

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
KOLKATA

Tender No. e-01/2022(Pur-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
KOLKATA

(A Statutory Body governed by the NIFT Act 2006)
Ministry of Textiles, Govt. of India
An ISO 9001:2008 Certified Institute

Tender Document
For

EVENT MANAGEMENT SERVICES at NIFT Kolkata

Tender No. e- 01/2022 (PUR-Kol)

Event	Date & Time	Venue
Graduation Show – 2022 (FD,KD and LD Dept.)	10.06.2022 (Friday) 05:00 PM onwards	NIFT Campus
Graduation Show – 2022 (TD ,FC & F&LA Dept.)	09.06.2022 (Thursday) 05:00 PM onwards	NIFT Campus
Graduation Show – 2022 (FMS and BFT Dept.)	08.06.2022 (Wednesday) 05:00 PM onwards	NIFT Campus

Date of tender notification	18.05.2022
Last date for receipt of duly filled in tenders	30.05.2022 up to 2:00 pm
Date and time of opening of Technical Bid	31.05.2022 at 3:00 pm

Date and Time of opening of Financial Bid: will be notified to the short listed bidders only

Note: The Technical Bid & the Financial Bid should be sealed in two separate covers duly superscribed with 'Technical Bid for Event Management Services (01/2022(PUR))' and 'Financial Bid for Event Management Services (e-01/2022(Pur-Kol))' & both these sealed covers are to be put in a third bigger cover which should also be sealed & duly superscribed with "**Tender For Event Management Services-e-01/2022(Pur-Kol)**" and to be sent to The Purchase Officer, NIFT Kolkata or may be dropped in the Tender Box kept in the Purchase Section at the said above address.

IMPORTANT: In order to ensure right quality and required specification to be delivered and for clarification, if any, on the T&Cs of the tender, a **pre-bid session** will be held **at 04.00 pm on 19.05.2022** at the 2nd floor, New Block, NIFT Campus. It is strongly recommended that the prospective bidders should attend the same positively for detailed discussion and elaboration on the work scope, quality, specification, etc. and other related matters, if any. NIFT will not entertain or clarify any such query during post bid.

NIFT CAMPUS, Plot No. – 3B, Block-LA, Sector – III, Salt Lake, Kolkata - 700106
Phone: 91-33-2335 7546/ 2890/ 8350 Fax No. 91-22-2335 5734
Web: www.nift.ac.in/kolkata

TERMS AND CONDITIONS

1. Telegraphic or conditional tender may not be considered, or, condition may not be accepted.
2. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be rejected.

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3. No paper shall be detached from the tender document. Bidders are requested to sign on all the pages.
4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise, the tender is liable to be rejected.
5. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
6. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Agency/Tenderer will indemnify NIFT in case of any damage or liability, which may arise on account of action of any reason.
7. Dispute, if any arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director NIFT at Kolkata as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
8. All firms are required to submit Earnest Money Deposit (EMD) of **Rs.42,000/-** (Rupees Forty Two Thousand only) (refundable) with Technical Bid in the form of Demand Draft (should be drawn beyond the date of this NIT) in favour of NIFT, Kolkata payable at Kolkata. No interest shall be paid on the said deposit and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in case the selected/ successful bidder does not accept the work order or unable to provide the services or information declared/ documents submitted found false/fake/ forged otherwise the EMD will be returned.
9. Tenderer must have organized/ conducted at least 7-10 nos. Fashion Shows in the leading/ premier & renowned Educational Institutes (viz.NIFT, NID, etc.), Fashion weeks.
10. Preference will be given in selection to the firm having successfully executed such event management services at NIFT, conducted NIFT Fashion Shows, NIFT Convocation.
11. The bidder should have experience of handling adequate number of quality collection of premiere Fashion Institutes (viz. NIFT, NID, etc.) and eminent Fashion Shows and Fashion Weeks; additional weightage shall be given to such event managers (bidders) in selection to award this contract.
12. Tender shall be accompanied by the relevant documents including List of organizations where the agency has recently provided/ rendered similar services.
13. The schedule of items/services required are as per Annexure 'E', 'F' & 'G' and the evaluation of bid will be on the basis of total bid value; however, **NIFT is not bound to accept the lowest bid since due weightage shall be given to several factors, as stated above, beside the Financial Bid. Tenderer to quote against all the items of Annexure 'E', 'F' & 'G' of Financial Bid.**
14. The Refreshment & Transportation of the crew members, models, choreographer, DJ, etc., i.e. any manpower deputed by the event manager will be the sole responsibility of the Event Manager only. Bidders should quote accordingly.
15. The payment shall be made after successful execution of services based on the certification by the concerned NIFT Officials/Departments.
16. The service provider shall ensure that he himself or his authorized representative is available for any negotiation or discussion at the venue.
17. NIFT reserves the right to curtail/alter/ increase any item/events from the list [ref. Annexure-'E', 'F' & 'G'], if needed so, based on the situation & requirement and payment will be made accordingly on pro-rata basis.
18. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like "**duties as applicable**" shall not be considered. Such things, if not clearly mentioned, will be treated as all inclusive. No delivery/transportation cost will be paid.
19. The rates quoted should be on FIRM & FIXED basis. Bidders should quote for all the required items; incomplete bid will not be accepted.
20. Financial Bid may be quoted at Annexure 'E', 'F', & 'G' only for the services as mentioned at Annexure-'E', 'F' and 'G'. If the Financial Bid is found not in order or not according to the prescribed format the same may be liable to be cancelled

