

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY
FOR PROVIDING SERVICES FOR EVENT MANAGEMENT,
SERVICES INCLUDING CATERING AND TRANSPORT SERVICES**

e-Bid Reference
e-Tender Portal: <https://e-Tender.up.nic.in>

Tabel 1

S N	Particulars	Date	Time
1	Date of Publishing	12/06/25	11 am
2	Bid Submission Start Date	12/06/25	11.30 am
3	Date of Pre-Bid at: E-6 , Lohia Bhawan, Aliganj, Lucknow-	19/06/25	3.00 pm
4	Bid Submission End Date	03/07/25	5.00 pm
5	Opening of Technical eBid	04/07/25	11.30 pm
6	Opening of Financial e-Bids	Would be communicated to Technically qualified bidders	

Place of Opening e-Bids : E-6 , Lohia Bhawan, Aliganj, Lucknow-226024

e-Bid Processing Fee: Rs 5000

eBID NOTICE

**“REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY ON RATE CONTRACT BASIS FOR
PROVIDING SERVICES FOR EVENT MANAGEMENT SERVICES INCLUDING
CATERING AND TRANSPORT SERVICES “**

Online e-Bids are invited (vide eBid Reference no. 582) for providing services for the **“SELECTION OF AGENCY FOR EVENT MANAGEMENT SERVICES INCLUDING CATERING AND TRANSPORT SERVICES “** from 11:00 Hours of 12/06/25 up to 1700 Hours of 03/07/25. The Technical e-Bids shall be opened on 04/07/25 at 11.30 Hours or afterwards. The last date for submission of eBID are 03/07/25 by 5:00 PM. The details of submission of e-Bids are available in the RFP document uploaded on the e-Tender Portal <https://e-Tender.up.nic.in> and the Department website www.panhayatiraj.up.nic.in. The DoPR, UP reserves the right to cancel any or all the e-Bids or annul the Bidding process without assigning any reason thereof.

Director
Panchayati Raj,
Uttar Pradesh

eBid Reference no.: 582

SECTION I: LETTER OF INVITATION

1. Through this Request for Proposal (RFP), it is intended to invite e-Bids for **“SELECTION OF AGENCY FOR PROVIDING SERVICES FOR EVENT MANAGEMENT SERVICES INCLUDING CATERING AND TRANSPORT SERVICES”**.
2. Bidders are advised to study the e-Bid document carefully.
3. Submission of e-Bids against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the e-Bid document with full understanding and its implications.
4. The DoPR, UP may, at its own discretion, extend the date for submission of e-Bids. In such case all the rights and obligations of the client and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Table-2

eBid Reference No.	
Date of Publication on e-Bid Notice and Request For Proposal (RFP)	12/06/25 at 11 am
Last Date for Submission of e-Bids on	03/07/25 by 5 pm
Site for Submission of e-Bids	e-Tender.up.nic.in
eBid Inviting Officer	Director, Panchayati Raj, Uttar Pradesh
Date of Opening of Technical e-Bids	04/07/2025 at 11.30 am
Date of Opening of Financial e-Bids	Would be communicated later to technically qualified bidders
Venue of Opening of e-Bids	Lohia Bhawan, Aliganj, Lucknow, Uttar Pradesh-226024
Website address	www.panchayatiraj.up.nic.in
email addresses	up.panchayatiraj@gmail.com
Contact Person	S.N Singh, Joint Director (P), DoPR, UP
Contact numbers	0522-2322924,
Fax number	0522-2322923

EMD	Rs 7 lac in Form of DD/FDR in Favor of Director, Panchayati Raj, Payable at Lucknow valid for 180 days from the last date of bid submission.
Bid Processing Fee	Rs 5000 /- Name of the Account: Antyeshti sthal Vikas Yojna Prashashnik med A/ No; 41033350009 IFSC code: SBIN0006144 Bank Name: State bank of India, Jawahar Bhawan, Lucknow, payable at Lucknow

5. The e-Bid document is available on e-Tender portal <https://e-Tender.up.nic.in> and also on Department website www.panchayatiraj.up.nic.in. Interested Bidders may view, download the eBid document, seek clarification and submit their e-Bids online only on e-Tender portal <https://e-Tender.up.nic.in>, up to the date and time mentioned in the table below:
6. DoPR, UP reserves the right to cancel any or all the e-Bids or annul the e-Bid process without assigning any reason thereof.
7. The Bidders must upload all the required documents electronically in the PDF format except for the Financial Proposal Submission Form (BOQ) which will be electronically uploaded on the prescribed format only on e-Tender portal <https://e-Tender.up.nic.in>. It is suggested that the PDF Files should be made in gray scale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Tender portal <https://e-Tender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexure etc) schedules/packets can be clubbed together to make single different files for each label. The size of Single label file should not exceed 20-25 MB size.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. DEFINITIONS

In this Contract, the following terms shall be interpreted:

- a. “eBid” means the Technical proposal and the financial proposal.
- b. “Instructions to Bidders” means the document which provides interested Bidders with all information needed to prepare their Bids..
- c. “The Contract” means the agreement entered into between DoPR,GoUP. and the Agency, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- d. “The Contract rates” mean the charges for the various services payable to the agency under the Contract for the full and proper performance of its contractual obligations;
- e. “Day” means a calendar day.
- f. DoPR, GoUP ; Means DOPR, Department of Panchayati Raj, GoUP.

2. Pre-Bid Queries/Clarifications of e-Tender Documents

A prospective Bidder requiring any Pre-bid queries/clarifications of the e-Tender document, may raise his queries/points of clarification to up.panchayatiraj@gmail.com upto the date and time given in the RFP(Tender) document.

3. Amendment of e-Tender Document

At any time prior to the deadline for submission of e-Bids, the DOPR ,UP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the e-Tender document by amendments. Such amendments shall be posted/ uploaded on the e-Tender portal <https://e-Tender.up.nic.in> through corrigendum and shall form an integral part of the e-Bid documents. The relevant clauses of the e-Tender documents shall be treated as amended accordingly, in terms of corrigendum(s).

