

GOVERNMENT OF RAJASTHAN
COMMISSIONERATE OF AGRICULTURE
RAJASTHAN, JAIPUR

No. F.5 () C.Ag/Inf./Global Agritech/2015-16/25-26 Dated : 5/4/16

Mr. Vinay Mathur,
Dy. Secretary General,
FICCI, Federation House,
Tansen Marg, New Delhi. 110001

Sub :- Regarding Global Rajasthan Agri-Tech Meet (GRAM) 2016.
Ref :- Our EOI No. 3883 dated 29.02.2016 & your proposal in this regard.

With reference to our EOI regarding selection of Event Management Partner (EMP) for the Global Rajasthan Agri-tech Meet (GRAM), 2016, the committee after evaluation of various proposals has recommended your offer (FICCI) as technically responsive, to work as Event Management Partner for this event.

In this regard TOR is enclosed herewith to invite the rates for various activities mentioned in the TOR. It must be ensured that while quoting rates, all the activities mentioned in the TOR may be taken into consideration. Kindly quote the rates and submit the same within seven days of issue of this letter so that further necessary action may be taken in this regard.

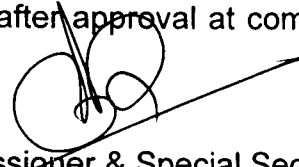
Encl : TOR



(Niraj K. Pawan)
Commissioner & Special Secretary,
Agriculture, Rajasthan, Jaipur.

No. F.5 () C.Ag/Inf./Global Agritech/2015-16/25-26 Dated : 5/4/16

Copy to Analyst Cum Programmer, Agriculture Department, for uploading the TOR on the SPPP portal and departmental website after approval at competent level.



Commissioner & Special Secretary,
Agriculture, Rajasthan, Jaipur.

Terms of Reference (ToR)

1. Background

Rajasthan has enormous potential for economic growth through promotion of agriculture, horticulture, value added processing and export. With 7.9% growth rate in agriculture, Rajasthan ranks among one of the agriculturally significant state of the nation. Rajasthan government has aggressively pursued innovative agriculture development through slew of major policy initiatives such as encouraging innovative practices, developing business promotion centers, designing Agriculture Competitiveness Project, Promotion of Drip and Sprinkler Irrigation systems, installation of Solar Energy Pump Sets.

However, Agriculture sector, despite its high potential is constrained by several exogenous and endogenous factors impacting the growth of the sector. Few prominent challenges relate to (a) unrewarding profession mainly due to low productivity, unfavorable prices and practically very little value addition, (b) existence of huge yield gaps between the experimental yields and those obtained at farm level and occurrence of frequent droughts, (c) Besides increasing the overall system productivity, the challenge is also to appropriately reduce the cost of cultivation (d) Climate change is making it hard to grow crops same way as have been done in past.

Recently, problems relating to over-exploitation of natural resources such as soil and water have become a cause of serious concern. There has been near stagnation in the real farm income and in agricultural growth rate. Hence, a policy framework which improves productivity, profitability and sustainability of farming is the only way forward to accelerate growth.

Along with bringing prosperity into the lives of thousands of farmers, agriculture has thrown open numerous opportunities for private sector investment in commercial exploitation of agro-horticulture and allied fields, and collaboration in technology transfer and research & development.

INTRODUCTION

Global Rajasthan Agritech Meet- 2016

In order to introduce agro technology available globally and showcase it for its farmers, GoR is organizing Global Rajasthan Agritech Meet -2016 to catalyze the process of improving the sustainability and economic viability of farming. This is

an Agro-technology and Business event to transform agriculture into a globalized, market-driven and profitable venture.

Department of Agriculture (DoA) is a Government of Rajasthan organization. It also has been designated as nodal agency to work for the Global Agri-Tech Rajasthan, 2016. DoA intends to appoint an "Event Management Partner" (EMP) to:

- i. To showcase the agro technologies available globally as per state's need
- ii. To effectively publicize Global Rajasthan Agritech Meet -2016 and position it as a prestigious event for investors, farmers, processors and various stake holders.
- iii. To position the state as one of India's leading states across sectors by increasing the visibility and enhancing recall of its agricultural sector so as to make it an ideal destination amongst various stake holders for investment in agro-processing.
- iv. To effectively disseminate information about various developments including agro potential, new initiatives, new policies etc to national and international media.

