



Event management services for the Pastoralism at Crossroads event under ADRRN supported pastoral programme

Request for cost quotation from reputed event management agency to provide event management services to Urmul Seemant for an upcoming event – Pastoralism At Crossroads

Dated: 12th September 2023

1. Brief Project Overview

Urmul Seemant Samiti is implementing the project - *Pashupalan Suvidha Kendra* for Migrating Pastoralists in Phalodi. It is the second phase of the innovation promotion and research programme supported by ADRRN, Tokyo and STS. In the first phase it was supported by ELHRA UK & STS. The programme focusses on scaling the *Magra* fiber value chain, enhancing the Common Facility Centre being developed in the first phase and promoting the innovation through outreach and policy advocacy.

Through this RfQ, Urmul Seemant Samiti invites cost quotations from reputed and experienced Event Management service provider agency. The services of the hired agency shall be used for venue, transportation, on-venue labour, decoration and other linked services for an upcoming event in Bengaluru called Pastoralism at Crossroads.

2. About Urmul Seemant Samiti

www.seemant.org

With the aim to empower village communities towards self-reliance, Urmul Seemant Samiti has been working since 1994 in western Rajasthan to develop a safe and enabling environment for people that ensures that their right to health, education and employment is respected and realized without discrimination and exclusion, with special focus on children and women. Striving for development in the most distant and underdeveloped villages of Bikaner, Jodhpur, and Nagaur district to ensure that people are empowered to decide, design, implement and eventually self-finance the package of development services which are made available to them under different projects. The organisation has been working towards breaking barriers for promoting desert centric social innovations.

3. Scope of Work & Deliverables

Under the programme, Urmul Seemant aims to undertake policy advocacy and campaign for storytelling, and strategic networking with stakeholders in the similar space of Magra Fibre and its journey from grassroots herders to innovators. For this purpose a networking and policy event shall be organised in Bengaluru towards the last week of October. Through this RfQ, Urmul Seemant invites cost proposals for the event management services, covering the following services:



RfQ_Urmul Seemant Samiti_ADRRN_2023-24

1. Recommending and arranging the venue for the event during the last week of October. The exact date shall be finalised the organisation, in consultation of the event management team basis the availability of the venue agreed upon.
2. Provide various services including Venue, Sound & Lighting, Food & Beverages, Transport, decoration, and any other incidental charges on site

4. Preconditions

- a. The agency should have prior experience of working with Not-for-Profits.
- b. Must have local presence and be able to deliver services in Bengaluru, Karnataka.
- c. Agency should separately provide agency overhead (supervision fee). This will be an important factor for selection of the vendor.
- d. Should be comfortable with sharp deadlines with fast turnaround time.
- e. No subcontracting is permissible.

5. RFQ details

1. Quotation submission deadline: **30th September 2023**
2. Online submission is acceptable. Please email your proposals to the mail mentioned below. Hard copy of the proposal may be submitted to the address below, by hand or courier.

6. Principal Point of Contact

Procurement Nodal person; Email: procurement@seemant.org

Urmul Seemant Samiti, Urmul Campus, Near Grid Substation, Bajju village, Bikaner