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even if the agency is qualified in the Technical Bid to open their Financial Bid, i.e. merely qualifying in the Technical Bid does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NIFT to this effect shall be final and binding.

21. The Work Order shall be issued by NIFT, Kolkata Centre and service/items/materials shall be arranged by the agency. The successful bidder shall not engage any sub-contractor, sub-agent in organizing the events
22. The agency should be registered with GST, & others service tax authorities etc., as applicable, and to enclose the copies of the relevant certificate along with the Technical Bids.
23. Exhibition Stall with all the installations (carpeting, back drop, chairs, speakers, podium with mic, lightings, back drop, side wings) should be ready on or before 05.00 PM on 07.06.2022, failing which penalty will be impose as decided by NIFT Authority and decision of NIFT to this effect shall be final & binding. Installation work to be accordingly.
24. Any query/ clarification with respect to the tender (T&Cs, specification(s), etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10 am to 5 pm on any working day with prior appointment (033-23357546). NIFT will not entertain or clarify any such query during post bid.
25. If the Technical and Financial Bids are submitted together in the same single envelop the same will not be considered. Tender without EMD will be rejected.
26. NIFT reserves the right to relax any condition if so needed and decision of NIFT to this effect shall be final & binding.
27. All the DD(s) are to be submitted along with the Technical Bid only and not with the Financial Bid.
28. While accepting the Work Order the successful bidder needs to deposit **10% of bid amount as Security Deposit** through Demand Draft favoring NIFT, Kolkata which will be refunded/ returned, without any interest, after completion of the events with deduction/recovery, if any and as applicable.
29. The successful bidder, awarded with the work, shall execute the whole work in close co-ordination and discussion with the concerned NIFT Official(s) and all concerned with dignity and safe guarding NIFT's prestige. Time schedule, as & where mentioned, may vary and shall be informed accordingly and the successfully bidder should execute the work accordingly.
30. In case of L-I is more than one, the selection criteria [viz. the past performance, relevant experience, conducting Fashion Show/Event of NIFT, etc.] would be at the discretion of NIFT. The decision of NIFT, to this effect and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the tenderers.
31. All disputes are subject to Kolkata Jurisdiction only.
32. ***NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NIFT to this effect shall be final and binding. No further correspondence in this regard will be entertained.***

-s/d-

(Purchase Officer)
NIFT, Kolkata

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Annexure-'A'

TECHNICAL BID

(FOR EVENT MANAGEMENT SERVICES at NIFT Kolkata)

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether 'Technical' & 'Financial' Bids submitted separately and the respective envelopes superscribed properly	
02	Whether Demand Draft of 42,000/- (Rupees Forty Two Thousand only) in favour of NIFT, KOLKATA is enclosed as EMD with the tender submitted with the Technical Bid	
03	Whether copy of TRADE License enclosed	
05	Whether copy of Pan Card enclosed	
06	Whether copy of other statutory registration certificates like GST & other statutory document [As applicable]	
07	Whether having at least Three (03) years relevant work experience in managing and organizing similar kind of jobs in the leading/ premier & renowned Educational Institute [proof to be enclosed]	
08	Whether organized at least 7-10 nos. Fashion Shows in the leading/ premier & renowned Educational Institutes (viz. NIFT, NID, etc.), Organizations, Fashion weeks [List along with proof to be enclosed]	
09	Whether List of organizations, where relevant services provided recently, is enclosed	
10	Whether capable of and agreed to provide 10% of total bid value as Security Deposit if work order is awarded	
11	Whether all the pages, submitted with the bid, is duly signed with office seal	
12	Whether conducted any Fashion Show of NIFT [proof to be enclosed]	
13	Whether agreed to abide by all the terms & conditions of this tender	
14	Whether Annexure-A, B, C and D, duly filled, is enclosed with this Technical Bid and Annexure-E, F,& G duly filled, with the Financial Bid	
15	Whether each items of Annexure-E, F & G of Financial Bids have been quoted	

