

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR THE WORKS OF CONCEPTUALIZE, DESIGN, PLAN AND EXECUTION FAIRS AT VARIOUS LOCATIONS ACROSS GUJARAT



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Sr. No.	Name of the work	Last Date of submission
1	Request for proposal for the selection of agency For The Works of Conceptualize, design, plan and execution of Fairs across Gujarat	12/6/2026 upto 3:00 pm

**Gujarat Livelihood Promotion Company
Ltd., (A Government of Gujarat
Undertaking)**

3rd Floor, Block No. 18, UdyogBhavan, Gandhinagar, Gujarat - 382011.

Phone : +91 79 2324 8512 - 13 - 14, Fax: +91 79 2324 8515

website: www.glpco.in

Section- I Notice Inviting Bids

Sr. No	Event	Key Date and Time
1	Issue of RFP Document	Request for Proposal for the selection of agency for the works of Conceptualize, design, plan and execution of Fairs across Gujarat
2	Pre-Bid Meeting	1/6/2026 12:00 noon Venue: Committee Room, GLPC, Block No. 18, 3rd Floor, Udyog Bhavan, Sector 11, Gandhinagar – 382011
3	Last date for sending Pre Bid Queries	30/5/2026 upto 3:00 pm through email only amd-admin@glpc.co.in gmmarketing@glpc.co.in
4	Last Date for Online Submission of Technical and Financial Bid	12/6/2026 upto 3:00 pm
5	Opening of Technical Bid	12/6/2026 at 3:30 pm
6	Presentation by the Bidders	To be intimated to the Qualified Bidders
7	Opening of Financial Bids	To be intimated to the Qualified Bidders
8	EMD (to be submitted in form of Bank Guarantee Only)	Rs. 15,00,000/- (Fifteen Lakh Rupees)
9	Performance Security	5% of bid amount (To be submitted within a week/7 working days from the date of final notification to selected agency)

Note:

- Bidders are instructed to submit technical bid alongwith EMD on or before 12/6/2026 upto 3:00 Pm.

EMD shall be submitted in sealed cover with title of Tender document Request for Proposal for selection of agency for the works of organising Fairs across Gujarat addressing to Managing Director, GLPC, Block No. 18, 3rd Floor, Udyog Bhavan, Sector 11, Gandhinagar – 382011

- Technical Bid shall be submitted in **on Gem portal only.**
- Above mentioned dates may be changed for which bidders will get notification from

gem.gov.in. In case any conditions/clause specified in RFP is contradicted by conditions/clause stipulated in GeM, then RFP shall override the clauses/conditions mentioned on GeM. For any clarification in detail, kindly follow the RFP.

- Above mentioned dates may be changed for which bidders will get notification from Gem portal.

General Terms and Conditions:-

- Bidders can download the tender document from the www.gem.gov.in website.
- Bidders have to follow the two bids System as requirement in tender.
- Bidders have to submit Price-bid in Electronic form only on Gem website till the Last Date& time for submission.
- Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact Gem portal.
- Late submission of bids shall be disqualified directly.
- All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

GeM (Government E Marketplace)

E-mail: helpdesk-gem@gov.in

Website: <https://gem.gov.in/>

TollFree: 1800-419-3436, 1800-102-3436

Other Terms and Conditions are as per detailed tender documents.

- The information contained in this Request for Proposal (hereinafter referred to as "RFP") document is provided to the Bidder(s), by GLPC, on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the GLPC, its employees and/or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.
- GLPC, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. GLPC may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document without any further notice.

Section II- Instructions to Bidders

1. Preparation of Bid

- 1.1 Before preparing the bid and submitting the same on the GeM portal, the bidder should read and examine all the eligibility criteria, the scope of work, instructions, checklist etc. contained in the RFP document. Failure to provide the required information or to comply with the instructions incorporated in this RFP may result in the rejection of bid(s) submitted by bidders.
- 1.2 The bids which are for only a portion of the components of the scope of work/service shall not be accepted (The bids should be for all the components of the scope of work/service).
- 1.3 Bid Currency – The price should be quoted in Indian rupees only.
- 1.4 The bid submitted by the bidder and documents related to the RFP shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.
- 1.5 Prices are to be quoted in the Financial Bid format on the GeM portal only. The financial bid submitted in any other format will be treated as non-responsive. Bidders are requested not to submit the hard copy of the Financial Bid. In case the hard copy of the financial bid is submitted the bid shall be straight away rejected. Also, uploading the financial offer in the technical part of the bid in GeM will also result in the rejection of the bid.
- 1.6 Agency to adhere to prescribed norms of Advertising Standards Council of India (ASCI)

2. EMD

The Bidder will have to submit EMD in the separate cover within the main sealed, on or before the date & time of submission of the bids, at the office address given below along with the covering letter. Please affix the stamp/details of your company on the overleaf of the Demand Draft.

Address- Gujarat Livelihood Promotion Company Limited, 3rd floor, block number 18, Udyog Bhavan, Gandhinagar, Gujarat 382011

3. Bid Validity

Bids shall remain valid for a period of 180 days (one hundred eighty days) from the date of bid submission prescribed in the Tender document. In exceptional circumstances, the Purchasing Authority may solicit Bidder's

consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended.

The bidder shall bear all costs and expenditures incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid and subsequent processing of the same. The Purchasing Authority will in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the bidding process.

4. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid, exchanged by the Bidder and shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

5. Bid Due Date

The bid must be uploaded by the bidder no later than the bid submission date specified in the RFP (*Section-I, Bid Schedule*). The Purchasing Authority may, at its discretion, extend the bid due date, in which case all rights and obligations of the Purchasing Authority and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

6. Late Bid

No bidder will be allowed to upload or submit the bid after the bid due date and time.

7. Modification and Withdrawal of Bid

- 1.1 The Bidder may modify or withdraw its bid before the due date of bid submission.
- 1.2 No Bid may be modified after the deadline for submission of bids.
- 1.3 No Bid may be withdrawn during the Bid validity period. Withdrawal of a Bid during the bid validity period may result in the forfeiture of Bid security.

8. Earnest Money Deposit (EMD)

- 8.1 The Earnest Money Deposit (EMD) is payable by all Bidders, for an amount of Rs. 15,00,000/-as specified in the Bid Schedule (sl. no.8). It should be valid till 180 days from the last date of submission of the Bid.
- 8.2 The EMD of the unsuccessful bidder will be returned to them without interest after the resultant contract ends. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of the contract.

- 8.3 EMD of a bidder may be forfeited without prejudice to other rights of the purchaser, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its bid are incorrect, false, misleading, or forged. In reference to the aforesaid grounds, the successful bidder's EMD will also be forfeited.
- 8.4 Without prejudice to other rights of the purchaser, if it fails to furnish the required performance security within the specified period, the successful bidder's EMD will also be forfeited.

9. Clarifications to Tender Document

A prospective bidder requiring any clarification regarding terms & conditions, technical specifications etc. given in the Tender Documents may submit a request in writing on or before Pre-Bid to Office of GLPC via email at amd-admin@GLPC.co.in / gmmarketing@GLPC.co.in However, Purchasing Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Purchasing Authority to respond to any question or to provide any clarification.

