

"ഭരണഭാഷ - മാതൃഭാഷ"

DSLR/181/2024-L1

സർവ്വെയും ഭൂരേഖയും വകുപ്പ്
സർവ്വെ ഡയറക്ടറുടെ കാര്യാലയം
വഴുതക്കാട്, തിരുവനന്തപുരം-14
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തീയതി: 30.04.2025.

സർവ്വെ ഡയറക്ടർ

Empanelled Agencies (I&PRD)

സർ,

വിഷയം - സർവ്വെയും ഭൂരേഖയും വകുപ്പ് - ഡിജിറ്റൽ സർവ്വെ - IEC

പ്രവർത്തനങ്ങൾക്കായി ഏജൻസിയെ തെരഞ്ഞെടുക്കുന്നത് സംബന്ധിച്ച്.

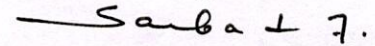
സൂചന - 1. Planning & Economic Affairs (RKI) വകുപ്പിന്റെ 18.08.2021 ലെ സ.ഉ (കൈ) 24/2021 പ്ലാനിംഗ് നമ്പർ സർക്കാർ ഉത്തരവ്.

2. ബഹു.സർവ്വെ ഡയറക്ടറുടെ നിർദ്ദേശം.

3. I & PRD യുടെ 20.02.224 ലെ G.O(Ms). No. 4/2024 /I &PRD ഉത്തരവ്.

സംസ്ഥാനത്തെ എല്ലാ വില്ലേജുകളുടെയും ഡിജിറ്റൽ സർവ്വെ നാലു വർഷത്തിനകം പൂർത്തിയാക്കുന്നതിന് 'Digital Resurvey of 1550 Villages in the State' എന്ന പദ്ധതിയുടെ ഭാഗമായി റീസർവ്വെ പ്രവർത്തനങ്ങൾ ജനങ്ങളിലേയ്ക്ക് എത്തിക്കുന്നതിനായുള്ള പരസ്യ പ്രചാരണങ്ങൾ നടത്തുന്നതിന് ഏജൻസികളെ തിരഞ്ഞെടുക്കേണ്ടതുണ്ട്. ആയതിലേയ്ക്ക് ടി IEC നടപടികളിൽ താല്പര്യമുള്ളപക്ഷം ഇതോടൊപ്പം ചേർക്കുന്ന RFP പ്രകാരമുള്ള ഫിനാൻഷ്യൽ പ്രൊപ്പോസൽ ഓരോ വർക്കിനും ഉദ്ദേശിക്കുന്ന യൂണിറ്റ് നിരക്ക് വ്യക്തമായി രേഖപ്പെടുത്തി സീൽഡ്

കവറിലും, ടെക്നിക്കൽ പ്രൊപ്പോസൽ ഉൾപ്പെടെയുള്ളവ സീൽ ചെയ്യാതെയും
08.05.2025 ഉച്ചയ്ക്ക് 3 മണിക്കകം ഈ കാര്യാലയത്തിൽ ലഭ്യമാക്കേണ്ടതാണ്.
വിശദവിവരങ്ങൾക്ക് ഔദ്യോഗിക വെബ്സൈറ്റ് www.dslr.kerala.gov.in
പരിശോധിക്കുക.

വിശ്വസ്തയോടെ,

സർവ്വ ഡയറക്ടർ

പകർപ്പ്:

9. The Associate Director, STARK Communications Pvt. Ltd., 9/566, E-2, Jawahar Nagar, Kowdiar, Thiruvananthapuram -3.
10. The Managing Director, Global Innovative Technologies, 1st Floor, Kottaram Arcade, Kottaram Road, Nadakkavu, Kozhikkode - 6.
11. The Branch Manager, Maitri Advertising Works Pvt. Ltd., TC 15/139 (3) , 5A, Main Street Road, Althara Nagar, Vellayambalam, Thiruvananthapuram -10.
12. The Registrar, C-Dit, Video Communication Division, Gorkhy Bhavan, Van Ross Junction, Thiruvananthapuram -34.
13. The Proprietor, D Ads, 1/1701, Thoppil, Westhill, Kozhikkode - 673005.
14. EVOKA Communications, Down Hill, Malappuram - 676519
15. Ten Point Media Pvt. Ltd., G-293, 2nd Floor, Panampilly Nagar, Kochi.
16. Streamline Printers and Advertisers, 6th Floor, Chittoor Towers, Sunny Meads Ln, Vanrose, Palayam, Thiruvananthapuram -34.