All above enclosures must be valid (wherever applicable)

Date:

(Name & Signature of the tenderer with seal)

Place:

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Annexure-'B'

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date/ Year of Establishment:

2. a. Address (Office):

b. Telephone No.:

c. Mobile No.:

d. Email Id.:

3. Details of relevant work experience:

(i)

(ii)

(iii)

4. Furnish copies of the following documents:

(i) Trade License

(ii) GST Registration Certificate

(iii) PAN Card

5. DD [enclosed] details:

1. DD no. _____, dtd. _____, amt. _____, bank _____

2. DD no. _____, dtd. _____, amt. _____, bank _____

*NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender
2. Additional paper may be used to furnish the above information*

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Annexure-‘C’

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Event Management Service for Graduation show 2022 of NIFT, Kolkata. I agree to all the conditions and offer to organize the Graduation Show at NIFT Kolkata Campus [if changed, the same will be organized in the substitute venue in Kolkata as will be informed]. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____

(Name & Signature of the Bidder with office seal)

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Annexure-'D'

[To be submitted by the tenderer on their letter head along with the Technical Bid]

To,
The Director
National Institute of Fashion Technology
NIFT Campus
LA Block, Plot-3B, Sector-III
Salt Lake City
Kolkata – 700106

Sub: Technical bid relating to NIFT Graduation Show-2022.

Ref.: Your Notice Inviting Tender No..... dated

.....

Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender [e-01/2022(Pur-Kol)] for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with office seal)

Date:

Place:

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Annexure-'E'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(A) GRADUATION SHOW: for FD, KD and LD Dept. at NIFT, Kolkata on 10.06.2022

Sl. No.	Main components of work	Rate(In Rs.)	GST (In Rs.)	Amount (in Rs.)
1	2	3	4	5
	Arrangements in connection with Fashion Show			
1.	<p>Stage, Ramp & Backstage: Ramp: T shaped style with steps sides Size: (Ramp) : 19' X 8' ((Stage-14' & Extended Ramp-5') Height : 3.5' 6 wings- 3 at each side Green Rooms = cubicles total eight in numbers,(Standing AC -02-04 nos.) each well lit and with Tables, Chairs, Mirrors & other accessories (viz. clothes hanger, etc.) . Green Room should be covered Black muslin (approx.. 50' x 8') Backdrop(LED) (30' x 12'), wings, and AV screen masking, in side Auditorium (front side of stage) covered by ply with black muslin. ,size 8' x 8' -02 nos. The (Art work and Design of Back drop and wing will be provided by NIFT). Music Console: raised console for AV control at the back of the hall Masking the front of the stage- 40' x 3.5' in black colour The extended Ramp should be levelled at the same level with the stage. Stair beside of the two side of extended Ramp)</p>			
2.	<p>Light & Sound: Light Parken light – 12 pcs, LED parken – 24 pcs, Scanner (x), Moving Head – 08 pcs, Follow – 01 pc, Smoke – 02 pcs Strove – 01pc, Rigs for Light as required. Sound JVL Sound System – 2 pairs, Monitor Phone Nos – 04 pcs Dual CD Player – 01 pc, Cordless Mike – 04 pcs Mixer & Cables – 1 set Collar com</p>			
3.	<p>AV Equipment: LED 20' x 10' of Switcher and 2 no of Laptop is required for Graduation Show.</p>			
4.	<p>Generator Set: 1 nos. of 62 KV generator set with adequate fuel loaded is required for the full event.</p>			
5.	<p>Photography & Videography: The entire event to be covered [audio-video] for Fashion show and both raw & edited footage to be submitted in Pen drives. Still photographs (6" x 8" size) to be provided for Fashion Show as per selection by NIFT designated committee. Minimum no. of prints = 450 (150 nos each for FD, LD KD) to be provided in professional formal album for each dept. separately.</p>			