10. Pre-Bid Meeting

- 10.1 The Pre-Bid meeting shall be convened online at the designated date and time mentioned in the Bid Schedule. Only authorized representatives of the Agency shall be allowed to participate in the Pre-Bid meeting.
- 10.2 During the Pre-Bid meeting, the Bidders shall be free to seek clarifications and make suggestions for consideration to the Purchasing Authority. Purchasing Authority shall endeavor to provide clarifications and such further information as it may, at its sole discretion, consider appropriate to facilitate a fair, transparent, and competitive bidding process.
- 10.3 Any revision to the RFP that may become necessary as a result of the Pre-Bid Meeting, or the queries and suggestions received from the Bidders will be made by the Purchasing Authority exclusively through the issue of a Corrigendum. All such Corrigendum will be published on www.gem.gov.in.

11. Amendments to Tender Document

- 11.1 At any time prior to the deadline for submission of bids, the Purchasing Authority may, for any reason deemed fit by it, modify the RFP Document by issuing suitable amendment(s) to it.
- 11.2 Such an amendment will be notified on GeM portal and the same shall be binding to all prospective Bidders.
- 11.3 Any amendments/corrigendum /modification will be notified on the GeM portal only, and such modification will be binding to all prospective Bidders.
- 11.4 The Purchasing Authority shall not be responsible in any manner if prospective Bidders miss any notifications placed on GeM Portal.

11.5 To allow prospective bidders reasonable time to take the amendment into account in preparing their bids, Purchasing Authority, at its discretion, may extend the deadline for the submission of bids.

12. Evaluation of Bid

12.1 The Institutions will be selected by the Quality and Cost Based Selection (QCBS) method as set out in Chapter 6, Rule no. 192 of the General Financial Rules 2017, of the Department of Expenditure, Ministry of Finance.

12.2 Technical evaluation of the Bid will be done based on pre-qualification criteria, and the technical evaluation matrix mentioned in the RFP and GeM portal failing which the bid will not be considered for technical evaluation.

12.3 The financial bids of bidders whose technical bids are found technically responsive and comply with the RFP document will only be considered for financial evaluation.

12.4 If more than one bidder qualifies with the same quotes (lowest L1), then the decision will be taken by the Purchasing Authority, which will be final and binding to the bidders.

12.5 In case, the most qualifying bidder (as per the Bid Evaluation Criteria) does not accept the award of the contract or is found to be involved in corrupt and/or fraudulent practices, the next qualifying bidder may be considered for the award of the contract. In such a scenario, the second qualifying bidder will be offered to match the qualifying bid Price (L1) and execute the project at that Price for the entire contract duration.

13. Notification of Award

GLPC will notify the successful bidder(s) in writing by issuing a Letter of Acceptance (LoA), that its bid has been accepted. The bidder shall acknowledge the award within 5 days of issue of the Letter of Acceptance (LoA).

14. Signing of the contract

14.1 The successful bidder must furnish the required Performance Security (PS) as applicable, before executing the contract/signing of the contract agreement positively within 21 days of acceptance award, failing which the EMD will be forfeited, the award will be cancelled, and the bidder may also be blacklisted for the duration finalized by the Purchasing Authority. In such a case, the L2 bidder will be allowed to work at the rate of the L1 bidder based on Bid evaluation criteria.

14.2 The contract agreement will be signed between the GLPC and the selected bidder. The stamp duty and registration charges, if any levied by the Central or State governments or any other statutory body, payable on the Agreement will be borne by the bidder.

Section III– Pre-qualification Criteria

Sr. No.	Eligibility Criteria	Attachments
1	Bidder should be a Proprietary firm /Partnership firm /Private Limited/Limited Company/Corporate body legally constituted having experience of minimum 10 years in event management/exhibition work of any Central or State Government. Bidder should be registered with valid PAN & GST Registration and Registered office in Gujarat.	Valid copy of the Certificate of incorporation, PAN & GST Registration in Gujarat
2	The Bidder should have an annual average turnover for the works of event management /Exhibition work of at least Rs.20 Crore during in last three years from the date of issue of tender (2022-23, 2023-24, 2024-25)	CA Certificate and Audited Balance Sheet of Last 3 Years
3	The Bidder should have executed multiple projects successfully of specific event management /Exhibition work in last 3 years from the date of issue of the tender and Single Work Order amount of Rs. 1 Cr for specific event management /exhibition works has to be submitted, less than 1 Cr amount of single work order shall not be considered. Projects should be similar nature of work with any of Central or State Government. (2022-23, 2023-24, 2024-25)	Project completion Certificate/ Work Project Completion Certificate/Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by Central or State Government
4	Bidder should have executed multiple projects of minimum 10 Exhibition with minimum 1000 sq mtr area covered with minimum 50 stalls in any 1 year out of last 3 years from the date of issue of the tender with Central or State Government. (2022-23, 2023-24, 2024-25)	Project completion Certificate/ Work Project Completion Certificate/Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by Central or State Government
5	Bidder should have experience of successfully conceptualizing, designing and executing theme pavilion/stall in the last 3 years from the date of issue of the tender for any Central or State Government. One order of 1000 sq mtr or Two orders of 500 sq mtrs or 3 orders of 350 sq mtrs (2022-23, 2023-24, 2024-25)	Project completion Certificate/ Work Project Completion Certificate/Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by Central or State Government

6	Bidder should have experience of successfully executing at least one Event management works/Exhibition of Hon'ble Prime Minister and at least two Event management works/Exhibition of Hon'ble Chief Minister in any 1 year out of the last 3 years for any Central or State Government. (2022-23, 2023-24, 2024-25)	Project completion Certificate/ Work Project Completion Certificate/Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by Central or State Government
7	The bidder should have sole ownership / MOU (Lease Agreement of German/ Aluminum DOME) having minimum 3000 Sq. mtr.	Agency has to submit details of ownership/MOU (Lease Agreement).
8	The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat. Certificate / affidavit mentioning that the Bidder is not currently blacklisted by Government of Gujarat or any of the PSU in the state of Gujarat is due to event management in any corrupt & fraudulent practices.	Self-Declaration
9	JV or Consortium	Not allowed
10	The bidder should have a valid Electrical license, Valid ISO certificate and FSSAI License.	Attached copy of all certificates.
11	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power of Attorney as per the format given
12	EMD deposit of Rs.15,00,000/- has to be submitted along with a bid document. (No Exemption to any Bidders) Submission of EMD is Mandatory for further eligibility	EMD in form Bank Guarantee
13	History of Litigation	As per format given

Section –IV: About Project

1.1 PROJECT BACKGROUND

Gujarat Livelihood Promotion Company (GLPC) is the executive arm of Mission Mangalam, the implementation agency for NRLM. GLPC works through strategic partnership between large industries and SakhiMandals / Self Help Groups / Producer Groups / Service Groups / Collectives of the poor, through decentralized Micro Enterprise Ventures. The promoting companies / entrepreneurs redesign the process where intensive tasks as job-works are undertaken by Self Help Groups in their respective homes or villages as self-employment activities. Main objectives of GLPC are

- Empowering the Poor by organizing them into SHGs/Federations/other Collectives.
- Empower the poor through ensuring access to Financial Services.
- Augmenting existing livelihoods and enhancing incomes
- Explore livelihood opportunities through newer ventures in rural service sector
- Developing Inclusive Value Chains

GLPC has been creating and promoting livelihood avenues for the rural population whilst boosting up their capacities in their livelihood areas. To achieve these objectives, GLPC has formed more than 2 lakh SHG and followed by upto 1 lakh cash credit to each of the SHGs through several banks to initiate any types of livelihood activities with the finance support to skill building to production to marketing its products.

