



**REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AN AGENCY FOR
ORGANIZING
TWO DAY CONVENTION ON SUSTAINABLE DEVELOPMENT GOAL
FOR NORTH EAST INDIA
TENTATIVELY DURING 31ST OCTOBER- 1ST NOVEMBER, 2019 AT GUWAHATI, ASSAM**

Issued on: 10th **October, 2019**

Reference No.

Organization: Cane and Bamboo Technology Centre, Burnihat, Guwahati, Assam

SECTION: INSTRUCTIONS TO THE AGENCY

PART I: STANDARD

NEC (North Eastern Council) with the help of NitiAyog, Tata Trusts, UNDP and RIS plans to organize “**Two Day Convention on sustainable development goal for the North East India**” tentatively during 31st October-1st November, 2019 at Guwahati, Assam and **Cane and Bamboo Technology Centre(CBTC)** on behalf **North Eastern Council(NEC)** intends to engage reputed and professionally- managed agency with a good track record for organizing the same in Guwahati, Assam.

1. DEFINITIONS

- (a) “**Cane and Bamboo Technology Centre**” (CBTC) was incorporated with the objective of organizing the hitherto untapped bamboo sector of NE India. Its formal existence came through the United Nations Development Programme (UNDP) project on “***Cane and Bamboo Technological Upgradation and Networking Project***” in 2000. The UNDP project was a coordinated effort headed Department of Science and Technology, Govt. of India, UNIDO and UNDP implemented by North Eastern Development Finance Corporation (NEDFi). After conclusion of the project on 2004 it has been registered as a Society under North Eastern Council, Ministry of DoNER, GOI.. CBTC has embarked on a new phase of programmes and projects in the bamboo sector with renewed vigor under the aegis of North Eastern Council (NEC) ,Ministry of DoNER.
- (b) “Agency” means the service provider that signs the Contract for the Services with CBTC. CBTC being the implementing agency.
- (c) “Contract” means the agreement signed by the Parties and all the attached documents listed in that is the General Conditions(GC) and the Appendices.
- (d) “Project specific information” means such part of the Instructions to Agency used to reflect specific project and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of India.
- (g) “Instructions to Agency” means the document which provided to Agency with all information needed to prepare their proposals.
- (h) “LOI” means the Letter of Interest being sent by CBTC to the Agency.
- (i) “Personnel” means professionals and support staff provided by the Agency and assigned to perform the Services or any part thereof;
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request for Proposal prepared by CBTC
- (l) “SRFP” means the Standard Request for Proposals, prepared by CBTC.
- (m) “Assignment” means the work to be performed by the Agency pursuant to the Contract.

- (n) "Terms of Reference" (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities and deliverables of the Assignment.

1. INSTRUCTIONS TO THE AGENCY

- a. CBTC will select an Agency/ agency (in accordance with the method of selection specified in the RFP document).
- b. Name of the assignment has been mentioned in Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference.
- c. The date, time and address for submission of the proposals have been given in Part II Data Sheet.
- d. The Agency is invited to submit the Proposal, for the assignment named in Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected "AGENCY".
- e. Agency should familiarize themselves with the local conditions and take them into account in preparing their Proposals. To obtain first- hand information on the Assignment and local conditions, Agency/ agencies are encouraged to meet **CBTC representative** before submitting a proposal for any clarifications etc.
- f. Agency shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. CBTC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agency.
- g. **Transfer and Sub-letting:** The selected Agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

2. CLARIFICATION AND AMENDMENT OF RFPDOCUMENTS

Agency may request a clarification on any clause of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to CBTC address indicated in the Data Sheet.

At any time before the submission of Proposals, CBTC may amend the RFP by issuing an addendum in writing published in Newspapers or by standard electronic means. The addendum shall be uploaded on the CBTC'S website

No bid shall be modified after the deadline for submission of bids. No bid may be

withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

3. ELIGIBILITY CONDITIONS

Minimum Qualification

1. The agency should have a minimum annual turnover of **Rs. 1.5 crores** in average in the last three consecutive financial years i.e. 2015-2016, 2016-2017 & 2017-2018. **Complete set of Audited Annual accounts including Balance Sheet and Profit & Loss/c duly certified by Chartered Accountant for the last 3 years is to be submitted.**
2. The agency must have a full-fledged office set up functional in Guwahati continuously for the last five years with adequate numbers of man power.
3. The agency should have proven experience in organizing grand seminars/conventions etc. in various part of India as well as abroad.
4. The agency must have experiences of organizing conclave/seminars etc. under government agencies preferably with North Eastern Council(NEC).
5. The agency should be a single agency and any kind of SPV Partners, Joint venture etc. will be entertained

4. SUBMISSION AND OPENING OF BIDS :

One Agency may only submit one proposal. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified. Bid along with all the copies of documents should be submitted on or before 2.00 PM on 17/10/2019. Technical bid will be opened at 3.00 PM on the same date . All the pages of the proposals to be signed and stamped by the Authorized signatory of the agency.