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7.	<p>Choreographer : Reputed Choreographer with the proven track record of holding Fashion shows. Capable of executing around 70 sequences back to back in a single Fashion Show along with proper music synchronization and script. Prior experience of such work is mandatory. Need visits and interaction sessions at various points few days prior to the Show. Practice sessions and fits with the Models and Designers (minimum 5 sessions before the show) and Dress rehearsal. The choice of Choreographer needs to be approved by the designated committee well before the day</p>			
8.	<p>DJ : DJ for providing suitable music options for the collections, need to have capable team with technical inputs for making sound tracks suitable to each collection. Sessions for discussions of collections, practice sessions on Dress rehearsals (minimum 5 sessions) The choice of DJ needs to be approved by the designated committee well before the day</p>			
9.	<p>Compere : Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event (minimum 5 sessions) The choice of compere needs to be approved by the designated committee well before the day. Important: <i><u>*for best performances, Selection of Choreographer, DJ and Compare to be done in consultation with NIFT designated technical committee and Officials.</u></i></p>			
10.	<p>Models* and Wardrobe Assistant (for Test Fit & Graduation show) : Male Models: 10 Nos. Female Models: 25 Nos. The choice of Models needs to be approved by the designated committee well before the day Important: 1. Models should be finalized well in advance in consultation with concerned NIFT officials/committee and Test Fit to be done at the NIFT Campus, between 9 a.m. to 5 p.m. two days before the show date or as may be directed as per convenience of NIFT. 2. Reporting time of models for test fit and show to be strictly maintained as per instructions from the concerned NIFT Committee/ Officials.</p>			
11.	<p>Make up & Hair Styling : Reputed makeup artist and hair stylist with proven track record and experience of handling about 70 sequences back to back in a single Fashion Show. Makeup and hairdo required for Male and Female Models. Three separate type of look to be done as per specification to be given by designated committee/ Officials. In addition service may be required for kid models and student models. The choice of Make up & Hair styling needs to be approved by the designated committee well before the day.</p>			
12.	<p>Ironing & Racks: Racks – 35 pcs ,Iron table – 6 pcs, 4 nos. of personnel and 4 nos. of Steam Iron (preferably vertical) with accessories is required for the graduation show.</p>			

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13	<u>NOC/Logistical permission for conducting the show</u> To perform all copyrighted music controlled by the Phonographic Performance Ltd. (PPL) for the ground event. In addition to PPL, logistical permission for IPRS & NOVEX may be required and Amusement Tax as applicable. To be arranged by the Event Manager and payment will be made as per actual against submission of bill/receipt (in original) of the issuing Authority.	--	--	[on actual]
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Important: The tenderer to quote for all the items above

1. *All arrangements and the stalls with podium, student name, industry name, lighting, hanging rods should be ready by 10:00 AM on 10th June, 2022.*
2. *Schedule/ Time may be changed/ vary and works should be done in co-ordination and consultation with the concerned NIFT Official(s)*
3. *The quantity/ scope of work is subject to change and payment will be made on actual*
4. *It is strongly recommended that the bidders should visit and inspect the venue/site during office hours (10:00-5:00 p.m.) with prior appointment (ph.033-2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.*
5. *All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees .*
6. Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NIFT in this regard

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Annexure-'F'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(B) GRADUATION SHOW/ EXHIBITION: On 09th June 2022 for TD, FC & F&LA Deptt. at NIFT, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
01.	<p>Seating arrangement with upholstery on Dias to be made for 6 persons for talk show along with low table and microphones Low Table:3 nos. + 4 in Front [total:7]</p> <p>Decorations & Flowers i) Decoration of two entry gates ii) Venue (Auditorium) decoration with original flowers and decorative items</p>			
03.	<p>22 Stalls [2mtrs. X1mtr x8' (H), OCTONORM] ,Each Stall to have -Steel Curtain Rod (1mt.+2mt+1mt), = 4mts. Length in each stall to be fixed 1ft below the top. Spot light, 6 nos. per stall, at suggested places at the display area + one electric point . Name of students & name of company to be laser cut printed on vinyl and displayed on top front cross bar of each stall. 25 nos. of Podium – each size 3'3" x 1.5' x 2.5' off white painted (all sides) (as per sketch). 15 nos of Flex Printed Standee – size 3' x 6' with wooden frame. Red Carpet on floor of 3 Rooms approx.. 750 sq.ft each room x 3= 2250 sq.ft., 15 Nos of Display Ladder (As per sketch) wooden (using 2" x 2" cross section approx. wooden rods)..for TD and</p> <p>25 stalls for FC—Standing ply/mdf 7' x 5' with tables 15 and white painted podiums-50-15 black table covers and 25 x 2 Small floor spot light for students installation + 12 Spot light-Floor-Medium for pathway to exhibition area. One electric point for each stall. 05 nos Projector alongwith 02 nos. LED Screen (52").</p> <p>15 Octonorm stalls for F&LA with flex back drop and sunboard printed name/branding along with fixtures needed like blocks and boxes along with 10 tables for display area. Spot light, 6 nos. per stall, at suggested places at the display area + one electric point . 02 nos Projector alongwith 02 nos. LED Screen (52").</p>			
04.	<p>Metal lamp - 4 feet for inauguration along with oil, candle, match stick and some flower arrangement around it in 'alpana' style.</p>			

