

# REQUEST FOR PROPOSAL

for

## Selection of Event Management Agency for Execution of Cultural performances for G20 meeting in Diu District.

**RFP Ref No: 5/240/DT/G20/2023/265**

**Date: 01/04/2023**



**Issued by:**

Society for Promotion of Tourism, Art and Culture (SPOTAC)

Department of Tourism,

UT Administration of Dadra & Nagar Haveli and Daman & Diu

Paryatan Bhawan Nani Daman, Daman – 396 210

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**CHAPTER 1**  
**TENDER INVITATION NOTICE**

NO: 5/240/DT/G20/ 2023/265

Date: 01/04/2023

The Member Secretary (SPOTAC), Tourism Department, DNH & DD invites e-tenders (Online) in two bid system through Online on <https://ddtenders.gov.in> from the interested Authorized Dealers/Agencies/Firms of the “**Selection of Event Management Agency for Execution of Cultural performances for G20 meeting in Diu District.**” to be sent by RPAD/Courier or to be deposited by Hand in Tender Box kept in the Office of the undersigned on or before **bid due date**.

Sr. No.	Description of Item	Qty.	EMD	Tender Fees
1.	<b>Selection of Event Management Agency for Execution of Cultural performances for G20 meeting in Diu District</b>	As mentioned in tender document	Rs. 2,70,000/- (Exemption for MSME)	Rs. 5,000/-

a) <b>Online downloading and uploading starts</b>	01/04/2023
b) <b>Pre bid meeting</b>	05/04/2023, 11:30 Onward VC link: <a href="https://meet.google.com/bzb-ynta-uyr">https://meet.google.com/bzb-ynta-uyr</a>
c) <b>Bid Submission with Tender fees and EMD - Due Date and Time</b>	13/04/2023   06:00 PM
d) <b>(Physical and Online)</b>	
e) <b>Opening of Technical Bid</b>	14/04/2023   12:00 PM
f) <b>Presentation</b>	To be communicated later
g) <b>Opening of Financial Bid</b>	To be communicated later
The online Technical Bids received without scanned copies of tender fees, EMD and Mandatory documents shall not be considered for evaluation. List of the mandatory documents are specified in the terms and conditions.	
Tender fees and EMD to be submitted in the form of Demand Draft (DD in favor of Member Secretary (SPOTAC), DNH & DD, payable at Daman.	
The bidders have to submit the price bid in Electronic Format <b>only</b> on website till the last date and time for submission. Price bid in physical format shall not be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
Bidder can post their queries on E-mail Address: <a href="mailto:dnhddtourism@gmail.com">dnhddtourism@gmail.com</a> or can contact on 0260-2250002.	
The Tender Inviting Authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.	
The tender form along with all details including schedules and terms and conditions can be downloaded from the Web Site <a href="https://ddtenders.gov.in">https://ddtenders.gov.in</a>	
In case, bidder needs any clarification or if training required of participating in online tender, they can contact the NIC, Daman.	
Sd/- Member Secretary (SPOTAC)/ Director (Tourism), DNH & DD	

**CHAPTER 2**  
**TENDER FORM**

(For all the terms & conditions of tender document are acceptable to bidder)

To  
The Member Secretary (SPOTAC)/Director (Tourism),  
Department of Tourism,  
Paryatan Bhawan,  
Nani Daman, Daman – 396 210  
UT Administration of Dadra & Nagar Haveli and Daman & Diu

Ref No. \_\_\_\_\_ Dated \_\_\_\_\_

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no., dated\_(if any), the receipt of which is hereby confirmed. We now offer to create and submit the *services in* conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the “Scope of Work” of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us.

I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we qualify all the eligibility criteria & terms and conditions specified in the RFP of Selection of agency for execution of cultural programmes for G20 meeting in Diu as on date.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned Tender document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal.

### CHAPTER 3 SCOPE OF WORK

#### **I. The agency shall execute following works for cultural programmes in Diu:-**

The approximate requirement for successful execution of the cultural activities during the G20 meeting at Diu in May 2023 is as mentioned below -