Technical bid shall be as per format given in the RFP.

Financial bid preparation shall take into account the requirements as detailed in the scope of work and provide the same in the Proforma given .The Financial Proposal shall be stated in the INR currency.

5. PROPOSAL VALIDITY

The Data Sheet indicates how long Agency's Proposals must remain valid after the submission date. During this period, Agency shall maintain the availability of Professional/Technical staff nominated in the Proposal and also the financial proposal

unchanged. CBTC will make its best effort to complete negotiations within this period. If the need arise, however, CBTC may request Agency to extend the validity period of their proposals. Agency who agrees to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Agency could submit new staff in replacement, who would be considered in the final evaluation for contract award. Agency who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance CBTC shall not consider such proposal for further evaluation. The submitted bids will be valid minimum 120 days from the date of submission.

6. PREPARATION OF PROPOSALS

Documents to be furnished-

- a) Earnest Money Deposit of Rs. 2,00,000/- (Rs. Two Lakhs Only) via DD in the name of Cane and Bamboo Technology Centre Payable at Burnihat, Assam is to be submitted.
- b) Complete set of Audited Annual accounts including Balance Sheet and Profit & Loss a/c duly certified by Chartered Accountant for the last 3 years is to be submitted.
- b) Copy of the Memorandum and Articles of Association/Partnership Deed / trust deed /registration etc. has to be submitted.
- c) Proof of having full- fledged office of the agency functional at Guwahati continuously for the last five years with sufficient numbers of man power is to be submitted.
- d) The list of the professionals on rolls with Agency mentioning their name, designation, academic and professional qualifications and length of service.
- e) List of clients, vis PSU's, Govt. Sector/Undertaking must be attached.
- f) Work orders/completion certificates as proof of govt. organizing seminars/B2B meets is to be submitted.

The authorized person on behalf of the applicant Agency must fix seal and sign on each and every page of the application, terms and conditions and all documents submitted (copy of authorization letter should be attached)

7. FINANCIAL PROPOSAL

The Financial Proposal shall be prepared using the attached Standard Forms.

8. TERMS OF PAYMENT

Payment will be made to the successful bidder as per the following schedule:

- a) A reasonable amount as advance to the successful bidder/selected agency may also be considered by CBTC up to a maximum limit of 30% of the contract value subject to prior submission of irrevocable Bank Guarantee of the equivalent amount to CBTC.
- b) Final payment will be made to the Agency only after successful completion of the required work and submission of statement of work having been executed.
- c) Payment to the Agency shall be made by CBTC through cheque /bank draft/electronic transfer. Payments shall be inclusive of all applicable taxes and

Cess as applicable under the existing Indian Law.

d) Any payment under this Contract shall be made in INR currency.

9. EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit

- i. An EMD of
 - a. Rs. 2,00,0000/- (Indian Rupees Two Lakhs) only in the form of DD drawn in favor of "Cane and Bamboo Technology Centre payable at Burnihat, Assam must be submitted along with each Proposal by the Agency/Agencies.
- ii. EMD should be placed in a separate envelope clearly marked as 'BID SECURITY' on top side and with the name of the bidder on the bottom side. This envelope should be submitted along with the Technical Bid.
- iii. Proposals not accompanied by EMD shall be rejected as non-responsive.
- iv. No interest shall be payable by the Employer for the sum deposited as EMD.
- v. No bank guarantee will be accepted in lieu of the earnest money deposit.
- vi. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract upon receipt of formal application from the bidders.