The rural SHGs lack professional information about strand of the market and as producer and consumers they need access to market. GLPC is instrumental in guaranteeing to create ability to operate in local, national and export markets (regional and international). However, poor SHGs physical access to markets (distance between villages to urban markets) which increases cost of transaction and communication between producers and consumers. They are unaware of market related skills which are needed to survive in competitive markets. Furtherance to these SHGs are usually less informed about markets and its opportunities. In order to reach SHGs belong to in remote areas where digital and non-digital means of communication through radio, TV, Newspapers even the internet in order to increase their chances of identifying and undertaking profitable and sustainable livelihood.

To develop and promote products and services by SHGs, GLPC is supporting SHGs to enter into main stream market through below cited activities:

- Execution of Village Haat & Gram Haat Schemes
- Support SHGs and artisans to participate at the local, National and International

fairs

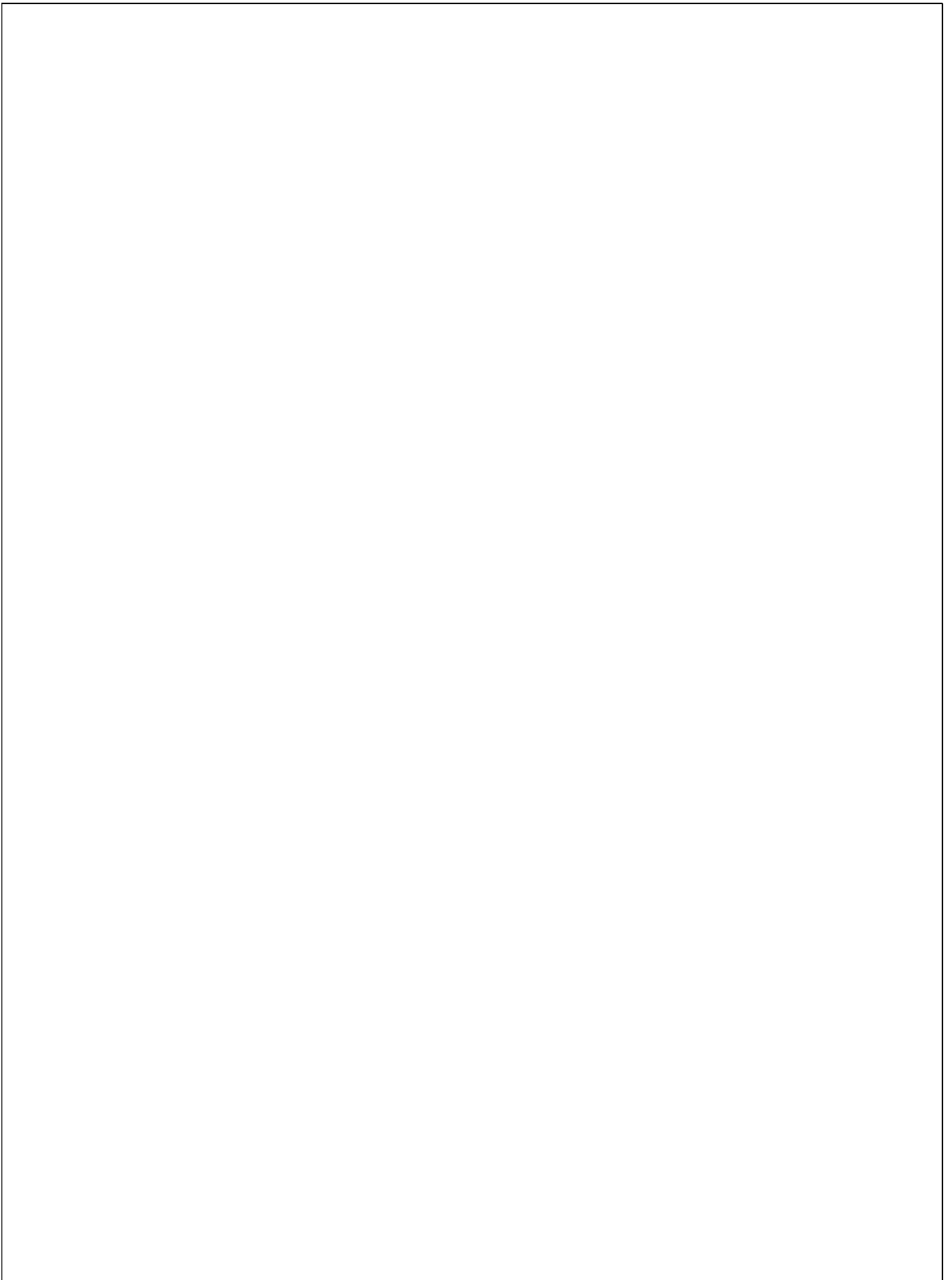
- Execution of the MoUs in between marketing vertical
- Implementation of Pilot projects

As part of its Endeavour, GLPC intends to appoint an agency for providing services of for The Works of design, plan and of Fairs across Gujarat.

1.2 PROJECT OBJECTIVES

The broad objectives of the same are:

- At initial stage, GLPC is planning to organise 2 National level Saras Fair and 10 to 15 regional Saras Fair alongwith various exhibitions participation and other events at different locations of within and outside of Gujarat
- To strengthen the position of SHGs products through participation at various events/exhibition by setting up stalls in and outside Gujarat & organise Saras Fair at various locations in Gujarat throughout the year.
- Position and Develop Brand GLPC through setting up participation at various events/exhibition by setting up stalls in and outside Gujarat & organise Saras Fair at various locations in Gujarat throughout the year and provide maximum exposure to such events/exhibitions with a focus on right kind of messaging of empowerment and business development.
- To effectively disseminate information in the form of leaflet/brochure/promotional material of Saras Fair/Exhibitions to be design and developed to all locations throughout the year within and outside of Gujarat.
- Saras Fair and other events as well as exhibition participation will be set up with the aim of empowering women and giving market to the goods produced by Self Help Groups.
- The GLPC, while working towards the challenging vision of empowerment of poor women, has to ensure realization of this vision through participatory means and by convergence of prevalent government developmental schemes. The mission of the company could be stated as: "GLPC strive to serve the underprivileged women as well as members of vulnerable communities/groups in the state by organizing and capacitating their Groups and creating sustainable livelihoods.
- GLPC ensure convergence of prevalent development programmes and schemes as well as forge partnerships with other non-government organizations and corporate houses for inclusive growth and the empowerment of the members of the groups served.
- In order to provide quality member-services, GLPC strive to remain financially sound and secure. We will work towards establishing ourselves as a unique organization with deep abiding human values and maintaining the same."
- Strengthening the position of the GLPC as one of the most important destination across the globe by increasing visibility and enhancing 'top of the mind' recall.