It shall be the sole responsibility of the prospective Bidders to check the e-Tender portal <https://e-Tender.up.nic.in> from time to time for any amendment in the eBid document. In

case of failure to get the amendments, if any, the DoPR, GoUP shall not be responsible for any negligence on part of the Bidder.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their e-Bids, DoPR, GoUP at its discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be posted/up-loaded on the e-Tender portal <https://e-Tender.up.nic.in>.

4. PREPARATION & SUBMISSION OF e-Bids

Documents Constituting the e-Bid

The e-Bids prepared by the Bidder shall comprise the following components: e-Bids will comprise of

Event Management Services

- a) Technical Proposal Form
- b) Financial Proposal Submission Form

5. Period of Validity of e-Bids

e-Bids shall remain valid for 180 days after the date of opening of e-Bids prescribed by the DoPR, UP. An e-Bid with validity of a shorter period than specified shall be rejected and would be treated as non-responsive.

6. Format and Signing of e-Bids

The Bidder shall prepare the electronic copy for the e-Bids (in pdf format) and upload the e-Bids on e-Tender Portal <https://e-Tender.up.nic.in> through the bidder's Digital Signature Certificate (DSC).

7. Submission of e-Bids

The Bidders should submit their bids online only in the Submission module of e-Tender Portal <https://e-Tender.up.nic.in>. The Bids shall be submitted only from the Bid Submission Start Date till the Bid Submission End Date and time given in the e-Tender Portal <https://e-Tender.up.nic.in>. Therefore, Bidders are advised to submit the e-Bids well advance in time.

The procedure for submission of e-Bids by the bidders on e-Tender Portal <https://e-Tender.up.nic.in> is already available on the e-Tender Portal <https://e-Tender.up.nic.in>.

8. Deadline for Submission of e-Bids

e-Bids must be submitted by the Bidders on e-Tender portal <https://e-Tender.up.nic.in>, not later than the date and time specified in this e-Tender document. The DoPR, UP may extend this deadline for submission of e-Bids (i.e. Bid Submission End Date and Time) by amending the e-Tender document.

9. Late e-Bids

The server time indicated in the Bid Management window on the e-Tender portal <https://e-Tender.up.nic.in> will be the time by which the e-Bids submission activity will be allowed till the permissible date and time scheduled in the e-Tender. Once the e-Bids submission date and time is over, the Bidder cannot submit his/her Bid. Bidder has to start the eBid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/her e-Bids are not submitted in time due to any reasons.

10. Receipt and Opening of e-Bids

Bidders are advised to submit their e-Bids in 'Two-Bid' system with Technical and Financial bids separately on e-Tender portal.

Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only else bid will be rejected. On receipt on e-Tender portal, the technical proposals will be opened by Tender Committee members in the office of U.P. DoPR.

DoPR, UP will open all e-Bids, in the presence of bidder's authorized representatives who choose to attend at E-6 Lohia Bhawan, Aliganj, Lucknow -226024 on date and time mentioned in Section I. The bidder's representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of eBid opening being declared a holiday for the DoPR, the e-Bids shall be opened at the appointed time and place on the next working day.

After evaluation of technical e-Bids, SBB (G), UP shall notify those bidders whose e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not technically qualify for selection as services. DoPR, UP will simultaneously notify on the e-Tender portal <https://e-Tender.up.nic.in>, whose technical e-Bids were considered acceptable and have been shortlisted for opening of their financial e-Bids.

11. Notification of Award Notification to Bidder

Prior to the expiry of the Bid validity period, DOPR , UP will notify the successful Bidder in writing or by Fax or email, to be confirmed in writing by letter (LoI), that its proposal has been accepted. The notification of award will constitute the formation of the Agreement.

12. Signing of Agreement

At the same time as DoPR, UP notifies the successful Bidder that its proposal has been accepted and DoPR, UP shall enter into an Agreement with the successful Bidder.

13. Failure to abide by the Agreement

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, DoPR, UP in which event may forfeit the EMD/ Performance Bank Guarantee. The contract may be then awarded to the next L2 Bidder.

14. Bank Guarantee for Performance

The successful Bidder shall at his own expense will deposit with DoPR, UP, within 07(Seven) days after the receipt of notification of award of the Contract (Letter of Intent) from DoPR, UP, an unconditional and irrevocable Performance Bank Guarantee (PBG) amounting to 3% of Agreement value from a Scheduled Bank acceptable to DoPR, UP payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.

This Performance Guarantee shall be for an amount equivalent to 3% of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for 14 months from the date of the sinigang of the Agreement. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of one year, the Performance Bank Guarantee may be discharged/returned by DoPR, UP upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

15. One Bid per Bidder

Each bidder shall submit only one bid. A bidder who submits or participate in more than one bid will cause all the proposals with the Bidder's participation to be disqualified.

SECTION III: TERMS OF REFERENCE (TOR) AND SCOPE OF WORK (SOW)

1. Background:

The Department of Panchayati Raj, Uttar Pradesh is the nodal Department for implementation of various scheme for Rural / PRI Development. The office of Director, PR is situated at Lohia Bhawan, Aliganj, Lucknow. There are various Conferences, Programmes, Training; Workshops etc are being organized by the DoPR time to time throughout the year. The gathering in these types of programmes start from few participants to thousands of participants. DoPR, UP wishes to engage Agency as given in the Tender document for smooth functioning of these events. The **engagement period would be one year** from the date of signing of the Contract. The Agency has to provide their services time to time for organizing these events on the basis of defined Rate contract throughout the Year. The time period can be extended for another year on the basis of performance of the Agencies.

2. Scope of Work

The bidder has to provide services for any of the below categories:

I. Event Management Services

- a. Assist in preparation of event specific collaterals, invitation letters, event flyer and other publicity material
- b. Assisting in planning the sessions, seminars, scheduling the topics, preparation of background papers, identification of speakers, inviting and approaching the speakers etc.
- c. Provide services as per BOQ (Annexure-3 Financial Proposal Form) given in the RFP .

