

Selection of an Event Management Agency (EMA) for setting up of Startup Pavilion in Rajasthan Global Business Expo under the Rising Rajasthan Global Investment Summit 2024

Mode of Bid Submission	Online though e-Procurement/e-Tendering system at http://eproc.rajasthan.gov.in
Procuring Authority	Secretary & Commissioner, DoIT&C, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Last Date & Time of Submission of Bid	28/11/2024 till 4.00 PM
Date & Time of Opening of Technical Bid	28/11/2024 at 4.30 PM

- Bidding document fee: Rs. 1,000
- RISL Processing Fee: Rs. 1,500

Name of the Bidding Company/ Firm:			
Contact Person (Authorised Bid Signatory):			
Correspondence Address:			
Mobile No.		Telephone & Fax Nos.:	
Website & E-Mail:			
Department of Information Technology & Communications (DoIT&C) 2 nd Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan) Phone: 0141-2224855 Fax: 0141-2222011 Web: http://doitc.rajasthan.gov.in , Email: proc.cell.doitc@rajasthan.gov.in			

ABBREVIATIONS & DEFINITIONS:

Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
BG	Bank Guarantee
Bid/ eBid	A formal offer made in pursuance of an invitation by a bid issuing entity and includes any tender, proposal or quotation in electronic format
Bid Security	A security provided to the Bid Issuing entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity (in this case firms empanelled by DoIT&C)
Bidding Document	Documents issued by the Bid Issuing entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Secretary & Commissioner, IT&C in this bidding document.
Day	A calendar day as per GoR/ GoI.
DoIT&C	Department of Information Technology and Communications, Government of Rajasthan.
EMD	Earnest Money Deposit
GoI/ GoR	Govt. of India/ Govt. of Rajasthan
GST	Goods & Services Tax
ICT	Information and Communication Technology.
IFB	Invitation for Bids (A document published by the Bid Issuing entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
INR	Indian Rupee
ISI	Indian Standards Institution
ISO	International Organization for Standardization
IT	Information Technology
ITB	Instruction to Bidders
LoI	Letter of Intent
NIB	Notice Inviting Bid
Notification	A notification published in the Official Gazette
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PQ	Pre-Qualification
PSD/ SD	Performance Security Deposit/ Security Deposit
RSDC	Rajasthan State Data Center, New IT Building, Jaipur
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity
State Government	Government of Rajasthan (GoR)
TIN	Tax Identification Number
TPA	Third Party Auditors
WO/ PO	Work Order/ Purchase Order

1. INVITATION FOR BID (IFB) & NOTICE INVITING BID

Reference No: F15(20)/DoIT&C/2024/05114/2024

Date: 25-11-2024

Unique Bid No: ITC2425SLLB00044

NIB code: ITC2425A0045

This RFP is hereby issued ONLY to the following bidders, who has been empanelled, at the empanelment stage (NIB Issued vide: F13(01)/DoIT&C/2024/ML-4058 dated: 31-01-2024) for one year vide order no. F13(1)/DoIT&C/2024/02082/2024 dated: 12-06-2024 for selection of Event Management Agency (EMA), for organizing the event. List of eligible firms is given as follows:

1. M/s Chandra Entrepreneurs Pvt. Ltd, Jaipur.
2. M/s Nagpal's Exhibition & Conference Services, Jaipur.
3. M/s Axis Communications, Delhi.
4. M/s Deepali Designs & Exhibits Pvt. Ltd, Delhi.
5. M/s Impressive Events Hub Pvt. Ltd, Jaipur.
6. M/s Pavilions & Interiors India Pvt. Ltd, NOIDA.
7. M/s Thomas Cook (India) Ltd, Mumbai.
8. M/s Graphisads Limited, Delhi.
9. M/s Expro events & Exhibits, Gurgaon.