Section –V: Scope of Work

DETAILED SCOPE OF WORK:

The detailed scope of work for shall include, but not be restricted to

- The activities of the successful bidder would include all the necessary tasks to execute the work as per the BOQ provided as part of this document but not limited to this and as per the specifications given at BOQ table.
- The scope of services will cover all the works as per tender document, work specifications and tentative layout. The tentative layout may be changed as per presentation and approval of GLPC
- The tender documents also broadly include but not limited to the following services:
-
- The bidder is required to bring in innovations in various activities/works for improved way of SHGs promotion. Hence bidder is free rather encouraged to suggest such works/services/activities at extra cost which may not be part of BOQ. The same will be presented during presentation stage.
- Develop the Concept plan and prepare detailed layout plan, detailed working drawings & specifications. The specifications and design of the stage for inaugural area and other structures may require to be modified to suit the situation and as per the direction of GLPC/Professional Advisor.
- To erect the structures considering season, forces and codes with safety of public being a prime concern
- Execution of related structures including design and layout plan of various works such as Ambience, Public Convenience, VIP, VVIP area, Infrastructure, Services etc. as asked by GLPC/ Professional Advisor.
- Execute the work with due respect to aesthetics, safety, theme consistent with best of Industry practices within given time and approved budget.
- Manage the event including housekeeping like maintaining toilets, drinking water facility, water supply for other works, electricity supply, cleanliness, garbage disposal, security, up keeping of the structures etc.
- Modify the conceptual design incorporating required changes as may be suggested by the GLPC/ Professional Advisor.
- Preparation of required documents and certificates to obtain approvals from Government/GLPC other agencies and overall coordination and follow-up with

agencies for getting approvals, certificates to be completed before three days of event inauguration.

- Covering Artificial Lawn with green net as per requirement of GLPC Application of Green net/Artificial green Lawn/Carpet is a part of scope of work.
- Preparing drawing necessary for submission to statutory bodies for sanction.
- Bidder shall arrange/liaison for all necessary approvals like for electricity, firefighting, police department, loud speakers etc. and shall abide by all statutory rules and regulations as may be applicable. However, the GLPC shall assist the bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the bidder.
- Require 12 numbers of copies of layout drawings and other details to share with various departments connected with the event.
- Bidder shall finalize and arrange for necessary agencies independently with sufficient
- manpower so as to complete the work as per schedule.
- Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the project and ensure that the project proceeds in accordance with conditions of contract and time schedule.
- Bidder to deploy architect, designers, clerical staff, consulting engineers and other professional persons required to be consulted by the GLPC for the purpose of the event.
- The supervision work at site will be constantly done by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the GLPC
- Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification.
- The bidder shall provide health precaution team, awareness and observer team for managing the visitor flow, measuring temperature of visitors with record and taking decision for his/her entry, maintain the social distancing management team with helper doing sanitization daily and continuous basis and refill all sanitizers constantly, do marking and prepare movement plan for visitors.
- Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by GLPC Bidder shall furnish the

schedule of implementation to the GLPC so that systematic and timely monitoring of the project can be done.

- Bidder shall clear the site on possession and hand over back the site once the event is over in to pre-event condition within seven days of the completion of event. GLPC advertisement with attached terms & conditions, original letter of offer of Bidder, initial presentation, subsequent discussions and addendum to the same becomes part& parcel of the Contract Contractor, clearances & License from Labour department as required by Law.
- The quantity and cost of the items may vary based on approval of planning, theme and concept
- The scope also covers application of insecticides and use of fly catching machine to keep the venue hygienic.
- Use of flex material shall be minimum and shall be preferably restricted to signages and similar items only.
- Land leveling as per requirement and creating / erecting boundary as per tender.
- Providing and laying water tanks, pumps, Piping etc. for proper storage and distribution of water.
- Providing and laying electrical distribution lines including street lights; lighting etc.
- Providing and laying drainage system in the venue. Installation of enough no. of soakpits, and disposal of sewage using suction pump on regular basis is a part of the scope.
- Construction and development of parking area.
- Developing pathways as per tender / presentation / agreement.
- All other works and services as per tender document and agreement.
- Bidder shall provide and manage balnagari area with required well trained
- Instructors/volunteers/hostesses etc and appropriate activities for kidzania as per direction of GLPC

NOTE: USE OF FIRE-RETARDANT MATERIALS IN MAKING ALLSTRUCTURES IS MANDATORY

Section – VI: EVALUATION OF BID

Two stages procedure will be adopted in evaluating the bids.

2.1 An Eligibility/Pre-qualification evaluation

The eligibility evaluation will be carried out based on the criteria mentioned in the tender document. All those bidders who matches all the eligibility criteria will be called for the presentation Evaluation.

ELIGIBILITY CRITERIA

The bidder must possess the requisite experience, strength, and capabilities in providing services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity and volume of the work involved, following criteria are prescribed as the eligibility criteria for the bidder interested in undertaking the project. The bidder must also possess technical know-how and financial wherewithal that would be required for successful Selection of Agency for **“The Works of Conceptualization, design, plan and execution of Fairs participation at various locations within Gujarat”** for the entire period of the contract. The Bids must be complete in all respect and should cover entire scope of work as stipulated in the bid document. This invitation to bid is open to all bidders who qualify the eligibility criteria as given below:

Technical Evaluation

A Three stages procedure will be adopted in evaluating the bids.

1.1 An Eligibility/Pre-qualification evaluation

The eligibility evaluation will be carried out based on the criteria mentioned in the tender document. All those bidders who matches all the eligibility criteria will be called for the presentation Evaluation.

1.2 Technical Evaluation

The following criteria shall be used to evaluate the technical bids.

Sr N	Criteria	Maximum Marks	Documents to be Submitted

1	<p>Agency Should have a minimum Ten (10) year of experience in providing Event management /Exhibition work services (from the date of issuance of the tender)</p> <p>10 years to 12 years – 3 marks</p> <p>13 years and more - 5 Marks</p>	5	Valid copy of the Certificate of incorporation.
2	<p>The Bidder should have minimum annual average turnover of Rs. 20 Crores in any 3 years out of last 5 years from the date of issue of the tender.</p> <p>Rs. 20 Cr. to 25 Cr. – 5 marks</p> <p>Rs. 25 Cr. to 30 Cr. – 10 Marks</p> <p>Rs 30 Cr. and above -15 marks</p>	15	Audited and Certified Balance Sheet & Profit/Loss Account of any last 3 Financial Years and CA certificate
3	<p>Bidder should have executed single project of Event management /Exhibition including German Hanger work of 1 Crore (Cr) for any Central or State Government in any 3 years out of last 5 years from the date of issue of the tender.</p> <p>2 projects of 1 Cr each -5 Marks</p> <p>3 or more projects of 1 Cr each - 10 Marks</p>	10	<p>Project completion Certificate/Work Project Completion Certificate/Order / Project Contract Document / Agreement</p> <p>/ Satisfactory Completion Certificate by Central or State Government</p> <p>(Multiple venue project will not be considered as single project)</p>
4	<p>Bidder should have executed multiple projects of minimum 10 Exhibition with minimum 1000 sq mtr area with 50 stalls in any 1 year out of last 3 years from the date of issue of the tender Central or State Government from the date of issue of the tender.</p> <p>No. of Exhibitions 10 - 5 Marks</p> <p>No. of Exhibitions 11 or more - 10 Marks</p>	10	<p>Project completion Certificate/Work Project Completion Certificate/Order / Project Contract Document / Agreement</p> <p>/ Satisfactory Completion Certificate by Central or State Government</p>
5	<p>Employee Strength: The bidder should have at least 20 no. of staff size in company on its pay roll continuously working for the past one year at different levels as on bid submission date.</p> <p>(Event Manager 2, Event Designer 2, Architect 1, Civil Engineer 2, Electrical Engineer 1, Graphic</p>	15	Copy of CV of each Manpower's details with Education qualifications has to be submitted alongwith technical bid