II. Catering Services

Provide services as per BOQ (Annexure-3 Financial Proposal Form) given in the RFP .

III. Transportation / Travel services

- a. Arranging transport and logistics for delegates with provision of cars, mini bus and buses, as the case may be. The quality of vehicles and staff should be commensurate with the National and State level event.
- a. Provide services as per BOQ (Annexure-3 Financial Proposal Form) given in the RFP.

IV. Hotel Services as per actual rate provided by the hotel

V. Other similar services related to the event, as and when required.”.

Note : The services has to be provided across any city of the UP State.

3. **Work Duration**

The selection of Agency firm shall be for a period of 01 (one) year with a provision of its extension up to 01 (one) year, if required by DoPR, UP, on the existing terms & conditions

4. **Payment Terms**

The payment would be done on the basis of item wise Rate Contract for service taken after the Completion of the event /Programme with due submission of Bills and Photographs.

SECTION IV: BIDDER'S ELIGIBILITY CRITERIA & METHOD OF SELECTION, EVALUATION PROCESS

1. Eligibility Criteria/ Technical Evaluation Criteria: The Criteria is as follows:

- I. The bidder must be registered under Companies Act, 1956/Partnership firm registered under Partnership Act 1932/proprietary ship firm. The Bidder should produce Article of Association and Company/Firm Registration Certificate.
- II. The bidder must have an annual turnover of Rs 2.1 Cr averaged over the last three financial years. .CA Certificate of this effect and audited balance sheets/ profit and loss accounts/ annual reports of last two financial years up to 31-03-2025 should be enclosed. If the audited balance sheet for the financial year 2024–25 is not available, the turnover will be considered based on the audited financial statements of the last three financial years, namely FY 2021–22, FY 2022–23, and FY 2023–24.
- III. **Positive net worth:** The bidder shall have a positive net worth as per the latest audited financial statements (FY 23-24 or FY 24-25). A Chartered Accountant (CA) certificate with UDIN number confirming the bidder's positive net worth must be provided as proof.
- IV. The bidder must have been in existence for at least the last five (5) years. As proof, a copy of the Certificate of Incorporation (in case of a company) or the Partnership Deed/Proprietorship Proof (as applicable) must be submitted along with the proposal."
- V. **Past Experience of Similar Services:** The bidder must have successfully executed/completed similar Services over the last five years i.e. the current financial year and the last Four financial years (ending month of March prior to the bid opening): - 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated one event cost i.e. Rs 40 lacs or 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated one event cost i.e. Rs 50 lacs; or 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated one event cost i.e. Rs 80 lacs. Similar services mean services provided in the last 5 years for a Central Govt / State Govt level big event
- VI. The bidder must have office in Lucknow or should be ready to open the office within one week of signing of agreement.

- VII. The bidder should be registered with the GST Department and carry a valid PAN number from the Income Tax Department.
- VIII. The bidder should have FSSAI certificate as well.
- IX. **Character Certificate:**
The bidder shall submit an affidavit, duly signed by an authorized signatory /Director/ Partner of the company and notarized, declaring that:
The company and its directors/partners have not been blacklisted or debarred by any government department, agency, or public sector undertaking. There are no pending criminal cases or convictions against the company or its key management personnel.
- X. **Joint Venture (JV): Participation** in this RFP is strictly limited to individual entities. Joint ventures, consortiums, associations, or partnerships of firms/companies are not permitted to submit bids under this RFP. Any bid submitted as a joint venture, consortium, or association will be summarily rejected without further evaluation. Only standalone bidders meeting the eligibility criteria on their own shall be considered for evaluation

2. Evaluation of Technical Bids

- i. The evaluation of the e-Bids shall be carried out by Tender Committee (TC), which is constituted by Director, PR, UP. The TC will evaluate the tenders in two stages i.e. Technical & Financial.
- ii. Technical bids should be analyzed and evaluated by the Tender Committee (TC). Technical bids in the following conditions will be summarily rejected as being non-responsive:
 - a. Technical Bids of those bidders, who do not meet the **eligibility criteria**
 - b. Technical bids unsigned and incomplete, not responding to the TOR fully and properly and those with lesser validity than that prescribed in the RFP.
- iii. 100% compliance to technical criteria mentioned in the RFP would be treated as technically qualified bidders.

3. Evaluation of Financial e-Bids

- I. The financial e-Bids shall be opened by TC of the bidders which of qualified Technical bidders. The Bids shall be opened in presence of representative of the technically qualified Bidders who chooses to attend. The names of

the Bidders and the proposed prices shall be read and recorded when the financial proposals are opened.

- II. The Bidders shall upload the Financials in the Commercial bid section of the e-Tender portal. It is mandatory to furnish the cost against all the particulars failing which the proposal shall be liable to be rejected. A separate excel sheet of Commercial bid format has also been published along with the RFP. The same is to be used to submitting commercial bid. Completely filled commercial bid in xls format shall have to be submitted on the e-Tender portal.
- III. If there are conditions attached to any financial e-Bids, which shall have bearing on the total cost, the Tender Committee, will reject any such e-Bids as non-responsive financial proposal. However, if the TC feels it necessary to seek clarifications on any financial proposals regarding Taxes, duties or any such matter, the TC may do so by inviting responses in writing.

4. Award of Contract

The contract shall be awarded to the L1 bidder quoting the lowest “Total cost” per event as specified in the Bill of Quantities (BoQ) .

5. Contract Agreement

The Successful Bidder shall execute a Agreement (Format of Agreement is given in Annexure-VII) on Rs 100/- Non-Judicial stamp paper in the name of the Bidder bought in Uttar Pradesh only, within three days from the date of Letter of Acceptance issued by DoPR, UP

6. Applicable Law

Applicable Law means the laws and any other instrument having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Uttar Pradesh.