10. PROPOSAL EVALUATION

EVALUATION CRITERIA -

Total Marks: 100

SL No	Particular	Maximum Marks
1	Experience of organizing seminars	30
A	Organizing seminars/B2B meet related to trade/investment/tourism of North East India in various cities of India (maximum of 3 nos @ 5 marks each)	15
B	Organizing seminars/B2B meet related to trade/investment/tourism of North East in outside India	15
2	Experience of conducting awareness campaign about North East India's culture/PR activities about North East India	15
3	Annual Turnover	20
A	In between Rs.1.5 Cr -2 Cr	10
B	More than Rs.2 Cr	10
4	Approach and Methodology	25
5	Man Power	10
Total		100 marks

Technical Qualifying Agencies: Agencies securing more than 80% marks in Technical Evaluation will be shortlisted. Financial Bids will be opened only of those agencies who secure a qualifying Technical Score of minimum 80%.

11. METHOD OF SELECTION:

The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial score of other proposal will be computed as follows.

$$SF=100 \times FM/F$$

(F= amount of financial proposal)

Proposal will be finally ranked according to the combined technical and financial scores.

$$S=ST \times Tw + SF \times Fw$$

Where Tw and Fw is the weights assigned to technical proposals and financial proposal that shall be 0.8 (80%) & 0.2 (20%) respectively.

The selected bidder shall be the bidder having the highest combined score.

Tendering Authority / Purchaser	Cane and Bamboo Technology Centre
Name of Assignment	TWO DAY CONVENTION ON SUSTAINABLE DEVELOPMENT GOAL FOR THE NORTH EAST INDIA
Address for Bid Submission	Managing Director, Cane & Bamboo Technology Center G.S Road 13 Mile, G.S. Road Burnihat, Near, CASFOS, Assam 781023
Date of Issue of RFP	10-10- 2019
Last Date for Submission of Bid	The bid is to be submitted within on or before 17-10-2019 by 2.00 PM
Date & Time of Opening of Technical Bid	17-10-2019 at 3.00 PM
Date & Time of Opening of the Financial Bid	To be intimated later
Method of Selection	Quality Cost Based Selection (QCBS)
Cost of Tender Document	Rs. 5,000/- (Rupees five Thousand Only)

12. DETAILED SCOPE OF WORK

The Event Management Agency will undertake the entire work of implementing the project including the following activities.

- 1) Setting up of an office in Guwahati equipped with internet connection/wifi/ computers/

telephone etc. for the team of NEC, Tata Trusts, NitiAyog and other partners. Facilitate all preparatory works and making a proper strategy plan for smooth functioning of the conclave. The office has to be fully furnished and given to officials of Niti Ayog, Tata Trusts and partners for preparation of the event.

- 2) Preparing Invitation Letters, follow up with the participants for ensuring presence, Security protocols, permissions etc.
- 3) Arranging accommodation of the VVIPs, Logistic for VVIPs like receiving at AirPort, transportation to the Hotels/ Venue of the conclave etc. Around 20 VVIP Suite accommodations at 5 Star Hotel and around 60 double bedded accommodation at 5 Star.
- 4) Arrangement of 50 International and Domestic flight tickets for VVIPs & dignitaries.
- 5) A formal Registration process should be setup for all invitees/ dignitaries attending the SDG conclave.
- 6) Installation of LED backdrop at the venue with sufficient LED TVs, light and sound for everyone sitting to watch the presentation by the speakers. There will be three concurrent session and infrastructure has to be developed in all sessions.
- 7) A stage has to be prepared for a cultural evening which will show case colourful dance performances from all NER States.
- 8) Standees/ banners need to be highlight SDG and initiatives of NitiAyog.
- 9) Venue Development like decoration of Administrative Staff College etc with lights.
- 10) Tea/coffee/ refreshment/ lunch for the delegates. All delegates will comprise of Ambassadors, CMs, Chief Secretaries, Union Ministers, top officials of various Govts, top academicians etc. Two lunch and two tea and refreshment has to be organized during both days of the Conclave.
- 11) Cultural evening will be followed by dinner. The venue has to be city's premier Five Star hotel.
- 12) PR exercise-organize publicity of the event, Press Conference, pre event publicity in media both local and national
- 13) Creative for all Newspapers Ad, Hoarding, Banners, Standees, Backdrop and other collaterals has to be prepared by the bidder.
- 14) Extensive social media campaign highlighting the event and the major components of the programme.
- 15) Documentation photography and video photography/ Audio recording, rapporteur etc.
- 16) Anchors, Reception team to cater to entire dignitaries of around 200 people.
- 17) Pre event publicity with hoardings all over Guwahati city.
- 18) The Event Management Agency (EMA) would use ethnic elements and items for

ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event. Only new/fresh items to be used.