- a. The agency will be responsible for conducting various cultural performances seamlessly throughout the duration consisting of Artists and props, create program flow and write ups.
- b. The G20 meeting at Diu is going to be held from 17<sup>th</sup> to 19<sup>th</sup> May 2023.
- c. The agency must look after arrangements of honorarium, travel, boarding and lodging, costumes and photography & videography of the entire event in coordination with choreographer/artists/ emcee/ UT Administration as per the guidelines of Indian Council for Cultural Relations (ICCR), Ministry of External Affairs.
- d. The agencies must provide rates and options for national/ professional level choreographer, renowned Indian music bands and regional bands.
- e. The agency shall go through the guidelines of ICCR, attached as ANNEXURE I of this document. The proforma in the said guidelines is to be filled in coordination with the Tender Inviting Authority and to be sent to the ICCR at the earliest.**
- f. The agency should design/weave the main fusion performance on the theme of G20 “Vasudhaiva Kutambakam” and “regional aspects” following all the necessary guidelines.
- g. Quality Parameters for Cultural Programmes – Fast Paced and Tightly Woven, Impactful, State Drive, Holistic and Colorful and Immersive with audience engagement/ participation wherever feasible to be checked and maintained at all time. If not found appropriate, the charges for the same shall be deducted during the finalization of payment.
- h. Appointing a professional/ national level choreographer for preparation of fusion dances, etc.
- i. The choreographer to be made available for coordination and planning prior to one (01) month to the event.
- j. The agency has to make sure that the rehearsal is to be done on time in coordination with the Choreographer and ICCR and to send snippets of the entire rehearsal to the ICCR team before 1 week. Full Dress Rehearsal on Stage to be done before 2 days of the event.
- k. Appointing a Master of Ceremony (EMCEE) for hosting the program. (From the field of State’s Culture or as per the past experience of the Administration).
- l. Arranging Live Display of Traditional Arts, Artifacts and handicrafts. (Other items of Décor if any). Warli Art theme can be used. The local artisan from the UT are preferable.
- m. Meeting/ Site visit with Event Mgmt. Co. + Logistics team + ICCR Team + state representative + Choreographer to be coordinated before 1 Month of the event.
- n. Writeup of all performances in coordination with society/department and

choreographer is to be provided of each dance form and music.

- o. Event to be made Live on UT Administration web portal in coordination with NIC/Dept. of Information Technology (UT Level).
- p. Photography and videography of entire event to be done by the agency. The softcopies of all is to be submitted in a hard disk to the society/department within 2 days after completion of the event.
- q. Stage, Sound, Light, Green Room setup will be done the agency recruited by the ICCR. Therefore, coordination of tech riders and other technical requirement will have to be coordinated and informed with the representative of ICCR, Ministry of External Affairs.
- r. The Scope of work specified in this document are not exhaustive and the Event Management Agency shall undertake such other tasks/works as may be necessary to successfully execution of the event.

## CHAPTER 4

### ELIGIBILITY CRITERIA & BID EVALUATION PROCESS

#### 1. ELIGIBILITY CRITERIA

2. To be eligible for pre-qualification and short-listing, the Bidders shall have to fulfill the following conditions of eligibility:

a. The Agency should be an entity incorporated/ registered under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008 or a Sole Proprietorship. The Agency must submit a proof of Registration of the legal entity (Certificate of Incorporation to be submitted).

b. The bidder should have experience in similar works for last five (05) years as on the date of tender. The bidder needs to provide documentary evidence in the form of Work Orders or Agreements or Completion Certificates from any Government / PSU / Private firms/ Corporates/ Companies etc. as detailed below: -

One (01) similar completed work of aggregate cost not less than INR 90,00,000/-

OR

Two (02) similar completed works costing not less than INR 70,00,000/- each

OR

Three (03) similar completed works costing not less than INR 45,00,000/- each

c. Average Annual Minimum turnover of the firm in whose name the tender is being applied should be Rs. 2.00 crores per year for last three years. A Certificate from the CA in this regard should be enclosed.

d. The bidder is required to submit copies of audited balance sheet along with the copies of Income tax Return for last three years in support.

e. Every bidder should furnish solvency certificate of Rs. 10.00 lakhs from their bankers.

f. Proof of GST registration.

g. Copy of Pan Card.

h. An undertaking that the firm is not blacklisted/debarred from any Government organization/Department.

Note: All the supporting documents in this regard to be submitted along with the physical bid document and also in online technical bid.

#### 3. TECHNICAL EVALUATION CRITERIA:

Sr. No.	Qualification criteria	Maximum marks
<b>A.</b>	<b>TECHNICAL BID EVALUATION</b>	<b>80</b>
1.	Experience in eligible projects as defined (refer Chapter 4: 1 b)	30
a.	1 Eligible Project	10
b.	2-4 Eligible Project	20
c.	5 or more Eligible Project	<b>30</b>
2.	Average Annual Turnover of the Bidder	30
a.	Rs. 2-4 Crore	10
b.	Rs. More than 4-6 Crore	20
c.	Rs. More than 6 Crore	<b>30</b>

3.	Experience in G20 related projects as defined (refer Chapter 3: I- D)	20
<b>B.</b>	<b>PRESENTATION SCORE:</b> <ul style="list-style-type: none"> <li>• Approach &amp; methodology</li> <li>• Innovative ideas and suggestions</li> <li>• Detailed action plan for G20 related cultural activities/ program.</li> </ul>	20

### 3. BID EVALUATION PROCESS (QCCBS)

- a. A tender evaluation committee will evaluate the bidders on basis of Prequalification criteria on last date of submission. The qualified bidder's, technical as well as financial bids for each event will be evaluated separately and the below evaluation process shall be carried for each event. The technical bids of all Tenderers will be opened first.