7. Breach of Contract and Penalties

- (i) Breach of SLA is defined as performance lower than requisite performance in this agreement.
- (ii) Penalties will be levied on the service provider, for the violation of Service Level Agreement of the contract as mentioned below:

S.No	Particulars	Financial Implications
1	Delay in carrying out event as Per Schedule e.g. delay of an event by few hours or arrangements for the event not done for the day/time decided by the buyer	Buyer can use the clause of Failure to Deliver Service and forfeit PBG for such cases (buyer can check 24 Hours prior to the Scheduled Event)
2	Non-delivery of any milestone/deliverable as per scope of work. e.g. – non-delivery of the seating arrangement as per the requirement of the buyer	1st instance – 0.5% of the contract value 2nd instance – 1% of contract 3rd instance – 2% of contract
3	Non deployment of total manpower mentioned in the contract as per the Schedule	0.5% of overall contract value for every week of delay in deployment of manpower or every day of the event/duration of event
4	If the employee of service provider is found responsible for disobedience/ misconduct or has misbehaved in any manner or resorted to any violent behaviour etc. with the employees of buyer organisation or other employees of service provider	1st instance – 0.5% of the contract 2nd instance – 1% of contract 3rd instance – 2% of contract
5	If cumulative penalties reach 10% of the contract value	Termination of contract

SECTION V: GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

Bidders should read these conditions carefully and comply strictly while sending their bids. Definitions For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- “Contract” means the Agreement entered into between the DoPR,UP and the successful/ selected Bidder together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- “Contract Documents” means the documents listed in the Agreement, including any amendments thereto.
- “Contract Price” means the price payable to the successful/ selected Bidder as specified in the work order subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- “Day” means a calendar day.
- “Delivery” means the transfer of the Services from the successful/ selected Bidder to the DoPR,UP in accordance with the terms and conditions set forth in the Contract.
- “Completion” means the fulfilment of the related services by the successful/ selected Bidder in accordance with the terms and conditions set forth in the Contract.
- “DoPR”/”Procuring Authority” means the entity procuring the services, as specified in the bidding document.
- “Supplier/ Successful or Selected Bidder” means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the DoPR and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected Bidder.
- “The Site,” where applicable, means the designated project place(s) named in the bidding

document.

Note: The Bidder shall be deemed to have carefully examined the conditions of the services to be rendered. If the Bidder has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the Bid and signing the contract refer the same to the DoPR and get clarifications.

1.1. Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

1.2. Interpretation

- a. If the context so requires it, singular means plural and vice versa.
- b. Entire Agreement: The Contract constitutes the entire agreement between the DoPR and the Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c. Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d. Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e. Any waiver of a party's rights, powers, or remedies under the Contract must be in

writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

- f. Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

1.3. Language

- a. The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected Bidder and the DoPR,UP, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b. The successful/ selected Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

1.4. Notices

- a. Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term “in writing” means communicated in written form with proof of dispatch and receipt.
- b. A Notice shall be effective when delivered or on the Notice’s effective date, whichever is later.

1.5. Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the Uttar Pradesh State/ the Country (India), unless otherwise specified in the contract.

1.6. Delivery of services

- a. Subject to the conditions of the contract, the delivery of the services and completion shall be in accordance with the schedule approved and provided to the selected Bidder's by DOPR,UP
- b. The contract for the services can be repudiated at any time by the DoPR, if the service delivery is not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording the reasons for repudiation.

1.7. Selected Bidder's Responsibilities

The Selected Bidder shall deliver services included in the scope of work in accordance with the provisions of bidding document and/ or contract.

1.8. Bidder's Responsibilities

The Bidder shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.

1.9. Recoveries from Selected Bidder

Recovery of liquidated damages or penalties shall be made ordinarily from bills. The DoPR shall withhold amount to the extent of shortcomings of the delivery of services unless these are completed as per the satisfaction of the DoPR. In case of failure to withhold the amount, it shall be recovered from his dues and performance security deposit available with DoPR, UP. The balance, if any, shall be demanded from the Selected Bidder and when recovery is not possible, the DoPR shall take recourse to law in force.

1.10. Copyright

The copyright in all materials containing data and information furnished to the Bidder by the Selected Bidder herein shall remain vested in the DoPR,UP, or, if they are furnished to the Bidder directly or through the Selected Bidder by any third party, including

suppliers of materials, the copyright in such materials shall remain vested in such third party.

1.11. Confidential Information

- a. The Bidder (and the Selected Bidder) shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b. The DoPR shall not use such documents, data, and other information received from the Selected Bidder for any purposes unrelated to the Contract. Similarly, the Selected Bidder shall not use such documents, data, and other information received from the Bidder for any purpose other than the procurement, or other work and services required for the performance of the Contract.
- c. The obligation of a party under sub-clauses above, however, shall not apply to information that: -
 - i. the Bidder or Selected Bidder need to share with DoPR,UP or other institutions participating in the Contract;
 - ii. now or hereafter enters the public domain through no fault of that party;
 - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
 - iv. Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- d. The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract

in respect of the supply or any part thereof.

- e. The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

1.12. Specifications and Standards

The services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate.

1.13. Limitation of Liability

Except in cases of gross negligence or wilful misconduct: -

- a. neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the selected Bidder to pay liquidated damages to the DoPR; and
- b. The aggregate liability of the selected Bidder to the DoPR, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract.

1.14. Force Majeure

- a. The selected Bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the selected Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the selected Bidder. Such events may include, but not be limited to, acts of the Bidder in its sovereign

capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- c. If a Force Majeure situation arises, the selected Bidder shall promptly notify the DOPR,UP in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by DOPR,UP, the selected Bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d. If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e. In case a Force Majeure situation occurs with the DOPR,UP, the DOPR,UP may take the case with the selected Bidder on similar lines.