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05.	Audio visual equipment including microphone, chordless mic – 2 nos, one podium with microphone, speakers, music player, DVD player, LCD projector and LED full size screen as mentioned in Sl. No. 1			
06.	Silent Generator to run all the above (shared by FC, F&LA & TD)			
07.	Event Photography and Videography Covering the whole programme with - a) Still Photographs (6" x 8", 150 Prints x 3 depts. (450 nos.) b) Video Recordings (approx. 4 to 5 hrs. x 3 depts) (Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)			

Important: The tenderer to quote for all the items above

- 01.** All arrangements and the stalls with podium, student name, industry name, lighting, hanging rods should be ready by 09:00 AM on 9th June, 2022..
02. Schedule/ Time may be changed/ vary and works should be done in co-ordination and consultation with the concerned NIFT Official(s)
03. The quantity/ scope of work is subject to change and payment will be made on actual
04. The number of stalls/ items/mementos/gifts/photographs/food packs, etc. may vary and will be paid based on actual
05. The venues mentioned for the events are subject to change
06. It is strongly recommended that the bidders should visit and inspect the venue/site during office Hours. (10-5:p.m.) with prior appointment (Ph. 033-2335 7546)before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
07. All the above arrangements are to be made with prior consultation with Concerned NIFT Officials.
08. Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NIFT in this regard.

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Annexure-'G'

FINANCIAL BID
[FOR EVENT MANAGEMENT SERVICE]

(C) GRADUATION SHOW: On 08th June-2022 for MFM & BFTech Deptt. at the Auditorium, NIFT Campus, Kolkata

Sl. No.	Main components of work	Rate (in Rs.)	GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5
	Decorations & Flowers iii) Decoration of two entry gates iv) Venue (Auditorium) decoration with original flowers and decorative items			
01.	Sound System (100)-2 pairs Cordless Mike- 03 pcs. Mixer & Cables- 01 Set			
02	A.V. Equipments: Backdrop(LED) (30' x 12'), Banner- (6' x 2.5') for standee (wooden frame) -01 each			
03	Infrastructure & Furniture: i) Executive Chair- 6 (Stage) ii) Low high glass top table-3 nos. (24' x 18') iii) Glass with Glass Lid : 7 nos. iv) Flower Vase : 7 nos. v) Trigonal Table name pod (for guests)			
04	Full LED Back Drop:			
04	Photography/ Videography: Covering the whole programme with a) Still Photographs (6" x 8", 100 Prints) b) Video Recordings (approx. 4 to 5 hrs.) (Soft copy of Both to be submitted in Pen Drives. Still photos to be provided in professional formal album also)			

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05	<p>Compere : Capable of handling formal institutional/ corporate show and keeping the audience engaged. Interaction sessions and practice sessions prior to the event (minimum 5 sessions)</p> <p>Important: <u>*for best performances, Selection of Compere to be done in consultation with the concerned NIFT Officials/dept.</u></p>			
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Important: The tenderer to quote for all the items above

Note:

1. *The venue should be ready by 11:00 am on 8th June, 2022*
2. *The quantity/ scope of work is subject to change and payment will be made on actual*
3. *The number of items/mementos/gifts/ /photographs/food packs, etc. may vary and will be paid on actual*
4. *It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment (Ph.:033- 2335 7546) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.*
5. *All the above arrangements are to be made with prior consultation with Concerned NIFT Officials/Committees.*