This event will comprise of exhibitions, seminars, conferences, technical sessions, farmers-scientists interface, buyers-sellers meet, B2B & B2G meetings, cultural programmes etc. We will be showcasing our strengths as an investment destination and inviting the private sector to partner in our growth In order to attract investment from private sectors and to sensitize them for investment in Rajasthan at international level.

The benefits of the event shall be networking with policy makers, CEOs of corporate groups, progressive farmers, representatives of premier organizations including R&D institutions within India and abroad from agriculture, food and livestock sector, building up new business relations, conducting business during the event, preparing future business, transactions, concurrent shows, one to one meetings between Government & private exhibitors, Kisan Goshthees (Vernacular, Interactive Sessions with farmers).

The state government through DoA requires services of an Event Management Partner (EMP) for organizing the Global Rajasthan Agritech Meet- 2016 event to create a positive image of the state in the field of agriculture & allied sectors and also for publicity for the event.

2. Scope of Work

The scope of work for the Global Rajasthan Agritech Meet- 2016 is specified below:-

2.1 Identification of state's needs.

- a) The Agency should be able to identify the state's requirement for introduction of new technology in the field of Agriculture and allied field, by inviting international and national scientists, policy makers, entrepreneurs, etc and conducting workshops, seminars, and conferences in the preparatory phase of the event in consultation with knowledge partner to be engaged by the EMP .
- b) Agency should be able to document statistics and related literature for marketing of state's agri-potential among partner countries and participating countries at least 5 in each sector besides one overview of every sector e.g. one overview of Horticulture sector and top five segments of the same.
- c) Agency should be able to identify the post harvest processing requirements and processing potential of the state along with potential global stake holders and inviting them for investment by marketing of states potential.

2.2 Conceptualization and Planning for Global Rajasthan Agritech Meet- 2016.

- a) Organize the main even at Jaipur from 12-14 November, 2016 as per mutually agreed details.
- b) EMP will assist in designing the Event flow which would include the inaugural Ceremony, various parallel sessions business discussions, publicity events, conferences, exhibitions, closing ceremony, state dinner, cultural programs etc.
- c) EMP will submit a detailed Event Execution Plan for executing the Event indicating the timelines with respective milestones along with detailed specifications of works to be carried out.

2.3 Showcasing the agricultural technology available globally.

- a) The EMP shall organize exhibition of identified technology in the field of agriculture and allied fields.
- b) The exhibition should be laid out in thematic /sectoral manner and addressed to the state's requirement with sufficient (mutually agreed) exhibits in each category, including mutually agreed number of exhibits from partner countries in each category.

- c) Each stall in addition to their own exhibitors should have an interpreter who will explain the foreign exhibit in vernacular language which will be arranged by EMP.
 - d) The EMP shall produce a written commitment regarding number of participants from the partner countries and from identified participating countries.
 - e) The EMP shall manage to set up video arena and will show videos of modern agriculture technologies on the show days, for which feed will be needed to be developed by the EMP.
 - f) Agency should be able to organize workshops, seminars, conferences regarding post harvest processing as per the identified requirement of the state.
 - g) The EMP shall manage the exhibitions, seminars, conferences, technical sessions, farmers-scientists interface, buyers-sellers meet, B2B & B2G meetings, cultural programmes, etc.
 - h) The EMP should be able to document learning culled out from the workshops, seminars, conference, etc along with recommendations for the state in each sector.
- 2.4 Assistant in investment promotion in agriculture and allied sectors.
- (a) EMP will assist in mobilizing and attracting investments for the State in identified agriculture & allied sectors.
 - (b) EMP will promote Global Rajasthan Agritech Meet- 2016 across their members including counterpart organizations and also showcase it in the upcoming events in the country and abroad.
 - (c) EMP will make efforts for forming institutional partnerships with key sector associations, government organizations for furthering the objective of the Global Rajasthan Agritech Meet- 2016.
 - (d) EMP will ensure appropriate branding of the event and state government.
 - (e) EMP will organize one to one meeting for identified prospective foreign and Indian investors before and during the days of Agri-Tech, including signing of MOUs.
 - (f) EMP will coordinate and provide inputs to Government in a manner to ensure best promotion of Global Rajasthan Agritech Meet- 2016.
 - (g) EMP will dedicate a team for above planning and arrangements and the team will work in consultation with Government of Rajasthan and other agencies. Director, EMP will interact with Commissioner of Agriculture daily.

