

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



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Sr. No.	Name of the work	Last Date of submission
1	Request for proposal For The Works of Conceptualize, design, plan and execution of Saras Fair/events/ exhibition participation at various locations in and outside Gujarat	3/4/2024 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:glpc.co.in

In case of any query and clarification of this document, please contact @ gmmarketing@glpc.co.in,
iec@glpc.co.in

Information to Bidders for the bid submission:

Sr. No	Event	Key Date and Time
1	Issue of RFP Document	Request for proposal for the works of Conceptualize, design, plan and execution of saras fair/ events/ exhibition participation at various locations in and outside Gujarat
2	Pre-Bid Meeting	20/3/2024 at 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	19/3/2024 upto 3:00 pm through email only gmmarketing@glpc.co.in
4	Last Date for Online Submission of Technical and Financial Bid	3/4/2024 upto 3:00 pm
5	Last Date for Submission of Physical Copy of Technical Bid	3/4/2024 upto 3:00 pm
6	Opening of Technical Bid	3/4/2024 at 3:30 pm
7	Presentation by the Bidders	To be intimated to the Qualified Bidders
8	Opening of Financial Bids	To be intimated to the Qualified Bidders

Note:

- Bidders are instructed to submit Physical copy of technical bid alongwith EMD at below mentioned address on or before 2/4/2024 upto 3:00 Pm. No submission of physical copy of Technical Bid and EMD may lead to disqualification directly.

Managing Director, GLPC, Block No. 18, 3rd Floor, Udyog Bhavan, Sector 11, Gandhinagar – 382011

- Technical Bid shall be submitted in **spiral copy with sealed cover : Title of the cover shall be address to Managing Director, GLPC and Subject will be : Technical Bid Submission for the Works of Conceptualize, design, plan and execution of Saras Fair/events/ exhibition participation at various locations in and outside Gujarat** .
- Above mentioned dates may be changed for which bidders will get notification from Gem/GLPC.

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 (Government E Marketplace).
- 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.

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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 Saras Fair/events/ exhibition participation at various locations in and outside 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:

Sr. No.	Eligibility Criteria	Attachments
1	The bidder should be a Company or LLP registered under Companies Registration act 1956/2013 or LLP Act, 2008, and must have 5 years of existence in India in services of event Management as on bid submission date.	Valid copy of the Certificate of incorporation.
2	The Bidder should have an annual average turnover from Event Management services of at least Rs. 7 Crore during each of any last three financial years out of last Five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)	Audited and Certified Balance Sheet & Profit/Loss Account of any last 3 Financial Years out of 5 FY. CA certificate mentioning turnover of Event Management services.
3	The Bidder should have executed multiple projects successfully of specific event management work in any 3 Financial years out of the last 5 financial years and annually the total work order amount of event management work should not be less than of Rs. 5 Cr. The agency shall submit project completion certificates for each mentioned project. Single Work Order amount of Rs. 1 Cr for specific event management works has to be submitted, less than 1 Cr amount of single work order shall not be considered.	Project completion Certificate/ Work Project Completion Certificate/Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by the client with details of project value and scope.
4	Bidders should have adequate Manpower for the works of Event Management. Event Manager 1, Event Designer 1, Architect 1, Civil Engineer 1, Electrical Engineer 1, Graphic Designer 1	Copy of CV of each Manpower's details with Education qualifications has to be submitted alongwith technical bid submission
5	The Bidder should have permanent office setup in Gujarat. If the Bidder is not having any office in Gujarat, then the bidder should submit a letter of undertaking to open an office in Gujarat within 30 days from the date of issue of work order if he/she is awarded the work.	The copy of Property tax bill/Electricity Bill/Telephone Bill/G.S.T.-C.S.T. Registration/Lease agreement should be submitted as proof Or Undertaking Letter
6	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 engagement in any corrupt & fraudulent practices.	Self-Declaration
7	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.	PF and Professional Tax Challan of last one Year along with the affidavit (in prescribed format).

8	No Consortium will be allowed.	Self-declaration
9	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
10	The bidder shall provide PAN, GST Number and GST Return Statement/ certificate.	A copy of PAN, GST, GST Return Statement/Certificate. The bidder shall also submit copy of the returns of GST/GST for last three years.
11	The bidder shall provide a valid EMD acceptable to GLPC. EMD deposit of Rs.30,00,000/- has to be submitted along with a bid document. (No Exemption to any Bidders) Submission of EMD is Mandatory for further eligibility	EMD-Bank Guarantee
12	History of Litigation	As per the format given

Note: All the details and the supportive documents for the above-mentioned terms should be uploaded in the eligibility section in the bid.