SURVEY AND LAND RECORDS DEPARTMENT

RFP –IEC Activities for the Digital Resurvey of the State

Tender Inviting Authority: Director Survey, Directorate of Survey & Land Records
Survey Bhavan, Vazhuthacaud, Thiruvananthapuram

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1. Preface

State desired to provide an authentic Land Record to all the landholders and move to a regime of real time updation of land records. In this direction, the Revenue department, Kerala has taken up the following three broader goals in order to channelise all the available resources towards a good governance.

- Land for all
- Record for all the lands
- All services to be Smart

In accordance with the second mission ie. 'Record for all the lands' is the major thrust area for the digital resurvey program undertaken by the Survey and Land Records department in which all the landholders should have a clear record of their land consisting of both textual and spatial data so as to enhance the security of the rights over the land. This program is planned to be conducted with the help of appropriate digital technologies to perform the Cadastral survey of every inch of land in a four years time frame. State will also build an integrated land management system, a unified platform with all the options to manage the land transaction and to access other land related services.

Project called 'Digital resurvey of 1550 villages' has been approved by the GoK with the own budgetary allocation of the State. The digital survey mission has already been initiated so as to achieve the second goal of the Revenue and Survey department. Modern survey technologies like Continuously Operating Reference Station (CORS), Real Time Kinematic (RTK) rovers, Robotic ETS, Drone survey technology etc are planned to be used in this venture. A mission mode style of work is also envisaged for the timely completion of this program.

As the sensitization and cooperation among various stakeholders including general public are vital for the time effective implementation of the program, the IEC part of the aforesaid program to be assigned to professional agency for managing the IEC activities from the empaneled list of service providers as per GO (Ms)No.4/2024/I&PRD dated 20-02-2024 (by Information & Public Relations Department).

This initiative is, therefore, to ensure that all the projects, programs and activities of the Digital survey mission of the Survey and Land Records department are effectively communicated to people and the stakeholders across the State. A Request for Proposal is called from the service providers empaneled by the Government.

2. Notice Inviting Proposal

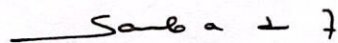
The Director Survey, Directorate of Survey and Land Records, Vazhuthacaud, Thiruvananthapuram invites proposal for the works detailed below from Government empaneled agencies:

1	Reference No.	File No: DSLR/181/2024-L1
2	Name of work	IEC activities for the Digital Re survey of Kerala
3	Location of work	All Kerala
4	Brief description of work	The IEC agency should ensure the wholehearted participation of various stakeholders to the Digital Re survey program of the department and for that to disseminate positive information on the projects/initiatives with regards to the digital re survey program, through various channels that reaches the general public and stakeholders across the State. Through this, it is to be ensured that all the programs of the Survey and Land Records department are effectively communicated to people.
5	Bidding System	Two Cover System consisting of Technical Cover and Financial Cover
6	Bid Evaluation	Quality Cost Based System (QCBS)
7	Duration of contract	Initial One Year and extension will be given subjected to the performance appraisal and satisfaction of the Technical Committee / Department.
8	Classification of Bidder	Government Empanelled (By I&PRD Department)
9	Last date and time for submission of Bids	08/05/2025 upto 03.00 PM

10	Name and address of the Bidder	
11	Mobile No of the Bidder	
12	E mail ID of the Bidder	
13	Pre-bid meeting : Date, time and place	NA
14	Date and Time of Bid Evaluation	09/05/2025 at 2.30 PM

Hard copies of the bids are to be submitted to this office within the deadline, in a sealed cover containing separate Technical and Financial Covers. The sealed cover shall be superscribed with Title '**Proposal for IEC activities for the Digital Re survey of Kerala**'. Further details can be had from this document or Survey Directorate, during working hours. The undersigned reserves the right to cancel this RFP without assigning any reason.

The bidders are advised to submit the bids well before the stipulated date & time to avoid any kind of confusion.