- b. The following evaluation criteria shall be used for each event separately. The technical evaluation will carry a weightage of total 100 marks with minimum marks to be qualified be 60 marks. After analysis of Technical Bids and presentation, the financial bids of only qualified bidders will be opened.

The financial score will be calculated as per the formula mentioned below:

$$\text{Financial Score} = (\text{LFB}/\text{F}) * 100$$

Where LFB = Lowest Financial Bid and F = Quoted Amount

Combined Technical and Financial Score (CTFS) with Weightage 70:30 will be calculated.

$$\text{CTFS} = \text{Technical Score} * (70/100) + \text{Financial Score} * (30/100)$$

- c. The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical bid and financial bids (after adding the scores from the technical, presentation and financial evaluation) will be awarded the work for selection of Event Management Agency for Execution of Execution of Cultural Program for G20 meeting in Diu.



**CHAPTER 5**  
**GENERAL INSTRUCTIONS AND TERMS & CONDITIONS**

- a. The rate(s) quoted should be strictly as per arrangements required and operative for supply orders issued by the society/department.
- b. The amount quoted will be inclusive of all applicable taxes, labour, transportation, logistics, installation, uninstallations, etc.
- c. The rates should be quoted inclusive of all taxes. Any other taxes, etc. payable will be the responsibility of the tenderer and will be deducted from the bill by the society/department.
- d. G.S.T as applicable has to be paid by the tenderer.
- e. **Payment shall be done on actuals** and submission of proof to be made along with the invoice and payment shall be released after full satisfaction of the tender inviting authority.
- f. All other Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the supplier shall be responsible for the same.
- g. Extra Work: Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms. If the work is mentioned in the rate quoted by the agency or the extra work mentioned in the scope of work, the payment shall be made on the basis of rate quoted by the agency. Similarly, if some work is not executed then the payment shall be deducted on this basis only.
- h. No extra charge towards insurance will be paid on the rates quoted.
- i. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification.
- j. The online tender must include mandatory documents as in eligibility criteria along with the tender document fully signed and stamped. The hard copy of the bid should be sealed in envelope and superscribed as “RFP for Selection of Event Management Agency for Execution of Cultural performances for G20 meeting in Diu District” which is to be submitted in the office of the Tender Inviting Authority.
- k. The decision of the Tender Inviting Officer for acceptance or rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
- l. Only on satisfactory completion of the supply order, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period, if any or any such date/ period as may be mutually agreed upon.
- m. The Head of Office will consider extension of item for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the limit.
- n. The execution of Cultural Programme for G20 Meeting in Diu as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
- o. In case of failure to replace the accepted and rejected work from tenderer made, as mentioned in the conditions, the loss undergone by the Govt. will

be recovered from the tenderer from security deposit/ earnest money or payment due of any bill (s) to the extent required.

- p. In case of failure to do the execution of Cultural Programme for G20 meeting in Diu ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the tenderer who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases sale be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable.
- q. The tenderer shall have no any right to dispute with such procedure. If any time after the order execution of Cultural Programme for G20 meeting in Diu, the tender Inviting Officer shall for any reason what so ever not required the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice in writing to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involve any curtailment of the supply original contemplated.
- r. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

**s. Force Majeure**

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.

**t. Arbitration**

Hon'ble Courts of Daman shall have the jurisdiction and the venue of arbitration shall be Daman and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

**u. Damage to Persons and Property**

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction

and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

In addition to the liquidated damages not amounting to penalty, as specified in the RFP, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the tender inviting authority, civil, criminal and other penal actions including debarring for a specified period may also be initiated as per policy of the tender inviting authority and blacklist the Bidder for all future projects.

**v. Penalty conditions**

- A. Penalty of 1% to 5 % of total value of contract shall be imposed if any glitch found in services for said scope of work.
- B. In case of delay in completion of Services, lack of quality measure and safety measure, non satisfactory performance for any particular item, penalty upto 50% of amount quoted for that particular item shall be imposed.
- C. If particular ITEM is not executed by the end of the bidder, the payment of that particular ITEM shall not be released and penalty of 10% of quoted amount for that ITEM shall be imposed.
- D. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.
- E. In case of any item is cancelled by the authority, payment of that item shall not be released.