1. SCOPE OF WORK

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 Saras Fair/events/ exhibition participation at various locations in and outside 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.

1.3 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 finalise 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 Covid-19 precaution team, awareness and observer team for managing the tourist 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 tokeep 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

BOQ for Saras Fair/Events & Exhibitions			
Sr. No.	Item	Unit	Quantity
1	MAIN ENTRANCE GATE (Entry+Exit Gate)	JOB	2
2	FRONT SIDE BRANDING FLEX WALL WITH TEENSHEET WALL & FLEX PRINTING & MOUNTING CHARGE INCLUDING (SIZE - 500*4 SQ FT)	SQ.FT	2000
3	CLOSE DOME FOR WORKSHOP/CLASSROOM PLACE TO ACCOMMODATE 50 SITTING AREA WITH PROJECTOR & SOUND SYSTEM	NOS	1
4	PASSAGE (WITH TWO SIDE TRUSS WALL WITH FLEX PRINTING & MOUNTING)	SQ.FT	500
5	V.I.P. OFFICE (WITH DECORATIVE FASAD & NESSARARY FURNITURE & LIGHTING WITH A.C., PANTRY CUM STORE ROOM, PORTABLE TOILET)	JOB	1
6	STRUCURE FOR HELP DESK, CONTROL ROOM & ADMIN OFFICE (WITH DECORATIVE FASAD & NESSARARY FURNITURE & LIGHTING, AC, ELECTRIC PLUGS)	JOB	3
7	CULTURAL ACTIVITIES STAGE (WITH STAGE STRUCTURE & BACKDROP)	JOB	1
8	LED SCREEN (12*8 SQ.FT.)	NOS	2
9	CRAFT AREA ENTRY GATE (BOX GATE)	JOB	1
10	ARTISAN STALL (2 NOS WOODEN TABLE, 2 NOS P.V.C. CHAIR, 2 NOS PLUG POINT, 2 NOS SPOT LIGHT/TUBE LIGHT, 1 NO FAN, MIN 3*3 SQ.MTR, WITH SHG NAME FACIA Internal wall branding for each stall	NOS	175
11	GERMAN DOME: Hanger structure for stalls (Providing and erecting dome assembled with pre fabricated aluminum German Hanger of required size with retardant and water proof covering that can with stand wind velocity upto 100 kmp with all necessary fixture and fastener etc. comp.)	NOS	1
12	NON-WOVEN BAGS WITH SARAS BRANDING (12*18 SQ. INCHS)	NOS	25000
13	SHELVES FOR STALLS	NOS	200
14	FOOD STALL (PAGODA STYLE STALLS, 5*5 SQ. MTR)	NOS	15
15	SELFIE POINT (ALL ON DIFFERENT THEMES)	JOB	4
16	ARTISAN PLATFORM	JOB	4
17	GREEN NET FLOORING	SQ.FT	35000
18	SYNTHETIC CARPET	SQ.FT	3000
19	FLOWER POT	NOS	250
20	FLAG POLE	NOS	100

21	CHABUTARO	NOS	1
22	DECORATIVE LIGHT IN GROUND	NOS	50
23	METAL LIGHT	NOS	150
24	PLUG POINT	NOS	50
25	CABLE AND PANNEL BOARD	NOS	2
26	FLEX BANNER WITH FLEX PRINTING, MOUNTING & FITTING	SQ.FT	10000
27	CLOTH WALL	SQ.FT	1000
28	WELCOME PILLAR	NOS	10
29	GENERAL SOUND SYSTEM	NOS	1
30	4WAY SOUND SYSTEM FOR CULTURAL ACTIVITIES	NOS	1
31	LIGHT BOARD (I LOVE SARAS, MINIMUM 2 FEET HEIGHT)	NOS	1
32	FLOWER DECORATION FOR INAUGURATION DAY (ON MAIN GATE, OFFICE, PASSAGE AREA, STAGE)	JOB	1
33	ID CARDS	NOS	500
34	INVITATION CARDS	NOS	300
35	WATER JUG	NOS	2000
36	HI-TEA FOR INAUGURATION DAY/ REFRESHMENTS	PERSON	150
37	FLEX BANNERS FOR AUTO RICKSHAW BRANDING (3*2 SQ. FT)	NOS	100
38	PHOTO & VIDEO (ALL EVENT - 1 NOS PHOTOGRAPHER & 1 NOS. VIDEOGRAPHER WITH DRONE)	JOB	1
39	C.C.T.V. CAMERA (EVENT AREA) 30 Nos CAMERA WITH RECORDING)	JOB	1
40	FIRE & SAFETY MATERIAL (EVENT AREA) (AGENCY HAS TO TAKE NECESSARY PERMISSION)	JOB	1
41	SECURITY (FOR THROUGHOUT THE EVENT + 1 DAY PRIOR & AFTER)	NOS	20
42	HOUSE KEEPING	NOS	14
43	D.G. SET FOR ELECTRIC SUPPLY WITH DIESEL & OPERATOR (WHICH CAN CATER THE ENTIRE EVENT)	NOS	2
44	CHAIRS	NOS	250
45	SOFAS	NOS	30
46	BENCHES FOR VISITORS SITTING	NOS	20
47	INAUGURATION SET-UP	NOS	1
48	STANDEE	NOS	20