Director Survey,
Directorate of Survey and Land Records
Vazhuthacaud, Thiruvananthapuram

3. Guidelines for bidders

- a. Proposals are to be submitted in two cover systems, addressed to **'The Director Survey, Directorate of Survey and Land Records, Vazhuthacaud, Thiruvananthapuram'**. The two covers are as follows:
 - i. Technical Bid
 - ii. Financial Bid in the prescribed BoQ format (Annexure III)
- b. Technical Bid Cover must contain the following:
 - i. A Strategy Document in pdf (max 10 pages)
 - ii. Document mentioning relevant professional experience of key personnel. (Note: More details, please refer section 5 - Evaluation of proposal)
 - iii. Annexure III duly filled and signed
 - iv. Copy of this RFP document, signed on every page by authorized signatory
- c. Financial Bid Cover must contain only the BoQ, in the prescribed format in Annexure III. Bidders should quote for all items listed in the BoQ. The amount quoted shall be exclusive of GST. If any item is seen to be not quoted in any of the bid, the bid shall be rejected completely.
- d. Financial bid consists of items and their quote based on nominal quantity (1 unit) for evaluation purpose. Actual Work Quantity will be based on the need and the bill will be based on the rates of items quoted in financial bid.
- e. Fixed Price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable / variable price quotation will be treated as non-responsive and liable to be rejected.
- f. The bids are to be submitted in hard copy, to the address mentioned above. Bids without adequate supporting documents shall be treated as unresponsive.
- g. Submission of a Tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the eligibility criteria, scope and specifications of the works to be done, local conditions and other factors bearing on the execution of the works.
- h. Notification of Award of Contract will be made in writing to the successful Tenderer by the Accepting Authority or his authorized representative. The contract will normally be awarded to the responsive and qualified Tenderer with highest score in the QCBS evaluation. The Accepting Authority does not bind himself to accept the lowest/ highest or, any tender or to give any reason for his decision.
- i. The duration of contract shall be Initial **One Year** and extension will be given subjected to the performance appraisal and satisfaction of the Technical Committee / Department.

- j. **PERFORMANCE GUARANTEE (P.G):** The successful bidder shall have to submit a Performance Guarantee (PG) amounting to 5% of the contract value within 30 (thirty) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto 60 days from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days i.e., from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG even after 60 days from the date of issue of LOA, the contract shall be terminated.
- k. The successful bidder shall submit the Performance Guarantee (PG) in any of the following forms:
 - i. A deposit of Cash
 - ii. Irrevocable Bank Guarantee
 - iii. Lien Marked FD Receipts, Pay Orders, Demand Drafts and Guarantee Bonds. These forms of Performance Guarantee could be either of the State Bank of India or of any of the Nationalized Banks.
 - iv. Guarantee Bonds executed or Deposits Receipts tendered by all Scheduled Banks.
 - v. Government Securities including State Loan Bonds at 5 percent below the market value.
- l. The Performance Guarantee shall be submitted by the successful bidder after the issuance of the Letter of Acceptance (LOA), but before signing of the contract agreement. This P.G. shall be initially valid upto the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets extended the contractor shall get that validity of P.G. extended to cover such extended time for completion of work plus 60 days.
- m. TDS - Income Tax will be deducted at prevailing rate on the date of invoice processing, currently at 2 % (two percent) and also surcharge if any at source from each bill unless otherwise authorized by the Income - Tax department. TDS – GST will also be deducted at prevailing rate on the date of invoice processing, currently at 2 % (two percent) at source from each bill unless otherwise authorized by the Government.
- n. Any proposal submitted after the deadline for submission will not be accepted
- o. This entire document shall be part and parcel of the agreement with the successful bidder.

4. Scope of work

Land is a very precious resource. Land records play a very crucial role for the overall development of the State in terms of infrastructure planning tools and as a revenue generation medium. Citizens are emotionally attached to their own land as their existence and belongingness are closely attached to it. Survey and Land Records Department is having a critical role in building effective land records for better land management and governance. Thus, it is essential that the activities of this department need to be effectively propagated to the masses, through all possible media. With this requirement in mind, the successful bidder shall have the following scope of work:*

Goal of this activity is to continue and encourage the IEC activities in line with the digital resurvey programme of the Survey and Land Records Department and to disseminate positive information on the projects/initiatives of the Department, through various channels that reaches the general public.