- 2.5 EMP will identify the technology & scope of new crops that can be grown in Rajasthan.
- 2.6 Agency should be able to identify globally available technologies which can be replicable in our state and documentation thereof.
- 2.7 The Agency should be able to effectively position Rajasthan as a viable destination for investment and disseminate information regarding business environment in all relevant domestic media and through international media based in India. The Agency should be able to generate interest in target audience for Global Rajasthan Agritech Meet- 2016 and position it as the prestigious event for business community to attend.
- 2.8 A dedicated PR and media partner will have to be hired by EMP at their own level who would work as an integral component of the assignment of EMP.
- 2.9 Organizing road shows (Domestic and International)
EMP will assist in coordinating road shows in India and abroad including curtain raiser event at selected locations. The activities related to such road shows include:
- a) Road shows at major cities (approx. 8) (India: Four metros, Bengluru, Pune, Gurgaon, Hyderabad) and major countries (approx 4) (Countries: Australia, Israel, Netherlands and Canada) across the world will be undertaken
 - b) The EMP is expected to ensure adequate coverage in local media during each road show including a press release before the visit and a press release after the visit
 - c) Positive stories on Agriculture & allied sectors about Rajasthan should be adequately floated and projected before & during the road show to generate interest.
 - d) All media related work for the overseas road shows shall be done by EMP. The domestic media related work shall be done by media partner being hired separately.
 - e) Identify & suggest appropriate venues for organizing investors meet and make required bookings.
 - f) Draft Minute to Minute schedule for the visit of Government of Rajasthan delegation to each of these places.
 - g) Organize meetings with leading industrialists using its member network at each of the respective road show locations in India and overseas. EMP will also be responsible for follow up with the target investors.
 - h) During international road shows, EMP will organize meetings with the Indian Diaspora in the respective locations.

- i) Organizing meetings, lunches & dinners, if any, preceding/ following the investors meet/ events.
 - j) Ensure adequate logistic and other arrangements including :-
 - i. Head table & Dias Management.
 - ii CEO's Round Table
 - iii Sitting arrangement.
 - iv. Audio Visual System.
 - v Lunch/ dinner/ tea.
 - vi Flower arrangements/ decorations.
 - vii All backdrops / banners/ signage /posters etc.
 - viii Registration to capture the details of participation.
 - ix Arrange Master of ceremonies.
 - x Coordination for the security aspect at the Meetings.
 - xi Ensuring media coverage before and after the road shows.
 - k) EMP will be responsible for overall coordination and logistics for the government delegation for both domestic and international for Travel arrangements, (including visa/ tickets/ insurance) local transportation, hotel booking, venue for the road show, adherence of protocol etc.
 - l) EMP will ensure maximum participation in all road shows/ gatherings.
 - m) EMP shall be responsible for liaison with the concerned departments in Government of India and Government of Rajasthan as and when required.
- 2.10 The selected partner will appoint Team Leader who will be the nodal point for coordinating with the client.
- 2.11 The selected partner will ensure digital video record of entire event and shall provide all relevant clippings, AV recordings, CDs and other necessary details and data as and when required by the DoA.
- 2.12 Any expenses pertaining to the manpower deployed in the process along with maintenance cost of hardware/ software, facility charges etc. will be borne by the EMP.
- 2.13 The selected partner is solely responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors.
- 2.14 Others
- a) The agency would be expected to update DoA on latest communication tools which could be recommended for strengthening and adding to the effectiveness of the communication strategy.
 - b) Shall perform any other work related to the assignment as required and as identified during the course of assignment.