Name & Address of the Procuring Entity	Name: Secretary & Commissioner, DoIT&C, GoR Address: IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Name & Address of the Nodal Officer	<ul style="list-style-type: none">• Name: Ajay Kumar Tank• Designation: ACP (Dy. Director)• Address: C-Block, Yojana Bhawan Campus, Tilak Marg, C- Scheme, Jaipur (Rajasthan)• Email: event@rajasthan.gov.in
Subject Matter of Procurement	Selection of an Event Management Agency (EMA) for setting up of Startup Pavilion in Rajasthan Global Business Expo under the Rising Rajasthan Global Investment Summit 2024
Bid Procedure	Single-Stage: One Part (Envelop) Limited Bid (Empanelled Bidder from empanelment stage) e-Bid procedure at http://eproc.rajasthan.gov.in
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS)-L1
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none">• Websites: http://sppp.raj.nic.in, http://eproc.rajasthan.gov.in, http://www.rajasthan.gov.in, http://doitc.rajasthan.gov.in• Bidding document fee: Rs. 1000/- (Rupees One Thousand Only) in Cash/ Demand Draft in favour of "Commissioner, DoIT&C" payable at "Jaipur".• RISL Processing Fee: Rs. 1500/- (Rupees One Thousand Five Hundred only) in Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".
Estimated Procurement Cost	<ul style="list-style-type: none">• Rs. 30,00,000/- (Thirty Lacs Only) Excluding Taxes
Bid Security and Mode of Payment	<ul style="list-style-type: none">• Amount (INR):<ul style="list-style-type: none">○ 2% of the estimated procurement cost, i.e. Rs.60,000/-○ 0.5%, i.e. Rs. 15,000/- for S.S.I. of Rajasthan○ 1%, i.e. Rs. 30,000/- for Sick Industries, other than S.S.I., whose cases are pending with Board of Industrial & Financial Reconstruction.• Mode of Payment: Banker's Cheque or Demand Draft in favour of "Commissioner, DoIT&C" payable at "Jaipur"
Date/ Time/ Place of Pre-Bid Meeting	<ul style="list-style-type: none">• Date: 26/11/2024• Time: 3:00 PM• Place: DoIT&C Conference Room, Ground Floor, Yojana Bhawan, Campus, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)

Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> • Manner: Online at eProc website (http://eproc.rajasthan.gov.in) • Start Date/Time 26/11/2024 at 06.00 PM onwards • End Date/Time: 28/11/2024 up to 04.00 PM
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	From 26/11/2024 at 03.00 PM onwards to 28/11/2024 at 04.00 PM (Fee should be submitted/ deposited in physical form to project OIC only, as mentioned in NIB.)
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none"> • Date: 28/11/2024 • Time: 04.30 PM • Place: DoIT&C, Committee Room, Second Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Date/ Time/ Place of Financial Bid Opening	To be intimated to technically qualified bidders
Bid Validity	180 days from the bid submission deadline
<p>Note:</p> <ol style="list-style-type: none"> 1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover. 2) * In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee as specified in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of "Technical Director, DoIT&C" and the RISL Processing Fee in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank. 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again). 4) DoIT&C will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems. 5) Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process. 6) Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoIT&C on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: eproc@rajasthan.gov.in Address: e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids. 8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder. 9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal. 10) The provisions of RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPPA Act 2012 and Rules thereto, the later shall prevail. 	

-Sd/-
OIC Project

2. PROJECT PROFILE & BACKGROUND INFORMATION

1. Introduction:

The Rising Rajasthan Global Investment Summit is being organised on the 9th, 10th and 11th of December 2024 in the state capital, Jaipur. The 3-day Summit will string together state's opportunity showcase, strategic sector sessions, country-sessions, one-on-one business meetings and much more. These will also include an MSME Conclave, a Pravasi Rajasthani Conclave and The Rajasthan Global Business Expo.

Rising Rajasthan is the state's mission towards private sector engagement for unprecedented, inclusive and sustainable economic & social development of the state and welfare of its people. This outreach will unfold in a series of geo- and sector-focused investor meets culminating in the Rising Rajasthan Global Investment Summit 2024 on 9, 10 and 11 December 2024 at JECC in Jaipur. The 3-day Summit will comprise well designed sessions focused on specific sectors, investing countries, and stakeholders.

Rising Rajasthan Global Investment Summit will be preceded by a series of investor meets in leading business cities across the country, and the world.

2. About the event:

RIICO has earmarked a prominent location in the exhibition for a startup pavilion, over a raw area of 180 sq. mtrs. **The location is likely to be visited by Hon'ble Prime Minister as it is situated just in front of the exit of The Theme Pavilion.** The startup pavilion will showcase the startup ecosystem of the State.

