

**Selection of Event Management Agency from Empanelled Agencies of India Expo Mart Limited, Gr. Noida, U.P. for Conceptualizing, Designing, Fabrication, Installation & Management of Invest UP Pavilion during "U.P. International Trade Show" being organised from 25th to 29th September-2025 at India Expo Mart-Greater Noida**

S No.	Particulars	item	Quantity	Unit	Unit Rate (Excl Gst)	GST (if applicable in percentage)	HSN/SAC Code	GST Amount	Amount
1	<b>Invest UP Pavilion in Hall No.1</b>								
1.01	Design, Fabrication and Erection of Customised INVEST UP Pavilion will be carried out in an approximately 200 sqm covered area, including front and side fascia, as per the approved design and specifications.	item1	230	Sqmtr					
1.02	<b>Flooring:</b> The entire floor area shall be elevated by 4 inches using a wooden platform structure. Wooden flooring is to be installed over the raised platform, ensuring a neat, level, and secure finish throughout the space. Pergo Flooring is to be fabricated on the top of wooden flooring.	item2	230	Sqmtr					
1.03	A office of (12 x 12)sqft for INVEST UP is to be constructed as per the approved layout. The office should be equipped with LED TV, premium quality furniture, and designed with the proposed interior theme.	item3	144	sqft					
1.04	The Meeting Lounge area (12 x18)sqft for INVEST UP will be developed as per the approved layout. It will include LED panels, high-quality furniture, and proposed interior finishes. A suitable partition will define the lounge space, with all elements to be presented during the final presentation.	item4	216	sqft					
1.05	The storage area, including the pantry, shall be equipped with provisions for tea, coffee, juice, drinking water, microwave oven, and refrigerator. Adequate supply of beverages and snacks must be ensured for approximately 50-60 visitors daily and provision of high quality snacks/lunch for approx 15-20 pax daily throughout the event.	item5	1	Job					
1.06	<b>Selfie Zone:</b> Fabrication of Selfie Point according to the theme of INVEST UP.	item6	2	Nos.					
1.07	<b>Exhibit Area:</b> Fabrication of Exhibit area as per the concept proposed in the design. Implementation shall be done after taking prior approval of the officer-in-charge	item7	1	Job					
1.08	<b>Branding:</b> All branding, including exterior branding of the pavilion, shall be executed using flex printing as per the approved design.	item8	1	Job					
1.09	<b>Interactive Screens:</b> Interactive screens will be installed on the outer walls of the pavilion. Content to be displayed will be provided by UP INVEST.	item9	1	Job					
1.1	Hiring and Fixing of LED TVs/Touch Screens of size 55" with Stand to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data transmission fixtures etc.	item10	4	Nos.					
1.11	Hiring and fixing of LED Screen (16 x 10)ft to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data transmission fixtures etc.	item11	1	Nos.					

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1.12	Hiring and Fixing of <b>Centre Cube LED</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item12	1	Job					
1.13	Hiring and Fixing of <b>Anamorphic Screen</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item13	1	Job					
1.14	Hiring and Fixing of <b>Interactive Pillar</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item14	1	Job					
1.15	Hiring and Fixing of <b>Interactive Press Pod</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item15	1	Job					
1.16	Hiring and Fixing of <b>AR-VR</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item16	1	Job					
1.17	Hiring and Fixing of <b>Touch LED</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item17	1	Job					
1.18	Hiring and Fixing of <b>Touch Kiosk</b> to be installed as per the design approved by the officer incharge with all necessary electrical fixtures and data trasmission fixtures etc.	item18	1	Job					
1.19	<b>Floral decoration:</b> Floral decoration (Natural Fresh Flowers Only) of the entire pavilion on inauguration day and 1 other day stipulated by the INVEST UP. Flower hand bouquet, and table bouquet must be provided daily/ as per requirement during the fair period. Indoor decorative plants as per requirement.	item19	1	Job					
1.2	<b>Hiring and Fixing of furniture items</b> Reception Counter with Branding & 2 Bar stools for each counter	item20	2	Nos.					
1.21	Executive table with 1 Boss chair and 3 visitor chairs	item21	1	Set					
	Glass Round Table with 3 Cushioned Chairs	item22	3	Set					
1.22	Two Seater Sofa	item23	4	Nos.					
1.23	Single Seater Sofa	item24	2	Nos.					
1.24	Centre Table	item25	2	Nos.					
1.25	Storage Unit/ Lockable Cabinet	item26	4	Nos.					
1.26	Waste Bins	item27	4	Nos.					
1.27	Brochure Stand	item28	4	Nos.					
1.28	Visitor Book	item29	2	Nos.					
1.29	Fire Extinguishers	item30	2	Nos.					