	Designer 2 & others 10 admin/operational staff) 20 employees on Payroll includes - 10 Marks More than 20 employees on payroll – 15 Marks		submission , also submit PF Challan of all employees
6	If bidder has received awards or recognition for Exhibition services by State or Central Govt.	5	Attach valid proof
7	Conceptual Presentation .Concept, Designing, methodology to execute & run the standard event •Experience in handling similar projects •Key Personnel for the project •Implementation schedule •Safety measures for the proposed activities •Action plan in case of miss-happening of any proposed activity (in case of emergency work)	40	

The bidder shall be required to get **at least 70 marks out of 100** to qualify for the next stage i.e. opening of the financial bids.

The technical score would be normalized on a scale of 100, with the highest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation.

The individual bidder's technical scores will be normalized as per the formula below: $T_n = T_b / T_{max} * 100$

Where, T_n = normalized technical score for the bidder under consideration
 T_b = absolute technical score for the bidder under consideration

T_{max} = maximum absolute technical score obtained by any bidder

2.2 Financial evaluation

The financial bids of all the bidder who get 70 marks in the technical evaluation stage will be opened. The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Bidders which did not get disqualified on the basis of mandatory technical qualifying score). Financial Scores for other than L1 Bidders will be evaluated using the following formula:

Financial Score of a Bidder (F_n) = $\{(Commercial Bid of L1 \div Commercial Bid of the Bidder) \times 100\}$

(Adjusted up to two decimal places)

2.3 Final Evaluation

The bids will be evaluated on a **Quality and Cost Based Selection [QCBS]** basis. The QCBS is a system enumerated in clause Number 192 of General Financial Rules 2017, Ministry of Finance, Government of India. The proposals will be ranked according to their combined technical and financial scores using weights.

Proposals will be ranked according to their combined technical and financial scores using the weights (**T=0.60** the weight given to the technical bid and **P=0.40**, the weight given to the Financial Proposal. The final evaluation will be based on Final Score which shall be calculated as shown below:

$$\text{Final Score (S)} = T_n \times T + F_n \times P$$

The bidder achieving the highest combined technical and financial score will be invited for negotiations for awarding the contract. In case of a tie where two or more bidders achieve the same highest combined technical and financial score, the bidder with the higher normalized technical score will be invited first for negotiations for awarding the contract. Only those bidders will be qualified for financial bid opening which will obtain minimum 70 marks.

Estimated Amount for this RFP is Rs. 5 Cr.

Negotiation: Tenderer may invite bidder for further negotiation

3 TERMS & CONDITIONS

- a) GLPC reserves the right to expand/enhance the scope of work based on the requirement and/or performance after the start of the project.
- b) The Contract shall be of 1 year which may be extended further for another 2 years based on performance and/or requirement of the project with revised scope if any
- c) **Amendment to RFP:** At any time prior to the last date for receipt of applications, GLPC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, GLPC may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. Any such amendment shall be posted on the GEM website in the form of Corrigendum.

1. Earnest Money Deposit (EMD)

- 1.1. The bidder will have to submit Earnest Money Deposit (E.M.D.) (Refundable) as per the details given in the Bid Schedule in a sealed cover at SHSRC with the heading "EMD for <RFP for the selection of agency for the works of Marketing , Advertising and media planning >.

1.2. EMD as mentioned above, shall be submitted in the form of an unconditional Bank Guarantee (which should be valid for 6 months from the last date of bid submission) of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having a branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by the Finance Department from time to time; in the name of "GLPC" payable at Gandhinagar (as per prescribed format given under Bid Forms) and must be submitted along with the covering letter.

1.3. Please affix the stamp of your company on the overleaf of the demand draft of the EMD.

Note: Failing to submit physical covers of EMD on or before the given time may lead to the rejection of the bid. In case of non-receipt of Bid processing fees & EMD as mentioned above, the bid will be rejected and treated as non-responsive.

1.4. EMD of all unsuccessful bidders would be refunded by Purchasing Authority within 45 Days from the date of selection of the successful bidder. The EMD submitted by the successful bidder would be returned upon submission of the Performance Bank Guarantee and signing of the contract.

1.5. The EMD may be forfeited at the discretion of the Purchasing Authority, on account of one or more of the following reasons:

- a. If a Bidder withdraws its bid during the period of bid validity
- b. Does not accept the amendments/corrections made in the RFP document.
- c. In case of a successful Bidder, if the Bidder fails:
 1. To sign the Contract within the time limit stipulated by the purchaser, or
 2. To furnish a performance bank guarantee as mentioned below, or
 3. If the bidder is found to be involved in fraudulent practices.

2. Performance Bank Guarantee

2.1. The successful bidder shall furnish Performance Guarantee in the form of a bank guarantee for the amount equal to 5% of the value of the Contract towards the performance of the contract obligation, valid for a period of Contract period + 3 months. In case of poor and unsatisfactory services, or pre-mature withdrawal of services by the agency, the Purchasing Authority shall invoke the Performance Bank Guarantee (PBG).

2.2. The Performance Bank Guarantee has to be submitted within 15 days from the acceptance of the award, from any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having a branch at Ahmedabad / Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 24.07.2016 issued by Finance

Department or further instruction issued by Finance Department from time to time. (Please refer to the Annexure – for the draft of the Performance Bank Guarantee).

- 2.3. In case of non-submission of the performance bank guarantee within the prescribed period, the contract/work order will be cancelled with immediate effect.
- 2.4. The Performance Guarantee shall be discharged by the Purchasing Authority and returned to the Bidder within 30 days from the date of expiry of the Performance Bank Guarantee.

3. Bid Forms

- 3.1. Wherever a specific annexure is prescribed in the Bid document, the Bidder shall use the annexure to provide relevant information. If the annexure does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to submit the information in the prescribed format, the bid is liable for rejection.
- 3.2. For all other cases, the Bidder shall design a form to hold the required information.
- 3.3. The Purchasing Authority shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms.

4. Contract Obligation

If after the award of the contract the bidder does not sign the Agreement or fails to furnish the Performance Bank Guarantee & if the operation is not started within 30 calendar days after the issuance of the Contract/Work Order as mentioned in the bid, Purchasing Authority reserves the right to cancel or terminate the Contract/Work Order, as the case may be and apply all remedies available under the terms and conditions of this contract.

5. Bid Price

- 5.1. The bidder should indicate the prices in the format/price schedule given on GeM portal only.
- 5.2. Bidders must take note that they are required to quote per sqm rate for stall. The typical stall sizes are 3*3 and duration of each Exhibition / Event is typically 5-7 days. With 40-60 stalls. Payments shall be made on a pro-rata basis. In case there is an extension / reduction in the duration beyond / less than 5 days, Authority shall make / deduct payments towards such duration following due discussions with the agency.
- 5.3. Price shall be inclusive of all freight, forwarding, transit insurance and installation charges. Prices shall be inclusive of Excise Duties. The prices shall strictly be submitted in the given format. Quoted prices shall be without CGST and SGST.