- 3 Delegate participation at events
 - 3.1 EMP and DoA will be jointly responsible to promote the even for maximum delegate participation. EMP will specifically ensure- (a) Participation of about 3000 delegates (b) About 300 potential investment intending domestic companies (c) About 100 potential foreign companies from across the globe (d) Around 25 sectors experts who share their experiences with the investors (e) About 500 exhibitors exhibiting technology in the agriculture and allied sectors including introduction of transfer of technology of best practices of agriculture (f) Renowned personalities / prestigious personalities who have worked in the field of agriculture and allied sectors.
 - 3.2 EMP will assist in finalization of invitee list including delegates, speakers, VIPs, guests, dignitaries, etc. EMP will ensure that the invitee list includes the top and leading companies of agriculture & allied sectors.
 - 3.3 EMP will extend invitations to these organizations by post/ email by end of June, 2016.
 - 3.4 Participation of the following will be ensured by EMP keeping in view the identified thrust sectors:-
 - 3.5 The invitees should include the top Indian corporate working in agriculture and allied sectors. EMP shall ensure participation of 25 chairmen/ CEOs out of top 100 companies working in agriculture and allied sectors.
 - 3.6 EMP will ensure participation of key dignitaries from target/ focus countries.
 - 3.7 EMP will manage on line registration and generation of event ID for the Global Rajasthan Agritech Meet- 2016 on official website to be developed by EMP.
 - 3.8 EMP will manage delegate registration on website, generate response and database management of delegates. EMP will also provide three dedicated persons (3 x8 hours) to carry out social media activities relating to the event.
4. Networking with Embassies in India

EMP will support DoA in networking with Embassies / Ambassadors and Counsel Generals in Delhi during May-September, 2016.
- 5 Activities related to Main Event
 - a. Management of inaugural, valedictory and sector specific focused sessions to be organized during the Global Agri-Tech, including the line-up of speakers dais logistic panelists etc. for each session.

- b EMP will work closely with identified countries so as to bring large contingents from their countries.
- c Assist in organizing the presence of National, International and regional Media, both print and electronic, at the event with the help of Media agency hired by EMP.
- d EMP will distribute in a proper manner the delegate badges, vehicle passes, official duty badges, volunteer badges, delegate kits etc.
- e Setting up onsite registration counters in the registration area from where the delegate can pre-register themselves and collect materials to save valuable time for sessions on inaugural day of the conference.
- f Coordinating all official functions and meetings of the conference.
- g Arrangements for evening cultural programmes.
- h. Arranging professional photographs & video recordings, web casting, live coverage apart from audiovisual arrangements.

6 Sector Seminars.

- a The final list of seminars to be organized during Global Agri-Tech will be drawn up in consultation with DoA.
- b EMP will also send letters to the target list of speakers/ moderators/ panelists, as suggested by the DoA and other agencies. EMP will also follow up with them for receiving their confirmations.
- c EMP will responsible for maximum participation in each sector session.
- d EMP will assist DoA partner to prepare document on each session which includes key issues and observations.

7 Venue Development and Management

- a Make arrangements at the venue as per the requirements of DoA, which would include a main hall to accommodate at least 3000 people OR appropriate numbers as mutually agreed decided for the inaugural and closing ceremonies, seminal halls with appropriate seating capacity for conducting sectoral sessions, smaller meeting rooms for B2B, B2G and G2C discussions, meetings with partner countries and other miscellaneous arrangements such as Press conference Rooms, Business Centre, Registration counters etc.
- b Create necessary infrastructure at the venue (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decorative elements including plants and floral decorations, audio, video, photography, videography, and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally used in large scale events) as per plans approved by DoA.

- c Set up an Event Help Desk at the venue for the Global Rajasthan Agritech Meet- 2016. The Event Help Desk shall act as a single point of contact for investors, delegates, business houses, participants etc. for registration, purchasing of tickets/ passes, booking of hotels etc.
- d Set up Executive Business Centre
 - i Conceptualization, designing layout planning and establishment of the Executive Lounge and Business Centre for all the key agencies with dedicated work station for each agency.
 - ii Design the layout and establish one to one meeting rooms within the business centre.
 - iii Provide all the necessary office equipment such as Work stations, Printers, Photocopier, Wi-Fi internet connectivity, water dispensers, Pantry services, etc.
 - iv VIP lounge, Media lounge etc.

8 Support services

8.1 Housekeeping

- a) Provision of sanitation arrangements at the venue-Separate toilet arrangements for Public and VIPs.
- b) Decoration of the venue, banners, welcome cut-outs, flower arrangements, greeneries.
- c) Provision of Food court at the venue and finalization of catering facilities.
- d) Valet parking.
- e) Temporary cloak room for luggage.

