tr> <tr> <td data-bbox="841 449 1112 485">2017-2018</td> <td data-bbox="1112 449 1463 485"></td> </tr> </tbody> </table> <p data-bbox="841 491 1463 632"><i>(Please provide copies of documentary evidence i.e. audited balance sheets or statement of Profit & Loss or certificate from CA certifying the turnover for last three years)</i></p>	Financial Year	Annual turnover (Rs. In Lakhs)	2015-2016		2016-2017		2017-2018	
Financial Year	Annual turnover (Rs. In Lakhs)									
2015-2016										
2016-2017										
2017-2018										
7.	<p>Details of executing similar works during preceding 2 (two) years Bidder must have executed at least 1(one) order of similar work having minimum value of Rs.200 lakhs or 2(two) orders of similar work each of minimum value of Rs.100 Lakhs during preceding 3 (three) years ending March 2018. <i>Please provide copies of completion certificate issued by client in support of their claims of executing similar works</i></p>									
8.	<p>Details of executing similar works issued by any Govt. agency Bidder must have executed at least 3 (three) orders of work issued by a Government agency/Public sector undertaking during the last 3 (three) years ending March 2018 and Out of that at least 2 (two) work orders must have the minimum value of Rs. 100.00 lakhs each. <i>Please provide copies of completion certificate issued by client in support of their claims of executing similar works</i></p>									

9.	<p>Details of executing similar works in IITF during preceding 3 (three) years Bidder must have executed at least two similar kind of work having a minimum value of Rs. 100.00 lakhs in India International Trade Fair during preceding 3 (three) years ending March 2018. <i>Please provide copies of completion certificate issued by client in support of their claims of executing similar works</i></p>	
10.	EMD details	<p>Amount: Rs. 5,00,000.00</p> <p>DD No: _____ Dated: _____</p> <p>Drawn on _____</p>
11.	BID FEE details	<p>Amount: Rs. 10,000.00</p> <p>DD No: _____ Dated: _____</p> <p>Drawn on _____</p>

(Signatures of authorized signatory)

Name.....
 Designation.....

Seal

SUMMARY OF THE FINANCIAL BID

(To be submitted in sealed envelope)

Name of the Venue / Site of Size :

SI. No	Details of scope of Work	Amount in Rs. <i>(Lumpsum inclusive of all taxes)</i>	
		In Figures	In words
1.	Event management of Health Mela on behalf of HLL Lifecare Ltd. as per scope Of work given in Annexure-1 and the item-wise BOQ as illustrated in the Tender Document for the venue as indicated above		

The term and contained in the Tender Document are acceptable to us

(Signatures of Authorized Signatory)

Name: _____

Designation: _____

Seal

Annexure 5 CAMP 1

	Health Campaign
DATE	14th November - 27th November
Camp	No. 1, Near Hall No. 8
DURATION	14 Days

**Venue : Stall of Size 5*8
sq/mtrs at Pragati Maidan,
Delhi**

S.No	Elements	Description	Details	Rate	Qty	Days	Amount
A	Stall Fabrication & Branding		For all 14 days		1	1	
1	Octonorm Stall with Branding	branding on walls	5*8		208	15	
2	Platform iron riser with carpet	5*8 mtr with 4" iron riser with grey carpet			208	15	
3	Glow boards				4	3	
4	Chairs				100	15	
5	Vip chairs				10	15	
6	Tables	6'*2.5' wooden tables for paramedics & doctors			50	15	
7	Standeeds	6*2.5" standees wih branding			15	15	
8	LCD's with stand 32inch	LCDs with campaign messages and bytes			1	15	
9	Cue managers				10	15	
10	Room with door and lock				1	15	
11	Misc				1	1	
B	Sound, lights and AV				1	1	
1	mics	3 mics per stall for anchors to engage crowd			0	14	
2	Activity Sound/Speakers	4 tops around the stall for anchors to engage audience	4 tops		0	14	
3	PA system	Inside stall for various activities	1		0	14	
4	Walkie Talkies	Motorola walky talkies for the event crew			5	14	
5	Laptops	Dell laptops for registration and facebook interaction			5	14	
6	Lights for Stall	Metal lights for stall light			50	14	
7	Printers				1	14	
C	Misc						