The tax components as applicable shall be mentioned separately in the respective columns.

6. Contract Period

The contract duration of this project will initially be for 1 years i.e., 12 months, subject to satisfactory performance review on a semi-annual and annual basis. The project can be terminated before the end of the project duration, as per the termination clauses described in section VII, clause no. 21.

7. Extension of Contract

On completion of 1 year, the contract may be further extended for a period of 02 years at the same contract rate or prevailing market rate whichever is reasonable, based on the requirement, availability of resources/funds, and satisfactory performance of work done by the agency. Any extension shall not be the right of the agency.

8. Contacting Purchasing Authority

- 8.1. The bidder shall not approach the Purchasing Authority's officers after office hours and/ or outside Purchasing Authority office premises, from the time of the Bid opening till the time of award of the Contract.
- 8.2. Any effort by any bidder to influence Purchasing Authority's officers in the decisions on Bid evaluation, or contract award may result in the rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the Purchasing Authority, it should do so in writing.

9. Rejection of Bids

The Purchasing Authority reserves the right to reject any Bid, annul the bidding process and reject all bids at any time prior to the award of the Contract, without incurring any liability, whatsoever to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

10. Limitation of Vendor's Liability

The agency's cumulative liability for all its obligations under the contract shall not exceed the contract value and the agency shall not be liable for incidental, consequential, or indirect damages including loss of profit or savings.

11. Confidentiality

- 11.1. This document is meant for specific use by parties interested in participating in the current bidding process. This document is subject to Copyright Laws. The Purchasing Authority expects the Bidders or any person acting on behalf of the

Bidders to strictly adhere to the instructions given in the document and maintain the confidentiality of information.

- 11.2. The Bidders shall be held responsible for any misuse of information contained in the document, and liable to relevant penal action, if such circumstances are brought to the notice of Purchasing Authority. By downloading/purchasing the document, the interested party is subject to confidentiality clauses.
- 11.3. Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process, or matters arising out of, or concerning the Selection Process.

12. Assignment and Sub-contracts

The selected institution may subcontract any project activity pertaining to the requirement of specific competency or skillset to deliver the expected scope of services including the resources appointed under the project. The hiring of part-time resources will be made available with due approvals of the purchasing authority. However, in such cases, the bidder's institution shall be solely responsible for the accountability and required compliance.

13. Service Terms

- 13.1. The entire scope of the work depends on the technical skill of the bidder to carry out the entire Project in adherence to the program design.
- 13.2. It is mandatory for Bidder to deploy adequate and qualified manpower to deliver the work as mentioned in the scope of work for the contract duration as per the RFP. The manpower appointed by the Agency will be employees of the Bidder. There shall be no employer-employee relationship between the Purchasing Authority and the personnel to be deployed by the agency/bidder in the contract.
- 13.3. The Bidder needs to manage & maintain records related to the services extended to the Government.
- 13.4. The Bidder is responsible for maintaining proper necessary documentation and must update it regularly.

14. Appointment

- 14.1. Replacement of agreed resources, which includes all resources mentioned, after signing of contract shall not be allowed except in case, the resource leaves the organization by submitting a resignation with the present employer.
- 14.2. In case of failure to meet the standards of the Purchasing Authority, (which includes efficiency, cooperation, discipline, and performance) the agency must replace the resource without any penalty for replacement/exit.
- 14.3. The replaced resource will be accepted by the Purchasing Authority only if the

resource scores the same or more on the evaluation criterion mentioned in this RFP and is found suitable to the satisfaction of the Purchasing Authority.

3.1 Payment terms& Procedure

3.1.1 Milestone based Payment Schedule

Payments to the successful bidder will be disbursed after receiving invoice alongwith Post event report with all documentary proofs. Events' activities shall be signed or approved by concern authorized person from GLPC for the event.

3.1.2 Submission of Invoices

The successful bidder is required to submit original invoices, accompanied by necessary supporting documents, as requested by the GLPC office for invoice processing.

3.1.3 Invoice Processing Timeline

Invoices will be processed for payment release within 45 days following thorough verification of the invoice and supporting documents by the GLPC office.

3.1.4 Currency and Tax Deductions

All payments will be made in Indian Rupees, with applicable deductions for TDS, income tax, and any other relevant taxes during the payment process.

3.1.5 Advance Payment Policy:

No advance payments will be made to the selected agency. The agency must deploy the specified manpower as outlined in this document at the event location, quoting an annual rate inclusive of all taxes. Payments will be made based on the agreed-upon rates.

3.1.6 Language of Invoices

Invoices should be raised in the English language only.

3.2 Penalty terms

- The successful bidder shall not refuse to accept GLPC work order under any pretext. The work order can be collected from GLPC office or if convenient to the bidder, it can be mailed to them. For three recurrences of default in the discharge of service obligation, GLPC would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.
- If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall promptly notify GLPC in writing of the fact of the delay, its likely duration, and its cause (s).
- Non-Deployment of the resources at the event location is strictly non negotiable for this contract, such incident may lead to termination of contract.
- In case of unsatisfactory services in any manner, notice will be issued for improvement in the service by the GLPC giving one week's time. GLPC may act including termination with notice if the work will not be improved in next event. Any appeal in this case shall lie with the MD-GLPC, whose decision shall be final and binding.
- In case there is a serious security breach or number of instances crosses more than 3 in a quarter, GLPC reserves the right to cancel the contract and impose

hefty penalty on the successful bidder.

- In the event successful bidder fails in delivery of satisfactory work at the event and GLPC manages for such services or part thereof, recovery of additional financial liability will be affected as risk and cost from the successful bidder.
- The Bank Guarantee may be invoked for unsatisfactory service provided to the GLPC after allowing reasonable chance to set right the service deficiencies to the full satisfaction of the GLPC The Security Deposit can be forfeited / invoked to set off claim of the GLPC for penalty.
- In the event of equipment / system failure, the successful bidder will be required to make alternate arrangements and ensure that the services run uninterruptedly and smoothly. During the period of failure, the successful bidder shall make suitable arrangements as agreed with the GLPC The extra cost of work, services, facilities etc., required to be provided by the Employer of third parties.
- GLPC will evaluate and compare only the bids determined to be substantially responsive in accordance with relevant clause.
- GLPC's evaluation of a bid will take into account, in addition to the bid prices indicated in the Schedule of Prices, the following costs and factors that will be added to each Bidder's bid price in the evaluation using pricing information available to the GLPC, in the manner and to the extent of the requirement of the GLPC
- If the price stated is not realistic the bid is liable to be rejected.
- Compliance within the time schedule called for in the Appendix to Price Proposal within and evidenced as needed in a milestone schedule provided in the bid;
- The functional guarantees of the facilities offered against the specified performance criteria of the plant and equipment; and
- GLPC reserves the right to accept or reject any variation or deviation and other factors, which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the GLPC, may not be taken into account in bid evaluation.
- If the bid of the successful bidder is substantially below the GLPC's estimate for the contract, GLPC may require the bidder to produce detailed price analysis to demonstrate the internal consistency of those prices.
- If a discount has been offered in any Price Proposal, such discount will be applied pro- rata against each item.