The agency should follow their activities including the previous digital survey progress and the official mascot named "Survey Pappu"

To establish and maintain positive impact amongst the stakeholders in general and local population in particular

Conceptualize and create various information and communication materials in different forms, Radio/TV spots, Jingles, Short films, documentaries, interactive shows, Audio/Visual material/social media in any other formats as per requirements.

To manage perception among key stakeholders including concerned local bodies, regulatory bodies, key social influencers and community audiences; educate them and influence them to take a supportive stance.

Conceptualize, design and implement press advertisements and social media campaigns. Arrange media events, arrange printing of special articles, regular press releases through regional, national & international media, magazines and online portals to ensure that a positive opinion/image

Develop tools including short perception videos (Creative & Project related) and are to be produced and showcased in relevant platforms.

Events, awareness programs, lectures etc. are to be organized as per requirement so as to reach the public with the positive aspects of projects

Liaison with different public forums to disseminate information. Identifying & Communicating and Organizing strategic meetings with key personnel, all forms of media houses, opinion makers and other support forums as well

Media Intelligence: Comprehensive monitoring and documentation of print, visual and social media and submit customized reports as well as analytics. Proactively gauge media and public sentiments through monitoring using technology as well as through interaction with key resources in respective segments

Crisis communication – It is expected that the PR agency will help to counter any adverse publicity

Organizing interviews of higher officials with newspapers / magazines / TV channels and online media

Design of print materials like brochures, booklets, primers, guidelines, folders, leaflets, posters, calendars, invitation cards etc. Printing of the materials to be taken up, on request and can be billed separately on actual cost.

- To conceptualize and design material for outdoor activities such as hoardings bus/train panels, bus shelters, illuminated signage, display panels, other exhibition materials etc. Implementation of such activities to be taken up, on request and can be billed separately on actual cost.
- To conceptualize and design materials for dissemination of information through innovative mediums like web pages, internet, mobile phone and for interpersonal communication.
- Manage the social media handles of Department of Survey and Land Records (DSLRL). Tasks include creating or curating content, design and applying promotional strategies for the social media channels like Facebook, Whatsapp, Telegram, YouTube, LinkedIn, Twitter, Flickr, Blog, and Instagram etc. Agency will also be responsible for **search engine optimization** support and interactions audience in the social media space.
- Digital Newsletter Management - Agency shall develop a full-scale newsletter management system, with capability to manage subscriptions, create, send and monitor newsletters, promotional e-mailers, greetings etc.
- Advice DSLRL on appropriate communications, innovative methods of marketing and branding propaganda etc.
- Enhance visibility and awareness through unpaid means of communication.
- A Client servicing executive should be deployed on-site as an interface between the Department and the agency.

5. Evaluation of Proposal

a. Technical Proposal submitted by the bidder shall be evaluated as follows:

Sl No	Criteria	Marking scheme	Max Marks	Document Required
1	Average professional experience of team members working for Survey and Land Records as below: 1. PR Executive & Media coordinator 2. Client Servicing executive 3. Website Developer 4. Creative & Graphic Designer 5. Copywriting & Content Writing Expert (English & Malayalam) 6. Social Media Analyst & Documentation Manager 7. Videographer & Video Editor 8. Photographer	a) less than 2 years (10 marks) b) 2 years and above but less than 5 years (20 marks) c) 5 years and above (30 marks)	30	CV mentioning relevant professional experience of each position in the particular field in years.
2	Perception Management/ Public Relations/ Digital Media Management/ Documentation Management – Strategy Document to be submitted with the Bid (Maximum 10 pages) This document should address (Check list): · Understanding of the project · Understanding target market for the sector · Anticipated activities & their impact · Scope of Work & other aspects as recommended by the bidder · Influencing factors for Branding · Communication Strategy · Milestones of project and action plan · Other aspects as recommended by the bidder This strategy document has to be submitted with the bid.	-	30	Strategy Document in pdf (max 10 pages)