49	FANS	NOS	30
50	EVENT MANAGEMENT PERSONNEL (No of persons per day for the entire event)	PERSON	10
51	TOILET FACILITY (MOBILE TOILET WITH WATER FACILITY)	NOS	12
52	FOOD COURT SITTING AREA WITH 1 CANOPY, 2 TABLES, 8 CHAIRS	SET	6
53	INSURANCE POLICY FOR THE EVENT (WORTH Rs. 3.00 Crores)	NOS	1
54	CULTURAL ACTIVITIES (2-3 Hrs DAILY THROUGHOUT THE EVENT) (ACTIVITIES OF WELL KNOWN ARTISTS SUCH AS LIVE CONCERT, DANCE, COMEDY SHOW, ARTIST PERFORMANCE, SINGING, PLAY/DRAMA, DJ NIGHT, ORCHESTRA etc)	NOS	10
55	INFLATABLE/CARTOON CHARACTERS THROUGHOUT THE EVENT	NOS	5
56	Kidzania	NOS	1
57	Generator (In case of power failure)	NOS	3
Note:- GLPC can change or modify quantity as per requirement. Price is to be submitted per unit basis , payment will be made based on actual work done by agency. Saras Fair is organised for 10 to 11 days at each location throughout the year.			

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 10-11 days. For National Saras Fair , there may be 130- 150 stalls and for regional Saras Fair , there may be 50-75 stalls. Payments shall be made on a pro-rata basis. In case there is an extension / reduction in the duration beyond / less than 10 days, Authority shall make / deduct payments towards such duration following due discussions with the Agency.

2 TECHNICAL EVALUATION METHODOLOGY

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.

2.2 Technical Evaluation

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

Sr. No.	Criteria	Marks	Documents required
1	Annual Average turnover of bidder should have 2 Crore during any last three years from five Financial years ending 31 st March 2023 from Event Management work Turnover => 2 Cr to 2.5 cr = 4 marks Turnover => 2.5 Cr to 3 Cr = 7 marks Turnover => 3 Cr and up = 10 marks	10	Statutory auditor certificate and Audited Balance Sheet
2	The Bidder should have 5 years Experience in the works of Event Management. If 5 years or above => 2 Marks If 7 years or above => 3 Marks If 10 years or above => 5 Marks	5	Copy of Work Order with completion certificate needs to be submitted
3	The bidder should have empanelled with any Govt. departments in Gujarat for the works of Event Management only. Empanelment with = 1 Govt. Dept.= 5 Marks Empanelment with multiple Govt. Dept.= 10 Marks	10	Project completion Certificate/ /Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by the client with details of project value and scope
4	The Bidder should have executed multiple projects of specific event management work and annually the total work order amount of event management works should not be less than of Rs. 5 Cr. in any 3 Financial years out of the last 5 financial years. The agency shall submit project completion certificates for each mentioned project. Single Work Order amount of Rs. 1 Cr for specific event management works has to be submitted, less than 1 Cr amount of single work order shall not be considered. Single Work Order \geq 1 Cr = 7 marks Single Work Order \geq 1.25 Cr = 10 marks Single Work Order \geq 1.75 Cr = 15 marks "Project of similar nature" means only Event Management works "	15	Project completion Certificate/Work Order / Project Completion Certificate/Order / Project Contract Document / Agreement / Satisfactory Completion Certificate by the client with details of project value and scope For validation of "Project of Similar Nature" the bidder should have to submit a report/client certificate confirmation mentioning that the application is capable of handling large event i.e. events handling more than 500 persons at a time.