HLL Lifecare Limited

1	Fans	Mist Fans to be placed at various areas in stall			4	14
2	stationary	For Doctors, paramedics and event crew			1	14
3	innova's	For event crew paramedics and doctors			1	14
4	Tea Wending Machine	T o be used in the pantry			1	14
7	Bottled Water	To be used by doctors and paramedics to issue prscriptions			400	14
8	wifi zone	For internet connectivity and facebook zone			2	14
9	Inaguration				1	1
a.	Ribbon Ceremony				1	1
b.	Lamp Lighting Ceremony				1	1
c.	Ganesh Vandana with Dance Troupe				1	1
d.	Dance Troupe for crowd pulling				1	1
e.	Vips Zone				1	1
f.	VIP's Welcoming				1	1
g.	Refreshment arrangement				50	1
h.	Complete Balloon Décor				500	1
i.	Facebook Message Board				1	1
10	Dustbins & cleaning material	For waste management			1	14
11	Body Mass Index Machine automated				3	14
12	Body Fat with Bone strength Analyser Automated				1	14
D	Give-aways					
1	Volunteer T-shirts	White collar tshirts with two printiing of logo and slogan			70	2
2	Give away T-shirts	Round neck Campaign tshirts with one side printing			100	14
3	Caps	White caps with campaign logo printing			150	14
4	Keychains	Campaign key chain with logo			350	14
5	Volunteer healthy food package	Buttermilk, brown sandwhich, energy bar etc			150	14
6	Vip healthy Food package	Honey, enregy bar, quacker oats multi grain bread etc			4	14
7	Vvip healthy food package	Honey, enregy bar, quacker oats multi grain bread, oatmeal biscuits and amla juice,etc			2	14
8	Printables(All Forms)	Various check list & registrations forms To be distributed for campaign promotion			100000	1

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9	Flairs for Promotion	Flairs to distribute to all visitors			25000	1	
10	Badges	Campaign badges to be used by event crew doctors and paramedics			150	1	
E	Manpower						
1	Male promoters	To create hype and campaign visibilty amongst T.G			8	14	
2	Supervisors	To supervise the entire campaign and volunteers management			2	14	
3	Male Anchor	Tio engage the T.G in the stall and grounds			4	14	
4	Safety Guards	For stall security			2	14	
5	Security	For stall security and crowd control			8	14	
6	Cleaners	For stall cleaning			2	14	
7	Waiters	To serve the VIPs and VVIPs, doctors and paramedics			2	14	
	Total						

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CAMP 2

	Health Campaign
DATE	14th November - 27th November
Camp	No. 2, Near Hall No. 12A
DURATION	14 Days

**Venue : Stall of Size 10*10
sq/mtrs at Pragati Maidan,
Delhi**

S.No	Elements	Description	Details	Rate	Qty	Days	Amount
A	Stall Fabrication & Branding		For all 14 days		1	1	
1	Octonorm Stall with Branding	branding on walls	10*10		208	15	
2	Platform iron riser with carpet	10*10 mtr with 4" iron riser with grey carpet			208	15	
3	Glow boards				4	3	
4	Chairs				100	15	
5	Vip chairs				10	15	
6	Tables	6'*2.5' wooden tables for paramedics & doctors			50	15	
7	Standeeds	6*2.5" standees wih branding			15	15	
8	LCD's with stand 32inch	LCDs with campaign messages and bytes			1	15	
9	Cue managers				10	15	
10	Room with door and lock				1	15	
11	Misc				1	1	
B	Sound, lights and AV				1	1	
1	mics	3 mics per stall for anchors to engage crowd			0	14	
2	Activity Sound/Speakers	4 tops around the stall for anchors to engage audience	4 tops		0	14	
3	PA system	Inside stall for various activities	1		0	14	
4	Walkie Talkies	Motorola walky talkies for the event crew			5	14	
5	Laptops	Dell laptops for registration and facebook interaction			5	14	
6	Lights for Stall	Metal lights for stall light			50	14	
7	Printers				1	14	
C	Misc						