Sd/-  
Member Secretary  
(SPOTAC)/Director (Tourism),  
DNH & DD

**CHAPTER 6**  
**FINANCIAL BID**

**To be submitted online only on [ddtenders.gov.in](http://ddtenders.gov.in)**

Sr. no.	Particulars	Qty	Unit	Days	Amount (Inc of Taxes)
<b>A. HONORARIUM &amp; FEES OF CHOREOGPRAHERS, ARTISTS, LEADERS, EMCEE ETC.</b>					
1.	Fees - Renowned National level Choreographer and Team for Main Event for a period of more than 15 days (1 + 6 = 7 persons)	1	Lumpsum	20	
2.	Honorarium - Portuguese Dance Troop from Daman	20	person	20	
3.	Honorarium - Tarpa Dance Troop from DNH	20	person	20	
4.	Honorarium - Macchi Dance Troop from Diu	20	person	20	
5.	Honorarium - Bhawada Dance Troop from DNH	20	person	20	
6.	Honorarium - Tur-Thali Troop form Gujarat	20	person	20	
7.	Patriotic/ Devotional Music/ Dance performance	2	team	3	
8.	Fees- Renowned Indian Musical Band for Welcome Dinner (30 mins) Specialised in Flute, Violin/ Guitar, Sitar/ Electric Sitar and Piano.	1	team	3	
9.	Fees- Master of Ceremony	1	person	4	
10.	Honorarium - Handicraft/ Artifact/ Souvenir Stall for 2 stalls including their logistics	4	person	4	
<b>A. FOOD and ACCOMODATION</b>					
1.	Food + Accommodation for Main Choreographer team	7	person	20	
2.	Food + Accommodation for EMCEE + Main Choreographer	2	person	4	
3.	Food + Accommodation for Indian Musical Band.	15	Person	4	
4.	Food + Accomodation for Regional Dance Troops + Handicraft Stall Persons	104	person	20	
<b>B. TRAVEL</b>					
1	Travelling Charges for Choreographer + Team to & Fro Delhi to Rajkot in Flight and Rajkot to Diu in AC Traveller and return (Approx)	7	Lumpsum	2	

2	Travelling Charges for EMCEE to & Fro Mumbai/ Ahmedabad in Flight and Car and return (Approx)	1	Lumpsum	2	
3	Travelling Charges for Indian Musical Band + Team to & Fro Gujarat to Diu by Road/ Flight and return (Approx)	15	Lumpsum	2	
4	Travelling Charges for Regional Artists from Daman and Silvassa to & for Diu in 50 seater AC Bus and return (Approx)	2	Bus	2	
5	Intra Travel for Artists , Choreographer,m EMCEE, Tourism Officials in Bus withing Diu (Daily Pickup and Drop from Hotel to Rehearsal & Main Venue, etc.)	2	Bus	16	
6	Intra Travel for Artists , Choreographer,m EMCEE, Tourism Officials in Car withing Diu (Daily Pickup and Drop from Hotel to Offices, Rehearsal & Venues, etc.)	3	Innvoa/ Swift	20	
<b>C. Photography, Videography &amp; Costumes of the Event</b>					
1	Photography & Videography of the Event with Drone, 4K video capturing quality with HD SLR Canon/ Nikon 5D or above, etc. Agency to provide final video of the entire event along with 2 minutes videos for Social Media Short Snippets, etc. as requested.	1	team	6	
2	Costumes for all Artists	100	person	1 time	
	<b>Total (A+B+C+D) Inclusive of all applicable taxes</b>	-	-	-	