- 19) The entrusted agency who will be selected would be responsible to manage the entire activity of the event from production, managing and executing all event specific works.
- 20) It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work.
- 21) The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land owning agency.
- 22) The selected bidder has to ensure that the structure are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
- 23) The selected bidder would be required to tie up with the local Administration, Local Police, Traffic Police etc. so that the work is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from local Administration, Fire Service, Taxation department (GST), Labour Department, Licensing Branch, local Police, local Traffic Police, Health Department, Enforcement, electricity, civil etc. would be the responsibility of selected bidder.
- 24) The selected bidder has to ensure that the whole complex is properly lit and all area have sufficient electricity and power points.
- 25) The selected bidder would be responsible to arrange the transport and mobility of the guests and dignitaries during the days of the event in Guwahati.
- 26) The followings are the item wise quantity to be provided by the selected agency

Note: The conclave will be attended by Union Ministers, CMs of eight states, ambassadors, top officials and bureaucrats along with other top dignitaries.

Item wise quantity

Sl. No.	Particular	Quantity
1	Cars (Innova)	30 for 3 days
2	Mementos	250
3	Bags (Jute with Print)	250
4	Felicitations Materials (Stoles)	50
5	Volunteers (Skilled)	40
6	Office Space with furnished infrastructure, equipped computers, printers with wifi for 15 Days	1
7	LED Wall's & LED TV's	
	i. LED Wall (20ft x 10ft) (2 Days)	2
	ii. LED TV Screens (53cm) (2 Days)	6
8	Venue	
	i. Venue Flex and Framing	10000 sq.ft.
	ii. Flower Decoration/ Bouquet	As per site requirement
	iii. Designated Nameplates	150
	iv. Registration Desk	1
	v. Signages	50
9	Hoardings, Flex & Gate	
	i. Hoardings in Guwahati	10
	ii. Gates installation	3
	iii. Brochures printing	1000 Nos.
	iv. Flex Printing	5000 sq.ft.
10	PR Team-Press conference, Press Release	
11	Arrangement of International & Domestic Flights Tickets	50
12	Hotel Accommodation	
	VVIP Suite Room 5 star Hotel	20
	VIP Double bedded Elite Room 5 star	30
	Deluxe Double bedded Room 5 star	30
13	Design Team	
	i. Creative for Social Media	15
	ii. Creative for Hoardings	4
	iii. Creative for Venue Branding	10
	iv. Creative for Newspaper AD	5
14	Lunch	350 people for 2 days
15	Tea & Snacks	350 people for 2 days
16	Dinner at Five Star hotel at Guwahati	200 people for 1 day
17	Photography	4 Photographer for 2 days
18	Videographer	4 Videographer for 2 days
19	Cultural Troupes	Cultural troupes representing all NER States
20	Rapporteur for documentation for concurrent session	2 days
21	Anchor for concurrent sessions	2 days
22	Stage, Sound and Light at Administrative Staff College	1 set
23	Cultural stage with sound and Light	1 set

24	Lighting of the venue with decorated lights	For 2 days
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Name of Work:

To,

The -----

We, the undersigned, declare that:

1. We have examined the Bidding Document.
2. We have not been blacklisted by the Government of India, State governments or any and other Public Sector Units/Organizations.
3. We understand that this bid together with your written acceptance shall constitute a binding contract between us, until a formal contract is prepared and executed.
4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
5. We declare that we have complied with and shall continue to comply with the provisions of the code of integrity for bidders as specified in the Government's and this bidding document.

Signature of Applicant

(Name & Designation with official Seal)

FORM TECH-2

FIRMS ORGANIZATION AND EXPERIENCE A - FIRMS ORGANIZATION

[Provide here a brief description of the background and organization of your Agency/entity and each associate for this Assignment. The brief description should include ownership details, date and place of incorporation of the Agency, *details of experts pertaining to this assignment*, objectives of the Agency, *geographical presence* etc. Also if the Agency has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B - FIRMSEXPERIENCE

1. Agency's name:

1	Assignment name	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees)	
1.3	Country	
1.4	Location within country:	
1.5	Duration of Assignment (months)	
1.6	Name of Organisation	
1.7	Address:	
1.8	Total No of staff-months of the Assignment:	