The designing, execution, and managing the startup pavilion is to be handled by DoIT&C on the raw space provided by RIICO. **The setting up of the pavilion work is to be completed by 6th Dec. as no work will be allowed from 7th Dec. due to security reasons.**

3. INFORMATION TO BIDDERS:

This RFP is hereby issued ONLY to the following bidders, who has been empanelled, at the empanelment stage (NIB Issued vide: F13(01)/DoIT&C/2024/ML-4058 dated: 31-01-2024) for one year vide order no. F13(1)/DoIT&C/2024/02082/2024 dated: 12-06-2024 for selection of Event Management Agency (EMA), for organizing the event. List of eligible firms is given as follows:

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7. M/s Thomas Cook (India) Ltd, Mumbai.
8. M/s Graphisads Limited, Delhi.
9. M/s Expro events & Exhibits, Gurgaon.

RISL, Rajasthan is inviting commercial electronic (e-Bid) proposal, from the above-mentioned empanelled agencies.

Based on the technical and financial selection criteria, defined in this RFP document, DoIT&C will identify the successful bidder from the above shortlisted bidders who will be responsible for organizing the event.

The Empanelled Bidders who qualify the technical qualification criteria as mentioned in this RFP shall be eligible for opening of Financial Bids. The date for the same shall be intimated in due course of time.

The selected EMA will have to responsible successfully managing and conducting the event.

4. SCOPE OF WORK, DELIVERABLES & TIMELINES

- 1) The selected Event Management Agency (EMA) will be required to undertake the below mentioned tasks under the supervision of designated officers of DoIT&C for successful conduction of the event at JECC.