3	Presentation - For the purpose of evaluation & awarding technical score, each bidder will have to make & submit a presentation of their suggested Public Relations strategy plan for the Digital Re survey program of the Survey and Land Records department. Presentation time, including Q & A, will not exceed 30 minutes & all Bidders are expected to adhere to this time line. The evaluation committee can curtail / end the presentation at any point at its sole discretion The date and time for the technical presentation will be intimated later through email/ letter.	-	40	One hard and soft copy of its presentation (PPT) to the Client on the day of the technical presentation.
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The total Technical Score obtained by the bidder shall be calculated (TS)

- b. Financial Proposal will be evaluated as follows:
 - i. Normalized Financial Score of the bidders will be calculated based on the financial quote submitted by the bidders
 - ii. **Normalized Financial Score of a Bidder, FS = {Lowest Financial Quote of Bidder / Financial Quote of Bidder under consideration} X 100**
(adjusted to 2 decimals)
- c. Combined score calculation, based on QCBS:
 - i. The Combined Score will be calculated through Quality and Cost Based Selection method, with technical score having 70% weightage and financial score having 30% weightage
 - ii. **Combined Score = (0.70 * Technical Score (TS)) + (0.30 * Normalized Financial Score (FS))**

ANNEXURE-I

BID COVERING LETTER

[On the Letter head of the Bidder]

Location: _____

Date: _____

To,

The Director Survey,

Directorate of Survey and Land Records

Vazhuthacaud, Thiruvananthapuram

Dear Sir,

Sub: Proposal for **IEC activities for the Digital Re survey of Kerala**

Ref: RFP No: ----- dated -----

In response to the RFP mentioned in the reference, we hereby offer to carry out the services subject to the terms and conditions mentioned in the aforementioned RFP, and declare that: We are duly authorised to represent and act on behalf of__ [insert full name and address of Bidder/all Members]__ (hereinafter referred as "Bidder/Bidder").

We have perused and fully understood the RFP document and unconditionally agree to all the clauses.

I/We the tenderer(s) also accept all the conditions of the tenderer and have signed all the pages in confirmation thereof.

I/We have verified the contents of the printed document and there is no addition, no deletion or no alternation to the contents of the tender document. In case of any discrepancy notice at any stage i.e. evaluation of tenders, execution of work or final payment of the contract, the master copy available with Department of Survey and Land Records (DSLRL) shall be final and binding upon me/us.

I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.

I/We also understand that my/our offer will be evaluated based on the documents/ credentials submitted along with the offer and same shall be binding upon me/us. We continue to be legally eligible to conduct such business in India and understand that in case any reason of our ineligibility in this regard comes to light, DSLRL has full right to debar us from the RFP.

We further declare that we have not engaged any agent or middleman for this RFP process except for consultants lawfully provided for, and we have not paid/will not be paying any commissions to such agents or middlemen.

We acknowledge that DSLR reserves the right to reject any or all bids or cancel the RFP process as deemed necessary without any consequent liability and any obligation to explain the grounds to us. We are attaching all documents and copies of originals as required by this RFP and further undertake that we have access to the originals and shall be obligated to show them to DSLR if DSLR so desires.

We, the undersigned, declare that the statements made and information provided in this letter and the attached Bid are complete, true and correct in every detail and in the event of any information furnished by us being found later to be incorrect or any material information having been suppressed, DSLR may reject our Bid and suitable action, including reporting to the Government for debarment.

I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with forfeiture of performance guarantee

This Bid is valid for a period of 30 days from the date of submission of the Bid.

[to be stamped and signed by the Authorised Signatory]

Signed:

Name:

In the capacity of:

Duly authorized to sign the Bid for and on behalf of:

Date:

ANNEXURE-II

BIDDER INFORMATION

1.

a) Name:

(b) Place of incorporation:

(c) Address of the corporate headquarters and its branch office(s), in Kerala:

(d) Date of incorporation and/or commencement of business:

2. Details of individual(s) who will serve as the point of contact/communication for DSLR:

(a) Name:

(b) Designation:

(c) Telephone Number (Mobile and Landline):

(d) e-mail Address:

3. Particulars of the Authorised Signatory of the Applicant:

(a) Name:

(b) Designation

(c) Telephone Number (Mobile and Landline):

(d) e-mail Address:

Signature : _____

Date : _____

ANNEXURE-III

FORMAT FOR FINANCIAL BID

Tender Inviting Authority : Department of Survey and Land Records

Name of Work : IEC activities for the Digital Re survey of Kerala

Name of the Bidder : _____

PRICE SCHEDULE

SL No	Item Description	Nominal Quantity	Quoted Rate in Rs.(exclusive of GST)
1	Creation of Sensitizational Videos/Short videos on Digital Survey in State with Modern Instruments/Public Participation in the Survey Process. (Format: HD Video) Content: Overview of digital survey techniques and modern instruments used. 1-2 minutes	1 Unit	
2	Creation of Sensitizational Videos/Short videos on Digital Survey in State with Modern Instruments/Public Participation in the Survey Process. (Format: HD Video) Content: Overview of digital survey techniques and modern instruments used. 2-5 minutes	1 Unit	
3	Creation of Sensitizational Videos/Short videos on Digital Survey in State with Modern Instruments/Public Participation in the Survey Process. (Format: HD Video) Content: Overview of digital survey techniques and modern instruments used. 5-10 minutes	1 Unit	
4	High-quality video recording of training classes and preparation of video tutorials (including necessary editing, voice narration, and publishing on YouTube and the Entebhoomi portal) up to 15 minutes	1 Unit	
5	High-quality video recording of training classes and preparation of video tutorials (including necessary editing, voice narration, and publishing on YouTube and the Entebhoomi portal) 15 to 30 minutes	1 Unit	
6	High-quality video recording of training classes and preparation of video tutorials (including necessary editing, voice narration, and publishing on YouTube and the Entebhoomi portal) 30 minutes to 1 hour	1 Unit	
7	Creation of Animated (Promotional) Short Videos with a Title Character on Public Participation in the Survey Process. (Format: Animated HD Video) Content: Engaging animated video encouraging public participation. 1-2 minutes	1 Unit	
8	Creation of an attractive slide presentation with or without animation for each slide, as described by the department	1 Slide	
9	Creation of Audio Content for Promotion in FM Channels, PAS in Railway and Bus Stations, Social Media Platforms such as Facebook, WhatsApp, Twitter, etc. Format: Audio Clip Content: Promotional messages about the digital survey program. 30-60 seconds	1 Unit	
10	Creation of Video Content for Promotion in FM Channels, PAS in Railway and Bus Stations, Social Media Platforms such as YouTube, Instagram, Facebook, WhatsApp, Twitter, etc. Format: Video Content: Promotional messages about the digital survey program. Duration: 30-60 seconds	1 Unit	

11	Promotion of video content on social media to reach over 25,000 viewers. The platform will be decided by the department from time to time	1 Campaign
12	Promotion of video content on social media to reach over 50,000 viewers. The platform will be decided by the department from time to time	1 Campaign
13	Creation of Mobile Phone Promotional Ringtone Format: Engaging and catchy ringtone promoting the digital survey program. Duration: 30 seconds	1 Unit
14	Designing of Informative Brochure Suitable for Glossy Paper and color print Content: Comprehensive information (both textual and image) about the digital survey program. Each page.	1 Page
15	Publishing Advertorial/Article in Newspapers/Magazines/Weekly (English, Malayalam,Kannada), etc. Content: Detailed article about the digital survey program. Each document	1 Document
16	Designing and Installation of Outdoor/Indoor Hoardings Size: Material: Vinyl Content: Promotional content for public awareness. One Square meter	1 Sq M
17	Designing of Posters & Banners Content: Informative and engaging content about the digital survey program. 1 No	1 Unit
18	Printing and installation of Banners Size: 6x3 feet Material: Flex Content: Key messages promoting the digital survey program 1 No	1 Unit
19	SMS Campaigns - SMS Notifications Format: Text Message Content: Short messages to inform and remind citizens about the survey.	1 SMS
20	Printing (Color printing) change of A2 Size posters	1 No
21	Event management and following arrangements for the Workshops and Seminars up to 1000 participants LED panel display suitable for the venue Sound and Audio system Video recording and live streaming in social media. Photographs, Wi-fi network , Diece arrangement including flower decoration, Podium (suitable for the venue)	1 day

Name and Designation of Authorized Signatory:

Seal: _____

Date: _____