3.2.1 Price Clarification		
1	Price Basis	The All prices in the quotation are includes all expenditure mentioned in scope of work as well as terms & conditions
2	Duties & Taxes	Duties & Taxes mentioned in our offer are as per prevailing rates. In case of any Change in the Duty/tax structure and their rates at the time of delivery of Goods, the same shall be applicable and will be included in this financial bid quotation. No extra payment will be made by GLPC to agency.
3.	Production	For major change in size/ design specifications, adjusted prices proportionate to the Quoted prices will be charged while raising the final bill. Final payment will be made by GLPC against all documentary proof including approval from

		authority of GLPC for designing and execution of whole event/exhibition throughout the year.
4	Octroi Entry Tax	/Octroi and Entry Tax, Exemption Certificates are generally provided along with the Purchase Order. If any Municipal/Local/Authority does not accept Octroi Exemption Certificate, Entry Tax the same will not be charged extra to GLPC,
5	Design Modification	We reserve the right to make any change in design and material at any time for necessary modification/improvement in the product.
6	Arbitration	In the event of any dispute or difference between the parties arising howsoever from this contract, the same shall, unless amicably settled, be referred to two arbitrators, one to be appointed by each party. The two arbitrators shall, before entering upon the reference appoint an umpire. The decision of the two arbitrator's o the umpires shall be final and binding between the parties. The arbitration proceedings shall take place in Gandhinagar, Gujarat. This is an arrangements for arbitration within the meaning of Indian Arbitration Act 1940 including any Statutory re-enactment or modification thereof.
7	Jurisdiction	All suits arising out of the contract shall be instituted in a court of competent jurisdiction situated
8	Rights & Lien On the Property	It shall remain as GLPC lien on equipment, materials, parts etc. as supplied under this offer
9	Suspension/ Cancellation Of Order	If Agency will be failed to deliver quality work, GLPC reserves all rights to cancel/suspend work order anytime.
10	Customer's Obligations Provided:	Power, air and water at designated points. Civil works wherever required. /Works regarding supplied equipment. Incoming electrical connection to control panel with SF unit, Isolator, etc.Safe storage space for agency's material.
11	Installation	The installation will done by agency at dedicated site shall be based on instruction and timeline given by GLPC at agency's own cost.
12	Payme nt Terms	The Firm shall be paid for the works of event Managements as per approval by GLPC The payment will be based on rates finalized for the award of contract to the successful Firm.

Debarment from Bidding

If the Purchasing Authority finds that a Bidder has breached the code of integrity prescribed in

Clause 22 above, the Bidder shall be debarred from participating in any Tender process of Gujarat State Govt. for a period of 3 (three) years.

Force Majeure

Force Majeure shall mean any event or circumstances or combination of events or circumstances that materially and adversely affects, prevents or delays any Party in performance of its obligation in accordance with the terms of the Agreement, but only if and to the extent that such events and circumstances are not within the affected party's reasonable control, directly or indirectly, and effects of which could have prevented through Good Industry Practice or, through reasonable skill and care, including through the expenditure of reasonable sums of money. Any events or circumstances meeting the description of the Force Majeure which have some effect upon the performance of any contractor shall constitute Force Majeure with respect to the Bidder. The Parties shall ensure compliance of the terms of the Agreement unless affected by the Force Majeure Events. The Bidder shall not be liable for forfeiture of its implementation / Performance guarantee, levy of Penalties, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Agreement is the result of Force Majeure.

Force Majeure Events

The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the definition as stated above.

Without limitation to the generality of the foregoing, Force Majeure Event shall include following events and circumstances and their effects to the extent that they, or their effects, satisfy the above requirements:

Natural events ("Natural Events") to the extent they satisfy the foregoing requirements including:

- a) Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon;
- b) Explosion or chemical contamination (other than resulting from an act of war);
- c) Epidemic such as plague;
- d) Any event or circumstance of a nature analogous to any of the foregoing.

Other Events ("Political Events") to the extent that they satisfy the foregoing requirements including: Political Events which occur inside or Outside the State of Gujarat or involve directly the State Government and the Central Government ("Direct Political Event"), including:

- Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage;
- Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-

- wide and are of political nature;
- Any event or circumstance of a nature analogous to any of the foregoing.

Force Majeure Exclusions

Force Majeure shall not include the following event(s) and/or circumstances, except to the extent that they are consequences of an event of Force Majeure:

- Unavailability, late delivery
- Delay in the performance of any contractor, sub-contractors or their agents;

Procedure For Calling Force Majeure

The Affected Party shall notify to the other Party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 7 (seven) days after the Affected Party came to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Agreement.

Resolution of Disputes

14.4.If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably.

14.5.The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days' notice thereof to the other Party in writing.

14.6.In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

14.7.The place of the arbitration shall be Gandhinagar, Gujarat.

14.8.The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.

14.9.The proceedings of arbitration shall be in English language.

14.10. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure. The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

REQUEST FOR PROPOSAL FOR THE WORKS OF CONCEPTUALISE, DESIGN, PLAN AND EXECUTION OF SARAS FAIR/ EVENTS/ EXHIBITION PARTICIPATION AT VARIOUS LOCATIONS IN AND OUTSIDE GUJARAT

No.	Particulars	Remarks/Details
1	Name of Agency/Applicant	
2	Details about office of agency Address: Phone No: Fax: E-Mail ID: Website :Contact person: Mobile No. and contact person:	
3	Details about registered office of Applicant and Contact No	
4	Status of Applicant [partnership firm/Pvt.Ltd.Co./Public Ltd Co.	
5	Details about Director/Partners	List to be attached
6	Copy of Memorandum to be attached	
7	Total experience of applicant[No. of years]	
8	Turnover of Agency/Applicant during last financial year.	
9	P.A.N. No.(Copy to be attached)	
10	Service Tax Registration No. (Copy of certificate to be attached)	
11	Documentary Proof as per Pre Qualification Criteria	

Seal & signature of the bidder

- a) **Ownership and confidentiality of Data:** All information, layout of the site ,reports and plans, both print and electronic, as well as the project/event that may have been designed specifically for GLPC, in any format, will belong to GLPC and will be strictly confidential.
- b) **Reporting (Special Considerations)**
- a) During event or pre event , agency shall daily report to GLPC office as an update of the work and further communication plan and projects for the said event.

4 BID FORM

Date:

Gem Bid No: _____ dated _____

To,
MD GLPC
Block No. 18, 3rd Floor, Udyog Bhavan, Sector 11,

Gandhinagar-382011 Dear Sir,

We / I, the undersigned, offer to provide the services for the works of design, plan and execution of saras fair/ events/ exhibition participation at various locations in and outside Gujarat as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant])

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 180 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the quoted amount for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

If our bid is accepted, we will obtain the guarantee of a bank for the sum indicated as per tender document for the due performance of the Contract, in the form prescribed by GSA. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

Name: _____ Address: _____

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this _____ day of _____ 2026

Signature

(in the capacity of)

Duly authorized to sign Bid for and on behalf of _____.