1.15. Termination

a. Termination for Default

- l. The tender sanctioning authority of DoPR,UP may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the selected Bidder, terminate the contract in whole or in part:
 - a) If the selected Bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by DoPR,UP; or
 - b) If the selected Bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
 - c) If the selected Bidder, in the judgement of the Bidder, is found to be engaged

in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.

d) If the selected Bidder does not meet the agreed timelines/SLAs, DoPR,UP may issue a notice to the selected Bidder and if the selected Bidder does not respond the notice or reply is not satisfactory in such case work order may be terminated.

e) If the selected Bidder commits breach of any condition of the contract.

II. If DoPR, UP terminates the contract in whole or in part, amount of PSD may be forfeited.

III. Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

b. Termination for Insolvency

DoPR, UP may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to DoPR, UP.

c. Termination for Convenience

I. DoPR,UP, by a written notice of at least 30 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the either party convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

1.16. Settlement of Disputes

- a. General: If any dispute arises between the selected Bidder and DoPR,UP during the execution of a contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the selected Bidder on the points of dispute. The representation so received shall be examined by the concerned BEC Committee which sanctioned the tender. The Committee may take legal advice of a counsel and then examine the representation. The selected Bidder will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the selected Bidder.
- b. Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the contract/ agreement or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Committee BEC, it shall be referred to the empowered standing committee for decision, if the amount of the claim is more than Rs. 50,000/-. The empowered standing committee shall consist of following members: - (DoPR,UP)
 - i. Director DoPR,UP : Chair Person
 - ii. Deputy Director, DoPR,UP cum nodal officer : Member
 - iii. CFO/Finance Controller, DoPR,UP : Member
 - iv. A Legal Expert nominated by the Director : Member
- c. Procedure for reference to the Standing Committee: The selected Bidder shall present his representation to the Director, DoPR, UP along with a fee equal to two percent of the amount of dispute, not exceeding Rupees One Lakh, within one month from the date of communication of decision of the tender sanctioning

Procurement Committee. The officer-in-charge of the project who was responsible for taking delivery of the service from the selected Bidder shall prepare a reply of representation and shall represent the DoPR,UP's stand before the standing committee. From the side of the selected Bidder, the claim case may be presented by himself or through a lawyer. After hearing both the parties, the standing committee shall announce its decision which shall be final and binding both on the selected Bidder and DoPR,UP. The standing committee, if it so decides, may refer the matter to the Additional Chief Secretary / Principal Secretary /Secretary of DoPR,UP for further decision.

- d. **Legal Jurisdiction:** All legal proceedings arising out of any dispute between both the parties regarding a contract shall be settled by a competent court at Lucknow, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.

SECTION VI - TECHNICAL PROPOSAL SUBMISSION FORM

(Technical proposal Format)

S. No	Particulars	Description/Details	Reference Documents	Page No.
A	Name of Bidding Company/Firm			
B	Contact Details			
	a. Address			
	b.			
	c. Fax			
	d. email			
	e. Website			
C	Name of Managing			
D	Name, Designation & email of Authorized signatory			

S.No	Criteria	Reference Documents	Compliance	Page No
1	The bidder must be registered under Companies Act, 1956/Partnership firm registered under Partnership Act 1932/Proprietary ship firm . The Bidder should produce Article of Association and Company/Firm Registration Certificate.			
2	The bidder must have an annual turnover Rs 2.1 Cr averaged over the last three financial years. .CA Certificate of this effect and audited			

	balance sheets/ profit and loss accounts/ annual reports of last 3 financial years up to 31-03-2025 should be enclosed. If the audited balance sheet for the financial year 2024–25 is not available, the turnover will be considered based on the audited financial statements of the last three financial years, namely FY 2021–22, FY 2022–23, and FY 2023–24.			
3	Positive net worth: The bidder shall have a positive net worth as per the latest audited financial statements (FY 23-24 or FY 24-25). A Chartered Accountant (CA) certificate with UDIN number confirming the bidder's positive net worth must be provided as proof.			
4	Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last five years i.e. the current financial year and the last Four financial years (ending month of March prior to the bid opening): - 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated one event cost i.e. Rs 40 lacs or 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated one event cost i.e. Rs 50 lacs; or 3. One similar			

	completed service costing not less than the amount equal to 80% (eighty percent) of the estimated one event cost i.e. Rs 80 lacs. Similar services mean services provided in the last 5 years for a Central Govt / State Govt level big event			
5	The bidder must have been in existence for at least the last five (5) years. As proof, a copy of the Certificate of Incorporation (in case of a company) or the Partnership Deed/Proprietorship Proof/LLP Agreement (as applicable) must be submitted along with the proposal.			
6	The bidder must have office in Lucknow or should be ready to open the office within one week of signing of agreement.			
7	The bidder should be registered with the GST Department and carry a valid PAN number from the Income Tax Department.			
9	The bidder should have FSSAI certificate as well.			
10	<p>Character Certificate:</p> <p>The bidder shall submit an affidavit, duly signed by a Director/ Partner/authorized signatory of the company and notarized, declaring that:</p> <p>The company/Firm and its directors/partners have not been</p>			

	blacklisted or debarred by any government department, agency, or public sector undertaking. There are no pending criminal cases or convictions against the company or its key management personnel.			
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**Note :1. A separate sheet can be added to provide any other information.
2, Reference Documents must be made part of the Technical bid.**

Signature

In the capacity of

**Duly authorized to sign proposal for and on behalf
of Date.....**

Place.....

SECTION VI - PROPOSAL SUBMISSION FORM (Annexure -2)

To,
The Director,
Panchayati Raj, Uttar Pradesh
E,6, Lohia Bhawan, Lucknow, UP-
226024

Ref: Submission of Proposal against your Tender Reference No:

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP reference No. for “ ” by the DoPR, UP”, in full conformity with the said Tender document and our Technical proposal (Bid).

1. Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.
2. We hereby declare that we have not been blacklisted by any State/Central/UT Government Deptt/Organization/Institution any State designated agency/PSU of Central/State Government.
3. We declare that we have not been charged with any fraudulent activities by any Central/State/UT Government Deptt /Organization/Institution.
4. We understand that DoPR, UP is not bound to accept any or all bids received in response to this Tender.
5. We agree to abide by all the terms and conditions mentioned in the Request for Proposal against this tender.
- 6 We agree to abide by all the terms and conditions of the Tender and also all the terms and conditions of the Contract that will be issued by DoPR, UP in case we are selected as Service provider against this tender by the DoPR, UP.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Seal of Bidder
Company/Firm

Annexure-3 BOQ (Financial Proposal form)

Sl. No.	Item Description	Quantity	Units	Unite rate in Rs	Total Cost in Rs.=(Quantity X unit rate)
1	2	2			
1	Tentage Work				
2	Providing & Erecting of Water proof covered Aluminium German Hangar Span 30 mtrn white german make mehlar black out PVC fabric, Flame retardant for Top and side covering	22000.000	Sqft		
3	Providing & Erecting of Water proof covered Aluminium German Hangar Span 25 mtr with white german make mehlar black out PVC fabric, Flame retardant for Top and side covering	22000.000	Sqft		
4	Providing & Erecting of Water proof covered Aluminium German Hangar Span 15 mtr with white german make mehlar black out PVC fabric, Flame retardant for Top and side covering	22000.000	Sqft		
5	Providing & Fixing of Water proof Pandal with ceiling (MS Pipe) with clear span of 36ft and 20ft centre height.	22000.000	Sqft		
6	Providing & Fixing of Pandal with ceiling (MS Pipe) with clear span of 36ft and 20ft centre height	22000.000	Sqft		
7	Providing & Erecting of Pagoda Tent 3 mtr x 3 mtr with coloumn height 2.5 mtr.	10.000	Nos		
8	Supply & Fixing of New Non Woven Synthetic carpet along with PVC covering	1000.000	Sqft		
9	Supply & Fixing of Old (One time used) non woven Synthetic Carpet	10000.000	Sqft		
10	Supply & Fixing Leatherite finished VVIP Chair with new white towels for dias	20.000	Nos		
11	Supply & Fixing Glass Centre Table	5.000	Nos		
12	Supply & Fixing Wooden Centre Table	50.000	Nos		

13	Supply of Tent Table 5ftx2.5ft	2.000	Nos		
14	Providing & Making of Executive Lounge for VVIP (Swiss Cottage) with wooden flooring, side walls of Ply, concealed ceiling light and drapery curtain sofa sets, coffee table, entrance gate as required inside lounge. Approximately size 15 x15 ft with attached separate bathroom.	2.000	Job		
15	Providing & Fixing of View Cutter wall with the help of good quality cloth and wooden frame as requirement of stage with multi color clothes.	1000.000	Sqft		
16	Providing & Fixing of VVIP Leatherite sofa set of SS Frame & legs including proper cleaning and positioning (Two Seater)	20.000	Nos		
17	Providing & Fixing of Normal sofa set (Two Seater) including proper cleaning and positioning	30.000	Nos		
18	Providing & Fixing of Banquet chair with cover & Bow.	500.000	Nos		
19	Providing & Fixing of PVC Chair.	500.000	Nos		
20	Providing & Fixing of Complete MS Tubler Mujo Barricating inside & Outside as per arrangements of security & seating plan, height of barricating must be approximately 4 ft.	1000.000	Rft		
21	Providing & Fixing of Centre Table with glass top of size approximately 3 ft x1.5 ft.	10.000	Nos		
22	Providing & Fixing Pre Fabricated Coffee table of 2 ft x 2 ft size.	10.000	Nos		
23	Providing & Fixing of High Long Multi color flag with 2.5 inch pole height 15ft. It should be good quality satin/silk/ cloth with proper painted poles in align with theme décor with various location in the venue. Approach road and main road connected with venue minimum 30 ft distance between two flags.	15.000	Nos		
24	Stickers for seating arrangement of different sections on vinyl sheet.	200.000	Nos		
25	Providing & Fixing of Side Wall with the help of MS Pipe structure & good quality Cloth of approved color as per direction-In-Charge at 12ft height.	1000.000	Rft		
26	Providing & Fixing of Supply and fixing of Pre fabricated fabric panel with 2.5mtr height.	500.000	Nos		
27	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 8 ft height.	1920.000	Sqft		
28	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 6 ft height.	1920.000	Sqft		

29	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 4 ft height.	1920.000	Sqft		
30	Providing and fixing of levelled rigid stage setup with the help of Scaffold structure to be erected on iron structure. At 2.5 ft height.	1920.000	Sqft		
31	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 2.5 ft height.	2.000	no		
32	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 8 ft height.	2.000	No		
33	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 4 ft height.	2.000	No		
34	Providing and fixing of levelled stairs to be erected on both side of stage on iron & wooden structure. At 6 ft height.	2.000	No		
35	Preparation of Barrier for parking protection of field, for roads with the help of Bamboo Balli and Ropes as required as per direction.	4000.000	Rft		
36	Providing and fixing of demarcation for services, facilities routes etc. with the help of flex	40.000	Nos		
37	Flower Decoration				
38	Exotic Fresh Flower Decoration on Main Stage with floral garden on LED, Podium, Garden décor on dias and stage front area 32X60 feet (All stage decoration)	1.000	Job		
39	Flower Bouquet assorted of carnation/ roses /mixed wrapped in paper/ crepe packing VIP/VVIP	50.000	Nos		
40	Flower Bunch assorted of carnation/ roses /mixed wrapped in paper/ crepe packing VIP/VVIP	50.000	Nos		
41	Garland of Marigold Kolkatta Genda	100.000	Nos		
42	Garland of Marigold Desi Genda	100.000	Nos		
43	Mixed Plant with Planters	100.000	Nos		
44	Decoration with Marigold Kolkatta Genda	100.000	Per unit		
45	Decoration with Marigold Desi Genda	100.000	Per unit		
46	Rose Bud wrapped in Sheet/ Crepe Packing	50.000	Nos		
47	Table Top flower including container	50.000	Nos		
48	Spring Promises Flower Bouquet. (All imported / hybrid Flower) Orchid, Blue orchid, Iris, Dahlia, Carnation, Gerbera, Lilies, tulip, Dafodil, Calendula, Glaiols, Sunflower, Orange tulip, Enthorium, Bird of Paradise	4.000	Nos		
49	Branding				