5	Presentation on below topics. Proposed concept plan for various events as per requirement Proposed design or branding to create Gujarat's Saras Fair as a Brand PAN India Understanding of the scope of work 3D Walkthrough of an event Proposed Team for all events throughout the year Demonstrated ability towards experience of similar works. Demonstrated ability towards experience of providing technical support to the end users for the digital solution. Value additions etc.	60	Presentation by the bidder in front of committee members
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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:

$$T_n = T_b / T_{max} \times 100$$

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

2.3 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:

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

(Adjusted up to two decimal places)

2.4 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=0.70** the weight given to the technical bid and **P=0.30**, the weight given to the Financial Proposal. The final evaluation will be based on Final Score which shall be calculated as shown below:

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

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.

Negotiation: Tenderer may invite bidder for further negotiation

2.5 Financial Bid

Sr.No.	Item	Unit	Tentative Quantity	Per Unit Cost	Total Cost
1	MAIN ENTRANCE GATE (Entry+Exit Gate)	JOB	2		
2	FRONT SIDE BRANDING FLEX WALL WITH TEENSHEET WALL & FLEX PRINTING & MOUNTING CHARGE INCLUDING (SIZE - 500*4 SQ FT)	SQ.FT	2000		
3	CLOSE DOME FOR WORKSHOP/CLASSROOM PLACE TO ACCOMMODATE 50 SITTING AREA WITH PROJECTOR & SOUND SYSTEM	NOS	1		
4	PASSAGE (WITH TWO SIDE TRUSS WALL WITH FLEX PRINTING & MOUNTING)	SQ.FT	500		
5	V.I.P. OFFICE (WITH DECORATIVE FASAD & NESSARARY FURNITURE & LIGHTING WITH A.C., PANTRY CUM STORE ROOM, PORTABLE TOILET)	JOB	1		
6	STRUCURE FOR HELP DESK, CONTROL ROOM & ADMIN OFFICE (WITH DECORATIVE FASAD & NESSARARY FURNITURE & LIGHTING, AC, ELECTRIC PLUGS)	JOB	3		
7	CULTURAL ACTIVITIES STAGE (WITH STAGE STRUCTURE & BACKDROP)	JOB	1		
8	LED SCREEN (12*8 SQ.FT.)	NOS	2		
9	CRAFT AREA ENTRY GATE (BOX GATE)	JOB	1		
10	ARTISAN STALL (2 NOS WOODEN TABLE, 2 NOS P.V.C. CHAIR, 2 NOS PLUG POINT, 2 NOS SPOT LIGHT/TUBE LIGHT, 1 NO FAN, MIN 3*3 SQ.MTR, WITH SHG NAME FACIA) Internal wall branding for each stall	NOS	175		
11	GERMAN DOME: Hanger structure for stalls (Providing and erecting dome assembled with pre fabricated aluminum German Hanger of required size with retardant and water proof covering that can with stand wind velocity upto 100 kmps with all necessary fixture and fastener etc. comp.)	NOS	1		
12	NON-WOVEN BAGS WITH SARAS BRANDING (12*18 SQ. INCHS)	NOS	25000		
13	SHELVES FOR STALLS	NOS	200		
14	FOOD STALL (PAGODA STYLE STALLS, 5*5 SQ. MTR)	NOS	15		