8.2 Security

- a) Arrangements of security guards for entire area of exhibitions and event area with the co-ordination with local police/ authorities concerned, fire and emergency services, telephones, local authorities, NRDA and arrange necessary permissions/ NOCs.
- b) Co-ordination with government departments like police, Arranging for safety norms such as fire fighting arrangements, emergency exit system etc.

8.3 Power supply.

Power supply in accordance with the power requirement. Back up of power supply, earthing etc as per the requirement to be arranged by the EMP.

- 9 Arrangements for participants
- a. Complete responsibility of block booking of rooms in different segment Hotels.
 - b. Arrange booking of Hotel rooms for the participants or participating company officials.
 - c. Arranging for airport pickup/ drop, local conveyance etc. on cost basis from participants (where needed).
 - d. Arrange for catering on the days of the event.
 - e. Co-ordinate with travel partner to ensure local conveyance, shuffle buses and cars from airport or hotels during the event in consultation with DoA.
 - f. Set up facilitation counters in the airport and hotels to provide a warm welcome and a smooth experience to all participants.

10 Arrangement of vendors.

EMP will be responsible for appointing vendors for activities through a transparent process. All the selected vendors will work under direct coordination with DoA and EMP. EMP will identify and selected vendors for the following :-

- a. Travel arrangements/ Airline Bookings.
- b. Food & Beverage arrangements.
- c. Logistics arranger.
- d. Data & communications, Audio-visual arrangements.
- e. Exhibition Contractor.

11 Logistics

- a. Transportation & parking at the venue.
- b. Ensure best quality transport arrangements are done for local transport.
- c. Ensure separate parking space for public participants/ exhibitors/ delegates and VIPs, public entry/ exit gates, participants/ exhibitors/ delegates entry / exit gate, VIP entry gate,
- d. Arrangements and system for complementary / paid entry/ parking passes for exhibitors / delegates/ participants/ government officials/ VIPs during business hours for smooth running of exhibition.
- e. Arrival and Transfers from Airport/ Railway Station.
- f. Setting up facilitation counters and helpdesk at airport, railway station to provide warm welcome to attending delegates and smooth transfer to their respective hotels.
- g. Preparation of lounge at the airport of an area of 150 Sq mt. furnished by necessary furniture such as sofa, tables, centre tables, literature display rack, etc State Government to facilitate necessary permissions.
- h. Facilitation of manning, upkeep, general cleaning of lounge.

- i Refrigerator for cooling drinking water (water will be provided by the event arranger) etc.
 - j Ensuring availability & facilitating of serving providing tea/ coffee.
- 12 Branding in and around the city and beautification of venue
Conceptualization of placement of billboards, hoardings, road maps and flags in and around the venue in consultation with DoA. Co-ordinate with local government agencies to ensure smooth execution along with DoA.
- 13 Publicity
- a The publicity for Global Rajasthan Agritech Meet- 2016 will be mainly done by EMP and media agency appointed by EMP in coordination with GoR. EMP along with its media agency will give inputs to maximize the publicity and to publicize the Global Rajasthan Agritech Meet- 2016 through their various offices within and outside the country.
 - b Efforts to promote and create brand awareness together with logo of Global Rajasthan Agritech Meet- 2016 and national partner will be taken up jointly, in all formats of communications for Global Rajasthan Agritech Meet- 2016 promotion. All such communication from EMP shall be pre-reviewed by DoA.
 - c. EMP will support DoA in putting up banners & digital displays highlighting the programme details on Global Rajasthan Agritech Meet- 2016 in key locations. The list of these locations will be finalized in consultation with DoA.
 - d. All publicity material to carry logo of DoA and National Partner while the use of logo of EMP shall be permissible only on approval basis.
14. Post event support
EMP will continue to be involved post event for the following:-
- a) To prepare Event Report, a summary report on the preparation and build up of the event, various activities of the event and accomplishment of the event.
 - b) Post- Summit activities including Follow up with participants and organizing meetings within and outside India where new investment Leads have been generated.
 - c) Assist Govt. of Rajasthan in grounding of investment after the event.
 - d) Follow up with investors and respective Government agencies/Departments to ensure progress of the projects in order to commence construction.
 - e) Prepare letters of gratitude to different participants of behalf of GoR.

List is only indicative not exclusive.