50	Providing & Fixing of Flex of required size as cut-out on Iron Frame tubular member.	1600.000	Sqft		
51	Providing & Fixing of Flex of required size as cut-out on Wooden Frame	3000.000	Sqft		
52	Providing & Fixing of Hoarding on Flex on iron Frame and erection with the help of girder	8000.000	Sqft		
53	Podium on stage for announcement.	2.000	Nos		
54	Printing & Installation of Ecosolvent Vinyl 120 micron	1000.000	Sqft		
55	Printing & Installation of Ecosolvent Vinyl with sunboard 120 micron	500.000	Sqft		
56	Printing & Installation of Solvent Vinyl 120 micron	1000.000	Sqft		
57	Printing & Installation of Solvent Vinyl with sunboard 120 micron	1000.000	Sqft		
58	Printing & Installation of Inkjet Vinyl 120 micron	1000.000	Sqft		
59	Printing & Installation of Inkjet Vinyl with sunboard 120 micron	1000.000	Sqft		
60	MS Standi 3X6 Feet	100.000	No		
61	Digital Printing				
62	Invittation card 7X5 inches	1000.000	No		
63	Envelope Matt Finished	1000.000	Nos		
64	Envelope Glossy Finished	1000.000	Nos		
65	Photography & Videography				
66	Digital Photography - Agency to Arrange the digitl photo shoot for entir event agency to shoot and compose the photo albuof event date wise. Agency to submit soft copy by way of PD /Offset album of size 12"x15" with 200 nos of photo Per day for six hrs.	1.000	Job		
67	HD Videogrphy - Agency to Arrange HD Video Shoot for the entire event, agency to shoot & edit the video to submit the PD of edited videos. 5 copies of PD to be submitted.Per day for six hrs.	1.000	Job		
68	Arrangement for audio video recording of the event . AV recording for the entire venue including manpower, equipment with all necessary equipments such as trolleys, over head crane including setting of control room for editing including power supply as per their requirement in a fixed & movable location to cover the entire event with sufficient manpower & cameras & submission of the edited recording as per the requirement. Per day for six hrs.	1.000	Job		
69	Power Backup				

70	Genset-Providing Genset of various capacities at different locations as per layout with 75% generation capacity including diesel, cartage, electrical for maintenance, spare capacity will be on KW load per hour basis. Cabling - To draw cabling for the individual genset with distribution board, earthing upto the source of supply to the individual location as per site requirement. Power back up has to be double i.e. if one power back up fails the second one should take over. Per day for six hrs.				
71	25 KVA	1.000	Nos		
72	63 KVA	1.000	Nos		
73	82 KVA	1.000	Nos		
74	125 KVA	1.000	Nos		
75	150 KVA	1.000	Nos		
76	250 KVA	1.000	Nos		
77	500 KVA	1.000	Nos		
78	Hiring & Fixing of LED Screens				
79	Digital projection screens , LED having brilliance for outdoor/Indoor use. LED screen . with all electrical cabling including fibre optics cabling with data voice connecting from control room to all LED in a loop including trail run, testing 1 days before the event and removing the same after the event is over.				
80	P7 Physical Resolution 96X96	448.000	Sqft		
81	P6 Physical Resolution 96X96	448.000	Sqft		
82	P4 Physical Resolution 156X156	448.000	Sqft		
83	P3 Physical Resolution 196X196	448.000	Sqft		
84	Hiring & Fixing of LED TV				
85	HD 24 inch	5.000	Nos		
86	HD 32 inch	5.000	Nos		
87	HD 43 inch	5.000	Nos		
88	HD 50 inch	5.000	Nos		
89	Sound				
90	Temporary providing installing & testing of sound system as per along with below mention details				
91	Full range box type speaker 1 HZ to 240 KHZ	15.000	Nos		
92	Mice Table goose neck schinizer 20 inch	10.000	Nos		
93	Microphone 38 make.	10.000	Nos		
94	Monitor Speaker nexo 450	10.000	Nos		
95	Stand By Amplifier 48 volt DC Back up	3.000	Nos		
96	Speech Recording System tescum 310	1.000	Nos		
97	Column Speaker full range 1 Hz to 240 KHZ	10.000	Nos		

98	Nexo GOD Ten 20 KHz -40 Khz, 135/Mtr. SPI level 3600 w	1.000	Nos		
99	Nexo base GOD Ten A 100 KHz -40 Khz, 145/Mtr. SPI level 4000 w	1.000	Nos		
100	Panel Board 3 Phase Line Board & Extra Electricity security board.	1.000	Nos		
101	Amplifier Mixture SE 48 91 Channel Hybrid Signal.	1.000	Nos		
102	Side Frill KB 2, 2000/Each Specially designed for stage.	1.000	Nos		
103	Recording Deck techisom 310.	1.000	Nos		
104	Stage monitor 415 Nexo 25 degree angle 1500 w.	1.000	Nos		
105	Four Square Truss 400 mm polycrain make.	800.000	Sqft		
106	Battery operated Public Address System with speakers and Mic setup. Item will be operated in absence of DG Faliure of ohm make with special changer board high defination back-up set.1000 watt per speaker. (48 V DC back up with amplifier)	1.000	1 Job		
107	Providing & arranging of announcer well dressed and well fluent in both Hindi & English Language.	2.000	per day		
108	Lighting with installation charges				
109	LED Light parcan 10 watts 360 degree ultra high beam PR water proof. Shock proof	20.000	Nos		
110	Flood Led 400 w Blender with Dmax PR water proof shock proof.	50.000	Nos		
111	Beam Parcans	10.000	Nos		
112	Sharpee Avolite piolt operated	5.000	Nos		
113	Moving head Avolite piolt operated	5.000	Nos		
114	250 watt Flood/MH	20.000	Nos		
115	500 Watt Flod/MF	20.000	Nos		
116	1000Watt Flood/MH	20.000	Nos		
117	Halogen 500 Watt	20.000	Nos		
118	5 Amp Plug	50.000	Nos		
119	15 Amp Plug	50.000	Nos		
120	25 Amp Plug	50.000	Nos		
121	Pathway Light along with Poles, fixture, lamps, Junction etc	50.000	Nos		
122	Fans, Coolers, AC, Ductable, Tower AC				
123	AC Plant on Stage 5 Ton Capacity	10.000	Nos		
124	AC Plant on Stage 7.5 Ton Capacity	10.000	Nos		
125	Tower AC of 2 ton capacity	5.000	Nos		
126	Mist Fans	20.000	Nos		
127	Pedestal Fans (Farrata)	30.000	Nos		
128	Ceiling Fan	40.000	Nos		
129	Silent Coolers	10.000	Nos		