Sl	Activity	Scope of Work																																																																							
1	Concept & Plan	<p>1) Maintain a universal theme for all aspects of the event execution in accordance with government's vision and overall finalized theme for the event.</p> <p>2) For the above points, the selected EMA would be required to depute a dedicated executive within one day of issue of Work order to co-ordinate with DoIT&C team to ensure timely and smooth execution of the event. The selected bidder shall communicate his name, contact no. and email address.</p>																																																																							
2	Design & Printing	<p>1. Design a theme for the pavilion which is in sync with the Rising Rajasthan</p> <p>2. Flex printing with (pasting on wooden wall/Iron Frame) - Approx. 2500 sq.ft.</p> <p>3. Vinyl Print pasted on sun board – Approx. 360 sq.ft.</p> <p>4. Printing of Rajasthan Startup Policy 2022:</p> <table border="1"> <tr> <td>Qty.</td> <td>200 nos.</td> </tr> <tr> <td>Specs</td> <td>Colored, A4 size, 25 pages, Front & back page 180 GSM</td> </tr> <tr> <td>Design</td> <td>Print file will be provided by department</td> </tr> </table> <p>5. Printing of iStart Brochure:</p> <table border="1"> <tr> <td>Qty.</td> <td>500 nos.</td> </tr> <tr> <td>Specs</td> <td>Colored, A5 size, two-fold – four side</td> </tr> <tr> <td>Design</td> <td>Print file will be provided by department</td> </tr> </table>	Qty.	200 nos.	Specs	Colored, A4 size, 25 pages, Front & back page 180 GSM	Design	Print file will be provided by department	Qty.	500 nos.	Specs	Colored, A5 size, two-fold – four side	Design	Print file will be provided by department																																																											
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3	Short Films	Informative Film (of approx. 3-5 mnts) on iStart incl. its other programs																																																																							
4	Setup Work (Fabrication, etc.)	<p>The fabrication, decoration and other works for entire event duration or as otherwise mentioned are as under:</p> <table border="1"> <thead> <tr> <th>Sl. no</th> <th>Category</th> <th>Item Description</th> <th>Unit</th> <th>Est. Qty.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td rowspan="12">Electricals & Electronics</td> <td>Spike Busters (15 amp/5 amp) with min. 4 socket</td> <td>Nos.</td> <td>25</td> </tr> <tr> <td>2</td> <td>Plasma/LED TV size 42"/43" with power Source- wall mount</td> <td>Nos.</td> <td>16</td> </tr> <tr> <td>3</td> <td>LFD TV Size 42' (Seamless Plasma) - wall mount</td> <td>Nos.</td> <td>4</td> </tr> <tr> <td>4</td> <td>Plasma/LED TV 55 inch or higher with stand/wall mount</td> <td>Nos.</td> <td>1</td> </tr> <tr> <td>5</td> <td>Indoor LED wall (3.0P) with switcher and necessary cable connectors, laptop etc.</td> <td>Sq.Ft.</td> <td>240</td> </tr> <tr> <td>6</td> <td>Laptops Wi-Fi enabled</td> <td>Nos.</td> <td>5</td> </tr> <tr> <td>7</td> <td>Multi-Function Printer with new toner</td> <td>Nos.</td> <td>1</td> </tr> <tr> <td>8</td> <td>LED Metal</td> <td>Nos.</td> <td>16</td> </tr> <tr> <td>9</td> <td>COB Lights</td> <td>Nos.</td> <td>20</td> </tr> <tr> <td>10</td> <td>Concealed lights</td> <td>Nos.</td> <td>100</td> </tr> <tr> <td>11</td> <td>NEON Light strip</td> <td>RFT</td> <td>300</td> </tr> <tr> <td>12</td> <td>LED Strip Light</td> <td>RFT</td> <td>200</td> </tr> <tr> <td>13</td> <td rowspan="4">Wooden setup/ work</td> <td>Wooden flooring (height 4 inches) with Carpet</td> <td>Sq.Ft.</td> <td>2000</td> </tr> <tr> <td>14</td> <td>Side Wall Wooden Panelling (-6 to 12 ft. Height as per area)</td> <td>Sq. Ft</td> <td>1975</td> </tr> <tr> <td>15</td> <td>Wooden Designer Fascia for the Pavilion, Pillars & Beams, etc.</td> <td>Sq Ft</td> <td>1000</td> </tr> <tr> <td>16</td> <td>One VVIP lounge area within Hall with sufficient Lighting</td> <td>Sq. Ft</td> <td>500</td> </tr> </tbody> </table>	Sl. no	Category	Item Description	Unit	Est. Qty.	1	Electricals & Electronics	Spike Busters (15 amp/5 amp) with min. 4 socket	Nos.	25	2	Plasma/LED TV size 42"/43" with power Source- wall mount	Nos.	16	3	LFD TV Size 42' (Seamless Plasma) - wall mount	Nos.	4	4	Plasma/LED TV 55 inch or higher with stand/wall mount	Nos.	1	5	Indoor LED wall (3.0P) with switcher and necessary cable connectors, laptop etc.	Sq.Ft.	240	6	Laptops Wi-Fi enabled	Nos.	5	7	Multi-Function Printer with new toner	Nos.	1	8	LED Metal	Nos.	16	9	COB Lights	Nos.	20	10	Concealed lights	Nos.	100	11	NEON Light strip	RFT	300	12	LED Strip Light	RFT	200	13	Wooden setup/ work	Wooden flooring (height 4 inches) with Carpet	Sq.Ft.	2000	14	Side Wall Wooden Panelling (-6 to 12 ft. Height as per area)	Sq. Ft	1975	15	Wooden Designer Fascia for the Pavilion, Pillars & Beams, etc.	Sq Ft	1000	16	One VVIP lounge area within Hall with sufficient Lighting	Sq. Ft	500
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		17		Acrylic signages with backlight effect	Sq. Ft	600									
		18		MDF Cut outs Letters	Sq Ft	600									
		19	Floral & Decoration	Flower Vase (daily to be changed)	Nos.	10									
		20		Flower Decoration for inauguration day	RFt	100									
		21		Planters for Decoration for 3 days	Nos.	50									
		22	Furniture & Fixtures	Exhibition tables of size – 3’x2’ with Cover	Nos.	10									
		23		Tables of size – 6’x2’ with cover	Nos.	2									
		24		Small Exhibition tables (2’x1’)	Nos.	20									
		25		Peacock Chairs	Nos.	15									
		26		Coffee Table	Nos.	6									
		27		Round Table - Glass Top	Nos.	5									
		28		Exhibition Charis	Nos.	50									
		29		2-seater sofa	Nos.	4									
		30		Single Seater Sofa	Nos.	2									
		31		Brochure Stands	Nos.	4									
		32		Miscellaneous	Bowls for collection of visiting cards	Nos.	2								
		33	Printing Stationery A4 Size		Nos.	5									
		34	Printing Stationery Legal		Nos.	1									
		35	Large size Dustbins [Green and Blue]		Nos.	3									
		36	Small size Dustbins [Green and Blue]		Nos.	10									
		37	Fire Extinguisher -A, B, C Class		Nos.	15									
		38	First Aid Kit		Nos.	1									
		39	Water Bottle 200 ML		Nos.	800									
		40	Anchor for startup sectoral session on 10 th Dec. 2.30 PM to 4.00 PM		Nos.	1									
		41	Support Staff - Executives - Male & Female – 1 each		Nos.	2									
		42	House Keeping & Cleaning Staff - for 4 days		Nos.	2									
		43	Queue Manager		Nos.	10									
		44	Sound		Set 1 Consists (4 Monitor 15", 1 Amplifier, 1 Mike, 2 Cordless Mike)	Set	1								
		45	Photographer/ Videographer		Photographer- for 3 days	Nos.	1								
		46		Videographer- for 3 days	Nos.	1									
		Note: The setting up of the pavilion work is to be completed by 6 th Dec. as no work will be allowed from 7 th Dec. due to security reasons.													
5	Taxi Arrangements/ Conveyance Arrangements	<p>a) The EMA would be responsible for providing logistics support for comfortable stay of delegates including the pick and drop from the place of stay / event site as per the given schedule by DoIT&C.</p> <p>b) The tentative plan of team movement is given below:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>AC Vehicle Type</th> <th>Indicative Qty. [Nos.]</th> </tr> </thead> <tbody> <tr> <td>Local travelling on 12 Hrs 120 Km basis per day for 4 days</td> <td>Innova (Crysta)</td> <td>2</td> </tr> <tr> <td>Innova (Extra KM)</td> <td>Per Km</td> <td>150 km</td> </tr> </tbody> </table> <p>c) The vehicles should be of good condition with clean seat covers.</p> <p>d) All the drivers must be well dressed and polite in behavior. All boarding & lodging arrangements for drivers by EMA.</p> <p>e) Quoted cost will include parking charges, toll and any other charges.</p>					Description	AC Vehicle Type	Indicative Qty. [Nos.]	Local travelling on 12 Hrs 120 Km basis per day for 4 days	Innova (Crysta)	2	Innova (Extra KM)	Per Km	150 km
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Note: For all event activities, “Activity Start Date-Time” may vary by 12 hours [Prepone/ Postpone] from the time as mentioned in this RFP. DoIT&C shall inform EMA about the change of schedule well in advance.															