		Annexure-I
S.No.	ACTIVITY	Cost in INR to be filled in by EMP
1	<p>Domestic Road Show (Pre Global Agri Tech Rajasthan-2016) Submit cost for each location/city Suggested Cities : Mumbai, Dehli, Bangalore, Pune, Chennai, Kolkata, Hyderabad, Coimbatore, Indore, Ludhiana, Ahmedabad, Nagpur, Surat (any 8 Cities) (Delegate, logistics, Admin, infrastructure etc. for 8 road shows Travel and accommodation of GoR Officials and EMP, dinner/lunch for participation, venue hiring charges, local transportation of GoR officials and EMP, audio visuals, back drops, stage, photographer, courier, telephone and promotional expenses, documentation kit etc) (5 government + 1 EMP Official)</p>	
2	<p>International Road Show (Pre Global Agri Tech Rajasthan-2016) Suggested Countries : Israel, Australia, Canada & Netherlands. (Delegate, logistics, Admin, infrastructure etc. for 8 road shows Travel and accommodation of GOR Officials and EMP, dinner/lunch for participation, venue hiring charges, local transportation of GOR officials and EMP, audio visuals, back drops, stage, photographer, courier, telephone and promotional expenses, documentation kit, gift items for dignitaries, visa charges, insurance charges for GOR Officials and EMP etc) (5 government + 1 EMP Official), including work of 2.9 (j).</p>	
3	<p>Printing Charges printing of common promotional material, pre- Global Agri Tech Rajasthan-2016 and during Global Agri Tech Rajasthan-2016 events, printing of brochures, theme papers, concept note, polices booklets of GOR, booklet of projects available, CDs, pen drives etc</p>	
4	<p>Speaker/Foreign Guest Coordination Arrangement of Travel, Accommodation of speakers, EMP and government functionaries</p>	
5	<p>Catering Charges Arrangement of Dinner, 2 Lunches, running tea/Coffee & Water counters during the main event, High tea arrangements at VIP lounge (for approx 2500 people). Cocktail not included In dinner, more people may be invited. it may be organized at other location. may be Sisodia Rani Kabagh / Rambagh where lighting, pandal, etc cost will be additional.</p>	

6	Stationery Badges, writing pads, entry passes/food/beverage coupons, invite cards for VIP etc for the main event.	
7	potage and Courier Charges Invitation for delegates, internal EMP members, select government official from other states and countries.	
8	Electricity & Other Charges Electricity Charges and UPS backup during the main event and gen set hiring the event.	
9	Cultural Evening Musical night with Bollywood and Rajasthan fusion.	
10	Internet and WiFi Charges Camp office, Media Centre requirement of computers, Fax, scanners, Xerox, IT and telecom enabled services and mobile application and creation on WiFi zone for delegates and senior Government officials during the main event.	
11	Security & Services, Hiring of tents and other equipment For Security, Medical Staff, Registration Counters and Help Desk at various places during the main event.	
12	Transportation Cost Pre and During Global Agri Tech Rajasthan-2016 Including hiring coaches/cabs for commuting delegates, invitees and other dignitaries from airport to venue/hotel/other locations.	
13	Logistics & Event Arrangements Infrastructure/Event Logistics Arrangements, Venue Development, Support Services, Decorative plants, Mementos, Audio Visuals for entire venue for the Inaugural, Valedictory, Seminars & Special Sessions, halls for exhibition (including printing and installation of panel and fascia), during Global Agri Tech Rajasthan-2016, One hanger for display of State of the art exhibition Branding of the event in the city and venue during Global Agri Tech Rajasthan-2016, VIP lounge, Business lounge, meeting rooms for Chief Minister and other senior dignitaries.	
14	Venue Charges (Inaugural Hall, Seminar Halls, Exhibition, Lawn etc)	
15	Promotion of Event Advertisements in Newspapers and Electronic media during and before Global Agritech Rajasthan Meet-2016 as also during Road shows in various cities-hoardings at Airports, important palces	

16	PR and Media Activities	
17	Knowledge Partner Activities	
18	Event Insurance during Global Rajasthan Agritech Meet	
19	Provision for unforeseen activities	
20	Miscellaneous Expenses	
	Total	
	EMP management/administrative fee	
	All the above expenses would be against on actual bills and submission of utilization certificate post the event	

Rupees (In words).....

- 1 The details may be attached as annexure.
- 2 Any additional activity to be suggested may be enlisted and indicated above along with details in annexure.