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Description of approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your TechnicalProposal}:

- a) Technical Approach andMethodology
- b) WorkPlan
- c) Organization andStaffing

Form 4:

Name of Work:

1. Name of the Bidder:
2. Constitution of the Bidder:
3. Registered office of the Bidder:
4. Communication address, contact number and email of the Bidder submitting RFP:
5. Number of years the bidder has been in the business

6. Bidder to submit a self-certified declaration of experience in the field.

7. Annual turnover in last three financial years:

Financial Year (April – March) Turnover (In Rs. Lakh)

2016-17

2017-18

2018-19

Total

8. GST Registration Number:
9. Details of Office/ Professional setup:
10. Enclose list of professionals (separate sheet for Director's profile and experience).
11. Details GST Registration: _____
12. PAN details
13. Self-certified copy of Incorporation certificate issued by Competent Authority, copy of partnership deed along with registration certificate of partnership firm, if registered with Registrar of Firms, Society/Trust registration certificates
14. Copy Balance sheet
15. List of present clients with contact details and document of recently undertaken works (enclosedetails).
16. Any other pertinentinformation.

Signature of Applicant

(Name & Designation with officialSeal)

FORM TECH-5

CURRICULUMVITAE(CV)FORPROPOSEDPROFESSIONALSTAFF

1. Proposed Position:
2. Name of Agency:
3. Name of Staff:
[Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record:
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From[Year]: To Year:

Employer:

Positions held:

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignments in which the staff has been involved, indicate the following information for those Assignment that best illustrate staff capability to handle the tasks]

Name of Assignment or project:

Year:

Location:

Employer:

Main project

features:

Positions held:
Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Signature of staff member or authorized

Place: representative of the staff]

[Full name of authorized representative]:

FINANCIAL PROPOSAL - STANDARD FORMS

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the Assignment for
with your Request for Proposal dated [Insert Date] and our Technical Proposal. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposals shall result in rejection of financial proposal.

We are quoting total of Rs..... including all taxes for organizing **“TWO DAY CONVENTION ON SUSTAINABLE DEVELOPMENT GOAL FOR THE NORTH EAST INDIA”** as per the terms of reference stated in the RFP document.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

FINANCIAL BID FORMAT

Sl. No.	Particular	Quantity	Rates in figure	Rates in words
1	Cars (Innova)	30 for 3 days		
2	Mementos	250		
3	Bags (Jute with Print)	250		
4	Felicitation Materials (Stoles)	50		
5	Volunteers (Skilled)	40		
6	Office Space with furnished infrastructure, equipped computers, printers with wifi for 15 Days	1		
7	LED Wall's & LED TV's			
	i. LED Wall (20ft x 10ft) (2 Days)	2		
	ii. LED TV Screens (53cm) (2 Days)	6		
8	Venue			
	i. Venue Flex and Framing	10000 sq. ft.		
	ii. Flower Decoration/ Bouquet	As per site requirement		
	iii. Designated Nameplates	150		
	iv. Registration Desk	1		
	v. Signages	50		
9	Hoardings, Flex & Gate			
	i. Hoardings in Guwahati	10		
	ii. Gates installation	3		
	iii. Brochures printing	1000		
	iv. Flex Printing	5000 sq. ft.		
10	PR Team-Press conference, Press Release			
11	Arrangement of International & Domestic Flights Tickets	50		
12	Hotel Accommodation			
	VVIP Suite Room 5 star Hotel	20		

	VIP Double bedded Elite Room 5 star	30		
	Deluxe Double bedded Room 5 star	30		
13	Design Team			
	i. Creative's for Social Media	15		
	ii. Creative's for Hoardings	4		
	iii. Creative's for Venue Branding	10		
	iv. Creative's for Newspaper AD	5		
14	Lunch	350 people for 2 days		
15	Tea & Snacks	350 people for 2 days		
16	Dinner at Five Star hotel at Guwahati	200 people for 1 day		
17	Photography	4 Photographer for 2 days		
18	Videographer	4 Videographer for 2 days		
19	Cultural Troupes	Cultural troupes representing all NER States		
20	Rapporteur for documentation for concurrent session	2 days		
21	Anchor for concurrent sessions	2 days		
22	Stage, Sound and Light at Administrative Staff College	1 set		
23	Cultural stage with sound and Light	1 set		
24	Lighting of the venue with decorated lights	For 2 days		
Total				