

(Detailed Notice to be put on website of MoEF)

Government of India
Ministry of Environment & Forests
(Media Cell)

.....

Request for proposals for Organising the Green Haat at Dilli Haat

Media Cell, Ministry of Environment & Forests intends to hire the services of a reputed experienced agency/organisation for organising Green Haat for 15 days from 1-15th February, 2012 at Dilli Haat near INA. Green Haat is an exposition cum sale of non-timber forest products, primarily linked with livelihoods of forest-based communities, and other stakeholder groups. The assignment will include preparatory work, organisation of the Green Haat and winding up activities after Green Haat is over.

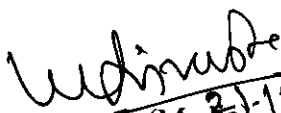
The details of activities to be conducted are indicated below :

- to identify the relevant groups, products and services from across the country,
- to coordinate with State Forest Corporations/Federations and NGOs, Community groups & other stakeholders for putting up their stalls in Green Haat.
- to fabricate and putting up of the 50 stalls and its maintenance for 15 days at Dilli Haat, in liaison with officials of DTTDC.
- making arrangements for stay and transport of the participating organisation and related logistic support.
- arranging for cultural programmes to be organised daily from 7-9 PM from 1-15th February, 2012. Appropriate sitting, light and sound arrangements and videography & photography is to be done.
- preparing bilingual advertisement and publicity material including brochure, posters and pamphlets and also ensuring adequate media coverage through print and electronic media.
- printing and issue of invitation cards in consultation with Media Cell.
- designing the advertisement to be issued in Newspapers for wider publicity.
- to coordinate with the MoEF and various stakeholders for ensuring successful organisation of the Green Haat.
- to work in close liaison with JS(Media)/DS(Media) of MoEF for preparation, actual conduct and winding up of the event.

Ministry of Environment & Forests invites a comprehensive proposal inclusive of Technical & Financial proposals in separate sealed covers, put together in another sealed cover from reputed and experienced agencies/organisations to indicate their interest in providing the above mentioned services. The interested agency/organisation must provide information indicating their qualification to perform these services (brochure, description of experience on similar assignments and availability of proper skills among staff etc. which the agency/organisation wants to submit to enhance their qualification).

JS

Interested agencies/organisations may submit their proposals in a sealed envelope clearly superscribed as "Proposals for organising the Green Haat at Dilli Haat" to the **Deputy Secretary(Media), Ministry of Environment & Forests, Room No. 527, 5th Floor, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-110003** within 15 days from the date of publication of this notice at the Ministry's website www.moef.nic.in & www.envfor.nic.in.


Deputy Secretary (Media) ²⁷⁻¹¹⁻¹⁷
MoEF