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1	Fans	Mist Fans to be placed at various areas in stall			4	14
2	stationary	For Doctors, paramedics and event crew			1	14
3	innova's	For event crew paramedics and doctors			1	14
4	Tea Wending Machine	T o be used in the pantry			1	14
7	Bottled Water	To be used by doctors and paramedics to issue prscriptions			400	14
8	wifi zone	For internet connectivity and facebook zone			2	14
9	Inaguration				1	1
a.	Ribbon Ceremony				1	1
b.	Lamp Lighting Ceremony				1	1
c.	Ganesh Vandana with Dance Troupe				1	1
d.	Dance Troupe for crowd pulling				1	1
e.	Vips Zone				1	1
f.	VIP's Welcoming				1	1
g.	Refreshment arrangement				50	1
h.	Complete Balloon Décor				500	1
i.	Facebook Message Board				1	1
10	Dustbins & cleaning material	For waste management			1	14
11	Body Mass Index Machine automated				3	14
12	Body Fat with Bone strength Analyser Automated				1	14
D	Give-aways					
1	Volunteer T-shirts	White collar tshirts with two printiing of logo and slogan			70	2
2	Give away T-shirts	Round neck Campaign tshirts with one side printing			100	14
3	Caps	White caps with campaign logo printing			150	14
4	Keychains	Campaign key chain with logo			350	14
5	Volunteer healthy food package	Buttermilk, brown sandwhich, energy bar etc			150	14
6	Vip healthy Food package	Honey, enregy bar, quacker oats multi grain bread etc			4	14
7	Vvip healthy food package	Honey, enregy bar, quacker oats multi grain bread, oatmeal biscuits and amla juice,etc			2	14
8	Printables(All Forms)	Various check list & registrations forms To be distributed for campaign promotion			100000	1

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9	Flairs for Promotion	Flairs to distribute to all visitors			25000	1	
10	Badges	Campaign badges to be used by event crew doctors and paramedics			150	1	
E	Manpower						
1	Male promoters	To create hype and campaign visibilty amongst T.G			8	14	
2	Supervisors	To supervise the entire campaign and volunteers management			2	14	
3	Male Anchor	Tio engage the T.G in the stall and grounds			4	14	
4	Safety Guards	For stall security			2	14	
5	Security	For stall security and crowd control			8	14	
6	Cleaners	For stall cleaning			2	14	
7	Waiters	To serve the VIPs and VVIPs, doctors and paramedics			2	14	
	Total						

CAMP 3

	Health Campaign
DATE	14th November - 27th November
Camp	No. 3 (master), Near Hall No. 7
DURATION	14 Days

**Venue : Stall of Size 10*16
sq/mtrs at Pragati Maidan,
Delhi**

S.No	Elements	Description	Details	Rate	Qty	Days	Amount
A	Stall Fabrication & Branding		For all 14 days		1	1	
1	Octonorm Stall with Branding	branding on walls	10*16		150	15	
2	Platform iron riser with carpet	10*16 mtr with 4" iron riser with grey carpet			150	15	
3	Glow boards				4	3	
4	Chairs				150	15	
5	Vip chairs				10	15	
6	Tables	6'*2.5' wooden tables for paramedics & doctors			50	15	
7	Standeeds	6*2.5" standees wih branding			15	15	
8	LCD's with stand 32inch	LCDs with campaign messages and bytes			1	15	
9	Control Room with locker room				1	15	
10	Cue managers				10	15	
11	Misc				1	1	
B	Sound, lights and AV				1	1	
1	mics	3 mics per stall for anchors to engage crowd			3	14	
2	Activity Sound/speakers	4 tops around the stall for anchors to engage audience	4 tops		1	14	
3	PA system	Inside stall for various activities	1		1	14	
4	Walkie Talkies	Motorola walky talkies for the event crew			5	14	
5	Laptops	Dell laptops for registration and facebook interaction			5	14	