130	Silent Pedestal Plastic Fans for Stage	10.000	Nos		
131	Wall mounted fan	10.000	Nos		
132	Exhaust fan	20.000	Nos		
133	Services				
134	House Keeping (with tools, equipments consumables etc) Event contractor shall have to consider all the service staff from mobilisation to demobilisation from site, consumable equipment tool etc. suitable person from serving water. Providing sweeper for general cleaning of the entire venue, Garbage disposal, cleaning of food stall area and toilet cleaning with two teams operating in each block in uniform. House keeping manpower deployment list should be provided to officials before the event	1.000	Job		
135	Insecticides- (During entire venue) Providing and spraying (Fogging) insecticides to all area for making venue non- allergic, odourless, non toxic VOC free, non carcinogenic and earth friendly clear on regular basis for everyday and whenever required right from beginning of mobilisation to last minute of event. Agency need to do fogging minimum three to four times daily during evening period. Agency need to keep minimum two fogging machine in working condition onsite is a part of scope of work	1.000	Job		
136	Pre fabricated bio toilets and/or chemical toilets:- Providing on rental , toilet maintenance i.e, cleaning, manpower house keeping items such as soap, towels, napkins, for VVIP, General Public, ladies & gents toilets separately, including enclosure & privacy maintained.				
137	VVIP chemical Portable Toilet	1.000	seat		
138	VIP Chemical Portable Toilets	1.000	seat		
139	General public Ladies and gents toilet separately	10.000	seat		
140	Manpower Services				
141	Male Ushers	20.000	Nos		
142	Female Usher	20.000	Nos		
143	Overall Ambience				
144	Agency Shall Propose theme decoration for entire event. Generating & Creating overall ambience around all structure and public movement area with making cretives, designing and Execution they for said event	1.000	Job		
145	Post Event Report- (In soft copy and hard bounded copy) Consisting all event related detail photographs and data of visitors and	1.000	job		

	participants etc. Complete for entire event period.				
146	Miscellaneous				
147	walk through metal detectors	1.000	No		
148	Business card scanner with Laptop	2.000	No		
149	octanorm stall	10.000	No		
150	octanorm table	10.000	No		
151	Visitor card,exhibitor card with pouch	1000.000	No		
152	Lanyard	1000.000	No		
153	Internet bandwidth 100 mbps	1.000	No		
154	Live streaming with setup	1.000	No		
155	Catering				
156	Breakfast Contains: Tea / Coffee / Dhokla, PohaAssorted cut Fruits type (apple and banana May be served in whole size).	1000.000	Plate		
157	Breakfast Packed food	300.000	Plate		
158	LUNCH Full Menu (buffet) as per Stature of State/ National Level VVIPS	200.000	Plate		
159	LUNCH Full Menu (buffet) as per Stature of State/ National Level	800.000	Plate		
160	DINNER Full menu (buffet) as per Stature of State/ National Level for VVIP	200.000	Plate		
161	DINNER Full menu (buffet) as per Stature of State/ National Level	800.000	Plate		
162	PACKED Lunch / Dinner FOOD full menu	800.000	Plate		
163	MISC ITEMS				
164	Package drinking Water (ISI certified) Aquafina / bisleri / kinley /Kingfisher or equivalent.				
165	One litter package drinking water bottle confirming Indian Standard, to be placed in rooms, conference table as per instructions.	1000.000	No.		
166	Approximate 500 ml drinking water bottle conforming Indian standard, to be placed in room, conference table as per instructions.	2000.000	No.		
167	Water Dispenser 20 ltr. Portable packaged drinking Water (ISI certified) Aquafina / bisleri / kinley /Kingfisher or equivalent. Including counter & glass arrangement as per Instruction.	100.000	No.		
168	Travels				
169	Cars (Swift Desire or Equivalent)	10.000	Unit rate per day		
170	Cars (Honda City or Equivalent)	5.000	Unit rate		

			per day		
171	Mini Bus AC (TATA force or Equivalent) 24 seater	3.000	Unit rate per day		
172	SUVs (INNOVA Crista or Equivalent)	25.000	Unit rate per day		
173	Ordinary Buses 9/ Non AC) 54 seater	1.000	Unit rate per day		
174	Volvo Bus	1.000	Unit rate per day		
175	Bolero or Equivalent	2.000	Unit rate per day		

Note :

1. The contract shall be awarded to the L1 bidder quoting the lowest "Total cost " as specified in the Bill of Quantities (BoQ) .
2. The quantities mentioned above are indicative and intended solely for the purpose of bid evaluation. The actual order will be placed based on the item-wise rates quoted and the specific requirements of the department.
3. It is estimated that the department will organize approximately 7 events during the year, each with an average budget of around ₹1 crore.
4. GST to be paid extra