5 Financial Proposal Submission Form (To be submitted on Gem Portal only)

Date:

To,
The Managing Director
Gujarat Livelihood Promotion Company Limited
Block No. 18, 3rd Floor, Udyog Bhavan,
Sector 11, Gandhinagar – 382011, Gujarat, India

5.1.1 Sub: Financial Bid for Hiring of Agency for the works of Conceptualise, design, plan and execution of fair/ events/ exhibition participation at various locations in and outside Gujarat

Sir,
I / We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated [Date], and our (Technical and Financial Proposal). Our financial proposal in Terms of reference given in the RFP document of the GLPC has been submitted online on Gem Portal:
I hereby certify and accept the following:

The Agreement will be for a period of 1 year. Cost as indicated above is inclusive of all taxes.

I certify that I have gone through the Tender document and I have understood and agree to the terms and conditions as mentioned in this Document and Management Agreement.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our Bid is found to be non-responsive, will be sufficient for GLPC to reject our Bid and forfeit our EMD in full. I abide by the above offer/quote and terms & conditions of the tender document and the LOA if GLPC selects us as the Preferred Bidder.

Seal & Sign by Bidder

6 FORMAT OF EARNEST MONEY DEPOSIT IN FORM OF BANK GUARANTEE

Ref:

Bank Guarantee No.

Date:

To,
Gujarat Livelihood Promotion
Company Ltd. 3rd floor, Block No. 18,
Udyog Bhavan, Sector 11,
Gandhinagar, Gujarat 382011

Whereas ----- (here in after called "the Bidder") has submitted its bid dated----- in response to the Gem Bid no: _____dated ____for RFP for “**Selection of agency for the works of Conceptualize, design, plan and execution of fair/ events/ exhibition participation at various locations in GUJARAT”** ” KNOW ALL MEN by these presents that WE -----

----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the _____, GLPC in the sum of-----for which payment well and truly to be made to GLPC , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of ----2024.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:
 - a. if a Bidder withdraws its bid during the period of bid validity
 - b. Does not accept the correction of errors made in the tender document.
 - c. In case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Contract as mentioned above within the time limit or
 - (ii) To furnish performance bank guarantee as mentioned above or
 - (iii) If the bidder is found to be involved in fraudulent practices.
 - (iv) If the bidder fails to submit the copy of purchase order & acceptance thereof.

We undertake to pay to the GLPC up to the above amount upon receipt of its first written demand, without GLPC having to substantiate its demand, provided that in its demand GLPC will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 24 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of GLPC and further agrees that the guarantee herein contained shall continue to be enforceable till GLPC discharges this guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this

Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at _____ on this _____ day of _____ 2026.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch
& Its official Address

Approved Bank: Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2023/0057/DMOdated21.04.2023 issued by Finance Department or further instruction issued by Finance department time to time.

7 PERFORMANCE BANK GUARANTEE

Performa of Contract-cum-Equipment (To be stamped in accordance with

Stamp Act) Ref: Bank Guarantee

No.

Date:

To Name & Address of the Purchaser/Indenter

Dear Sir,

In consideration of <<Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar>> (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s

.....having Principal Office at

..... (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply ofby issue of Purchase Order No..... Datedissued by

GLPC. ,Gandhinagar for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipment's as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER,

.....having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs.(Rupees.....) to the OWNER/PURCHASER on demand at any time up to ___without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to

forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PURCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs.

_____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____ 2026.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch
& Its official Address

List of approved Banks

Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2023/0057/DMO dated 21.04.2023 issued by Finance Department or further instruction issued by Finance department time to time.

8 CONTRACT FORM

THIS AGREEMENT made on the ____ day of _____, 2024 ____
Between

_____ (Name of purchaser) of _____
(Country of Purchaser) hereinafter "the Purchaser" of the one part and _____
(Name of Supplier) of _____ (City and Country of Supplier) hereinafter called "the
Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary
services viz.,

_____ (
Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of
those goods and services in the sum of _____ (*Contract Price in
Words and Figures*) hereinafter called "the Contract Price in Words and Figures" hereinafter
called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of
this Agreement, viz.:
 - 2.1 the Bid Form and the Price Schedule submitted by the Bidder.
 - 2.2 terms and conditions of the bid
 - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as
hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the
goods and services and to remedy defects therein in conformity in all respects with the
provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of
the goods and services and the remedying of defects therein, the Contract Price or such
other sum as may become payable under the provisions of the Contract at the times and in
the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are
as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance
with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the
Purchaser) in the presence of _____

Signed, Sealed and Delivered by the

said _____ (For the
Supplier) in the presence of _____

9 SELF DECLARATION

(TO BE SUBMITTED PHYSICALLY ALONG

WITH EMD) AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 300/- duly attested by First Class Magistrate/ Notary public)

I/We, _____, age _____ years residing at _____ in capacity of

_____ M/s. _____ hereby solemnly affirm that

All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me, and I agree to abide by the same.

I We have submitted following Certificates I Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender.

Sr. No.	Name of the Document
1	
2	

All the Certificates I Permissions I Documents I Permits I Affidavits are valid and current as on date and have not been withdrawn I cancelled by the issuing authority.

It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates I Permissions I Documents I Permits I Affidavits is I are found to be invalid I wrong I incorrect I misleading I fabricated I expired or having any defect.

I We further undertake to produce on demand the original Certificate I Permission I Documents I Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

I We also understand that failure to produce the documents in "Prescribed Performa" (wherever applicable) as well as failure to give requisite information in the prescribed Performa may result into rejection of the tender.

My I Our firm has not been banned I debarred I blacklisted at least for three years (excluding the current financial year) by any Government Department I State Government I Government of India I Board I Corporation I Government Financial Institution in context to purchase procedure through tender.

I We confirm that I We have meticulously filled in, checked and verified the enclosed documents I certificates I permissions I permits I affidavits I information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page

numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

The above certificates/ documents are enclosed separately and not on the Performa printed from tender document.

I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____, which is issued on the name of _____ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm;1, whichever is applicable].

I / We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, in case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.

I / We have physically signed & stamped all the above documents along with copy of tender documents (page no. ---- to --).

I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

My / Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.

I / We hereby commit that we have paid all outstanding amounts of dues/ taxes/ chess/ charges/ fees with interest and penalty.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place: (Signature and seal of the Notary)

10 OVERALL ORGANISATION STRUCTURE

Overall organization chart of the company showing position of Managing Directors and Organization

Format for Project Team Members' Resume				
Sr	Item	Details		
1	Name			
2	Specify role to be played in the project & whether 'prime' or 'alternate'			
3	Current job title			
4	Experience in yrs.(provide details regarding name of organizations worked for, Designation, Responsibilities tenure etc.)			
5	Name of Organization	From	To	Designation/ Responsibilities
6	Number of years with the Current Organization			
7	Current job responsibilities			
8	Summary of Professional/domain Experience			
9	Skill sets			
10	Highlights of assignments handled			
11	Educational Background, Training/Certification including institutions,% of marks, specialization are as etc.			
12	Degree (including subjects)	Year of Award Of Degree	University	% of marks

I, the undersigned, certify that to the best of my knowledge and belief ,this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member Date:

Signature of Authorized
Date: Company Seal

HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contract in last five year or currently under execution.

Year	Award for/ origination/ bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.