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1.3	<b>Electrical:</b> All electrical cabling, spotlights, metal halides, cove Light, power points etc. inside and outside pavilion including the theme area.	item31	1	Job					
1.31	Wifi / Internet Setup (4G Router)	item32	1	Nos.					
2	<b>Stalls Under Invest Up Pavilion in Hall No.1</b>								
2.01	Design, fabrication, setup, installation and dismantling of Exhibitors stall participating under Invest UP as per the scope of work mentioned in RFP and designs as approved by the Department including Wooden Fabrication with paint finish,, etc. approx 10 stalls of different sizes will be setup in accordance with the aisle width as per the Layout attached in the RFP.	item33	990	Sqmtr					
2.02	wooden flooring	item34	990	sqmtr					
2.03	Carpet	item35	990	sqmtr					
2.04	<b>Hiring and Fixing of furniture items</b> Reception Counter with Branding & 2 Chairs for each counter	item36	10	Nos.					
2.05	Waste Bins	item37		Nos.					
2.06	<b>Electrical:</b> All electrical cabling, spotlights, metal halides, cove Light, power points etc.	item38	1	Job					
3	<b>Invest Up Stall in Hall No.4</b>								
3.01	Design, fabrication, setup, installation and dismantling of Invest UP stall in Hall No.4 as per the scope of work mentioned in RFP and designs as approved by the Department including Wooden Fabrication with paint finish,	item39	60	Sqmtr					
3.02	wooden flooring	item40	60	Sqmtr					
3.03	Carpet	item41	60	Sqmtr					
3.04	<b>Hiring and Fixing of furniture items</b> Reception Counter with Branding & 2 Chairs for each counter	item42	1	Nos.					
3.05	Waste Bins	item43		Nos.					
3.06	<b>Electrical:</b> All electrical cabling, spotlights, metal halides, cove Light, power points etc.	item44	1	Job					
3.07	Two Seater Sofa	item45	2	Nos.					
3.08	Centre Table	item46	1	Nos.					
3.09	Glass Round Table with 3 Cushioned Chairs	item47	2	set					
3.1	Storage Unit/ Lockable Cabinet	item48	4	Nos.					
3.11	Waste Bins	item49	4	Nos.					
3.12	Brochure Stand	item50	4	Nos.					
3.13	Visitor Book	item51	2	Nos.					
3.14	Fire Extinguishers	item52	2	Nos.					

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3.15	<b>Electrical:</b> All electrical cabling, spotlights, metal halides, cove Light, power points etc. inside and outside pavilion including the theme area.	item53	1	Job					
3.16	Wifi / Internet Setup (4G Router)	item54	1	Nos.					
4	<b>Miscellaneous</b>								
4.01	<b>Insurance:</b> The entire pavilion, exhibitor stalls in Hall No.1 and INVEST UP pavilion in Hall No.4 including all display exhibits, must be insured by the bidder, with all insurance costs to be borne by them.	item55	1	Job					
4.02	One technical maintenance team (for Equipments Installed in the pavilion) & management of stalls (for Pavilion & Stalls operations) is to be deployed for the entire duration at the pavilion. Technical Team - Led Operators, Sound Engineer, VR Operator, IT Manager, Installation team for Touch Panels and LED screens etc.	item56	1	Job					
4.03	Agency should deploy 6 nos. Ushers for entire period of fair.	item57	30	Mandays					
4.04	<b>Housekeeping Staff</b> (04 Nos. in two Shift) during the Event days including the necessary cleaning material.	item58	20	Mandays					
4.05	<b>Security:</b> Provisions must be made for Security across the pavilion.	item59	10	Mandays					
	<b>Total</b>								