15	SELFIE POINT (ALL ON DIFFERENT THEMES)	JOB	4		
16	ARTISAN PLATFORM	JOB	4		
17	GREEN NET FLOORING	SQ.FT	35000		
18	SYNTHETIC CARPET	SQ.FT	3000		
19	FLOWER POT	NOS	250		
20	FLAG POLE	NOS	100		
21	CHABUTARO	NOS	1		
22	DECORATIVE LIGHT IN GROUND	NOS	50		
23	METAL LIGHT	NOS	150		
24	PLUG POINT	NOS	50		
25	CABLE AND PANNEL BOARD	NOS	2		
26	FLEX BANNER WITH FLEX PRINTING, MOUNTING & FITTING	SQ.FT	10000		
27	CLOTH WALL	SQ.FT	1000		
28	WELCOME PILLAR	NOS	10		
29	GENERAL SOUND SYSTEM	NOS	1		
30	4WAY SOUND SYSTEM FOR CULTURAL ACTIVITIES	NOS	1		
31	LIGHT BOARD (I LOVE SARAS, MINIMUM 2 FEET HEIGHT)	NOS	1		
32	FLOWER DECORATION FOR INAUGURATION DAY (ON MAIN GATE, OFFICE, PASSAGE AREA, STAGE)	JOB	1		
33	ID CARDS	NOS	500		
34	INVITATION CARDS	NOS	300		
35	WATER JUG	NOS	2000		
36	HI-TEA FOR INAUGURATION DAY/ REFRESHMENTS	PERSON	150		
37	FLEX BANNERS FOR AUTO RICKSHAW BRANDING (3*2 SQ. FT)	NOS	100		
38	PHOTO & VIDEO (ALL EVENT - 1 NOS PHOTOGRAPHER & 1 NOS. VIDEOGRAPHER WITH DRONE)	JOB	1		
39	C.C.T.V. CAMERA (EVENT AREA) 30 Nos CAMERA WITH RECORDING)	JOB	1		
40	FIRE & SAFETY MATERIAL (EVENT AREA) (AGENCY HAS TO TAKE NECESSARY PERMISSION)	JOB	1		
41	SECURITY (FOR THROUGHOUT THE EVENT + 1 DAY PRIOR & AFTER)	NOS	20		

42	HOUSE KEEPING	NOS	14		
43	D.G. SET FOR ELECTRIC SUPPLY WITH DIESEL & OPERATOR (WHICH CAN CATER THE ENTIRE EVENT)	NOS	2		
44	CHAIRS	NOS	250		
45	SOFAS	NOS	30		
46	BENCHES FOR VISITORS SITTING	NOS	20		
47	INAUGURATION SET-UP	NOS	1		
48	STANDEE	NOS	20		
49	FANS	NOS	30		
50	EVENT MANAGEMENT PERSONNEL (No of persons per day for the entire event)	PERSON	10		
51	TOILET FACILITY (MOBILE TOILET WITH WATER FACILITY)	NOS	12		
52	FOOD COURT SITTING AREA WITH 1 CANOPY, 2 TABLES, 8 CHAIRS	SET	6		
53	INSURANCE POLICY FOR THE EVENT (WORTH Rs. 3.00 Crores)	NOS	1		
54	CULTURAL ACTIVITIES (2-3 Hrs DAILY THROUGHOUT THE EVENT) (ACTIVITIES OF WELL KNOWN ARTISTS SUCH AS LIVE CONCERT, DANCE, COMEDY SHOW, ARTIST PERFORMANCE, SINGING, PLAY/DRAMA, DJ NIGHT, ORCHESTRA etc)	NOS	10		
55	INFLATABLE/CARTOON CHARACTERS THROUGHOUT THE EVENT	NOS	5		
56	Kidzania	NOS	1		
57	Generator (in case of Power failure)	NOS	3		
TOTAL COST					

Note:- GLPC can change or modify quantity as per requirement. Price is to be submitted per unit basis , payment will be made based on actual work done by agency. Saras Fair is organised for 10 to 11 days at each location throughout the year

Note:

- All taxes/GST is included in the above rate as per GeM terms & condition.
- The grand total of above will be considered for final evaluation.
- The rate quoted by the bidder in the above-mentioned financial bid will be fixed for the entire contract period and cannot be altered in future.
- Unreasonable financial quotations shall be rejected directly by GLPC.

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 12 months which may be extended further for another 12 months 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.

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 arrangement 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 Facilities To Be 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	Payment Terms	The Firm shall be paid for the works of event management as per approval by GLPC. The payment will be based on rates finalized for the award of contract to the successful Firm.

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.ofyears]	
8	Turnover of Agency/Applicant during last financialyear.	
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,
Managing Director
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 _____ 2024

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 saras 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 an agency for the works of Conceptualise, design, plan and execution of saras fair/ events/ exhibition participation at various locations in and outside GUJARAT**" " KNOW ALL MEN by these presents that WE ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the -----, Gujarat Informatics Limited in the sum of ----- for which payment well and truly to be made to Gujarat Informatics Limited , 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 12 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/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.

Dated at _____ on this _____ day of _____ 2024.

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.

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 of _____ by issue of Purchase Order No..... Dated issued by Gujarat Informatics Ltd. ,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/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.

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 _____ 2024.

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 compliant with specification mentioned in the bid document.

My I 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 areas 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.