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6	Lights for Stall	Metal lights for stall light		50	14	
7	Printers			1	14	
C	Misc					
1	Fans	Mist Fans to be placed at various areas in stall		4	14	
2	stationary	For Doctors, paramedics and event crew		1	14	
3	innova's	For event crew paramedics and doctors		3	14	
4	Tea Wending Machine	To be used in the pantry		1	14	
7	Bottled Water	To be used by doctors and paramedics		400	14	
8	wifi zone	For internet connectivity and facebook zone		2	14	
9	Golf Carts			2	14	
10	ITPO Electricity			1	1	
11	Inaguration			1	1	
a.	Ribbon Ceremony			1	1	
b.	Lamp Lighting Ceremony			1	1	
c.	Ganesh Vandana			1	1	
d.	Dance Troupe for crowd pulling			1	1	
e.	Vips Zone			1	1	
f.	VIP's Welcoming			1	1	
g.	Refreshment arrangement			1	1	
h.	Complete Balloon Décor			50	1	
i.	Facebook Message Board			500	1	
12	Dustbins & cleaning material	For waste management		1	1	
13	Branding Poles ITPO			24	14	
14	Closing ceremony gift	For all the participants		400	1	
15	Appreciation certificate distribution	for all the participants		400	1	
16	Body Mass Index Automated			2	14	
17	Body Fat with Bone strength Analyser Automated			1	14	
D	Give-aways					
1	Volunteer T-shirts	White collar tshirts with two printiing of logo and slogan		70	2	

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2	Give away T-shirts	Round neck Campaign tshirts with one side printing			100	14	
3	Caps	White caps with campaign logo printing			150	14	
4	Keychains	Campaign key chain with logo			350	14	
5	Volunteer healthy food package	Buttermilk, brown sandwich, energy bar etc			150	14	
6	Vip healthy Food package	Honey, enregy bar, quacker oats multi grain bread etc			4	14	
7	Vvip healthy food package	Honey, enregy bar, quacker oats multi grain bread, oatmeal biscuits and amla juice,etc			2	14	
8	Printables(All Forms)	flairs and various check list & registrations forms To be distributed for campaign promotion			100000	1	
9	Printing IEC material						
10	Flairs for Promotion	Flairs to distribute to all visitors			25000	1	
11	Badges	Campaign badges to be used by event crew doctors and paramedics			150	1	
E	Manpower						
1	Male promoters	To create hype and campaign visibilty amongst T.G			8	14	
2	Supervisors	To supervise the entire campaign and volunteers management			2	14	
3	Male Anchor	Tio engage the T.G in the stall and grounds			4	14	
4	Safety Guards	For stall security			2	14	
5	Security	For stall security and crowd control			4	14	
6	Cleaners	For stall cleaning			4	14	
7	Waiters	To serve the VIPs and VVIPs, doctors and paramedics			2	14	
8	Cameraman/videographer	To cover the campaign			2	14	

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	Total						
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CAMP 4

	Health Campaign
DATE	14th November - 27th November
Camp	No.2, Near Hanger No. 11
DURATION	14 Days

**Venue : Stall of Size 10*15
sq/mtrs at Pragati Maidan,
Delhi**

S.No	Elements	Description	Details	Rate	Qty	Days	Amount
A	Stall Fabrication & Branding	For all 14 days			1	1	
1	Octonorm Stall with Branding	branding on walls	10*15		200	15	
2	Platform iron riser with carpet	10*15 mtr with 4" iron riser with grey carpet			200	15	
3	Glow boards				4	3	
4	Chairs				100	15	
5	Vip chairs				10	15	
6	Tables	6'*2.5' wooden tables for paramedics & doctors			50	15	
7	Standeeds	6*2.5" standees wih branding			15	15	
8	LCD's with stand 32inch	LCDs with campaign messages and bytes			1	15	
9	Cue managers				10	15	
10	Room with door and lock				1	15	
11	Misc				1	1	
B	Sound, lights and AV				1	1	
1	mics	3 mics per stall for anchors to engage crowd			0	14	
2	Activity Sound/Speakers	4 tops around the stall for anchors to engage audience	4 tops		0	14	
3	PA system	Inside stall for various activities	1		0	14	
4	Walkie Talkies	Motorola walky talkies for the event crew			5	14	
5	Laptops	Dell laptops for registration and facebook interaction			5	14	