**Note:** Do not fill the financial bid in this technical document.



**Indian Council for Cultural Relations**

**Quality Parameters / Timeliness / Requirements from the States**  
**for G-20 Cultural programmes**

1. There will be three levels of meetings in the States :
  - (a) Ministerial Meetings -- These will be on a larger scale, based on our G20 thematic priorities or themes so identified. Cultural events should therefore be of appropriately high level.
  - (b) Working Groups Meetings -- These will be senior official level meeting. The cultural events should therefore be of smaller scale than ministerial meetings.
  - (c) Engagement Group Meetings -- These meetings will be involving other stakeholders including civil society. The scale of cultural events could therefore be of smaller scale than ministerial / working group or as appropriately decided by the State Governments.
2. For each of these meetings, cultural programmes are to be presented on the following occasions :
  - a) At the welcome dinner -- 20 minutes approx. during the meals, musical preferred.
  - b) At the gala dinner (one) / (may be called as Samvaad over dinner)-- This will be the main cultural event during the meeting. A special choreographed programme for approx. 40-50 minutes before the meals followed by live music, showcasing the cultural heritage of the states concerned. The cultural programme should not consist of one long item, as it will be difficult to keep the audience engaged for a long time. It should instead consist of 3-4 items of 8-10 minutes each, of diverse nature / type, woven together in an aesthetic manner.
  - c) At the second dinner (If another dinner is also arranged) -- This will be a working dinner, 20 minutes approx. during the meals.
  - d) Filler performances/presentations -- before the inauguration of the Meeting for maximum 10 mins, or some live music during the lunch hour.

# 2 #

3. The cultural programmes are to showcase the cultural heritage and resources of the states concerned, and have to be arranged by the states. States are to follow these broad parameters while curating the cultural programmes :
  - a) Fast paced and tightly woven
  - b) Impactful
  - c) State Driven
  - d) Holistic and colourful
  - e) Immersive with audience engagement / participation wherever feasible.
4. The State Governments/UTs should appoint a choreographer(s) to curate the Gala dinner cultural programmes i.e. 45 Min Programme ( Samvad over dinner) It is very important to appoint a choreographer for proper creation and coordination of the event and to ensure that various artistic elements in the cultural programme are woven tightly into an aesthetic and appealing show. The Choreographer would also play a critical role in coordinating with the ICCR and the EMC on technical requirements for the programmes.
5. It is expected to make maximum usage of local eminent artists for each cultural event so as to showcase local flavour. Young artists to be involved. Amateur artists should not, however, be preferred. States should present authentic art forms by good artists only. The States to select their best talent, if required, through competition.
6. These innovative compositions may be curated on our thematic priorities or themes identified by the State Govt. A few ideas in this regard include a vanishing art form of the State, presenting three generations of artists at the same time, fusion of 2-3 art forms, innovative use of modern technology / equipment.
7. Ambience design at meeting venue / gala dinners / cultural event by live display of traditional arts & artifacts, handicrafts / other items of décor etc.
8. These cultural programmes have to be organised by the State Governments at their own expenditure.
9. However, all technical requirements for the cultural programmes i.e. stage, lights, sound, green rooms etc. will be taken care of by G-20 Secretariat in MEA through the designated EMC. These technical requirements will be decided by ICCR through consultation with State Govt. designated officials / EMC.
10. State Governments to provide write up on each venue and the elements (art forms) in the cultural event. Preferably, detailed information about the various locations and elements used in the cultural programme should be hosted on a



website of the State Govt, which could be accessed by the delegates through a QR code to be printed on the information booklet provided to the delegates.

11. The State Govt should provide a Master of Ceremony well versed in the field of State's culture.
12. The state government is required to document the cultural events through videography and photography. While full video recording would be a future archival and resource material for the State Govt and the ICCR, short duration snippets (both still pictures and 2 minutes videos for social media) would be required for publicity purposes immediately. State Govt should clear from ICCR/G-20 Secretariat before sharing any culture related material with media/press.

13. Timelines

- One Month Before Event – Meeting / Site Visit with EMC + Logistics Team + ICCR Team + Choreographer + State Representative.
- One week Before Event – Send snippets of the entire rehearsal (s) to ICCR.
- Two days Before Event - Full dress rehearsal on stage.

\*\*\*\*\*



## Performa For Cultural Events During G-20 Presidency

**Required performances (including but not limited to):**

1. A 45-50 minutes performance (on Gala Dinner)
2. A Welcome/ inaugural performance (possibly musical),
3. Short Filler performances (during breaks etc) with the possibility of live music

1.	Theme / Concept Notes of the Performance (Preferred; two options from each slot)  1.a.) Arrival performance (Live Music)  1.b.) Gala Dinner Performance (45-50 minutes, mixed)  1.c.) Filler / Departure Performances	
2.	Detailed description of the proposed presentation, including description of choreography/ Music / Duration	
3.	3.a.) No. of art forms	
	3.b.) No. of Dancers	
	3.c.) No. of Live musicians	
4.	Light Designer  Sound Designer  Sound Technician  Stage/ Props Designer	
5.	Contact Details of the:  Choreographer  Artist Director  Group Leader  Light Designer  Sound Technician  Stage/ Props Designer	

6.	If on live music, the number of musicians and the musical instruments involved	
7.	Details of Stage Design Concept and Props	
8.	Photographs and Video Clips (show reels, 5 min. appx.) of the proposed Performances and artists (MANDATORY)	
9.	Programmes details including live music/recorded music and other special showcases	