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6	Lights for Stall	Metal lights for stall light			50	14	
7	Printers				1	14	
C	Misc						
1	Fans	Mist Fans to be placed at various areas in stall			4	14	
2	stationary	For Doctors, paramedics and event crew			1	14	
3	innova's	For event crew paramedics and doctors			1	14	
4	Tea Wending Machine	To be used in the pantry			1	14	
7	Bottled Water	To be used by doctors and paramedics to issue prscriptions			400	14	
8	wifi zone	For internet connectivity and facebook zone			2	14	
9	Inaguration				1	1	
a.	Ribbon Ceremony				1	1	
b.	Lamp Lighting Ceremony				1	1	
c.	Ganesh Vandana				1	1	
d.	Dance Troupe for crowd pulling				1	1	
e.	Vips Zone				1	1	
f.	VIP's Welcoming				1	1	
g.	Refreshment arrangement				1	1	
h.	Complete Balloon Décor				50	1	
i.	Facebook Message Board				500	1	
10	Dustbins & cleaning material	For waste management			1	1	
11	Body Mass Index automated				3	14	
12	Body Fat with Bone strength Analyser Automated				1	14	
D	Give-aways						
1	Volunteer T-shirts	White collar tshirts with two printiing of logo and slogan			70	2	
2	Give away T-shirts	Round neck Campaign tshirts with one side printing			100	14	
3	Caps	White caps with campaign logo printing			150	14	
4	Keychains	Campaign key chain with logo			350	14	
5	Volunteer healthy food package	Buttermilk, brown sandwich, energy bar etc			150	14	

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6	Vip healthy Food package	Honey, enregy bar, quacker oats multi grain bread etc			4	14	
7	Vvip healthy food package	Honey, enregy bar, quacker oats multi grain bread, oatmeal biscuits and amla juice,etc			2	14	
8	Printables(All Forms)	Various check list & registrations forms To be distributed for campaign promotion			100000	1	
9	Flairs for Promotion	Flairs to distribute to all visitors			25000	1	
10	Badges	Campaign badges to be used by event crew doctors and paramedics			150	1	
E	Manpower						
1	Male promoters	To create hype and campaign visibilty amongst T.G			8	14	
2	Supervisors	To supervise the entire campaign and volunteers management			2	14	
3	Male Anchor	Tio engage the T.G in the stall and grounds			4	14	
4	Safety Guards	For stall security			8	14	
5	Security	For stall security and crowd control			4	14	
6	Cleaners	For stall cleaning			2	14	
7	Waiters	To serve the VIPs and VVIPs, doctors and paramedics			2	14	
	Total						

Promotional Activities.

S.No	Elements	Description	Details	Rate	Qty	Days	Amount
Social Media/ Promotion during IITF (14th -27th Nov 2018)							
1	Social Media				1	14	
	Facebook						
	Social Media Promoters				50	14	
	Technical Staff				6	14	
	Tablets				25	14	
	Power bank				50	14	
	Selfi Zone				8	14	
	Development of Facebook App				1	14	
	Content Development of facebook				1	14	
	Regular Maintainance of Facebook				1	14	
	Development of Videos of 60 sec.				15	1	
	Promotinal GIFs				20	1	
	Likes generation on Facebook page					14	
	Facebook Impression around Million					14	
	Twitter						
	Development of live Twitter wall with an activated hashtag				1	14	
	Promoted Tweets regular for 14 days				1	1	
	Promoted Videos & GIF				15	1	
2	Flash Mob				1	6	
3	School Programs & Activities				1	14	
	Total						