- 2) The bidder shall submit proposal/quote the lump sum cost in annexure-1 of complete event execution/ management as per the scope of work and quantities specified for each item under different line items. Order to the selected EMA shall be placed on agreed value of total lump sum cost towards execution of the event. However, there may be chances of increment in quantities of scope of work.

3) Format and Signing of Bids-

- a) Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory.
- c) A Single Stage Two part/ cover system shall be followed for the Bid: -
 - a. Technical Bid, including fee details, eligibility & technical documents
 - b. Financial Bid
- d) The technical bid shall consist of the following documents: -

S.No.	Documents Type	Document Format
Fee Details		
1.	Bidding document Fee (Tender Fee)	Proof of submission (PDF)
2.	RISL Processing Fee (e-Procurement)	Instrument/ Proof of submission (PDF)
3.	Bid Security	Instrument/ Proof of submission (PDF)
Technical Documents		
4.	Signed Scanned Copy of this Bid	In PDF
5.	Self-Declaration	As per Annexure 2 (PDF)
6.	Certificate of Conformity/No Deviation	As per Annexure-3 (PDF)
7.	All documents as per the technical evaluation criteria	As per the format mentioned against the respective eligibility criteria clause (PDF)
8.	Any other documents as per the requirement of RFP	

- b) Financial bid shall include the following documents: -

S.No.	Documents Type	Document Format
1.	Financial Bid – Cover Letter	On bidder's letter head duly signed by authorized signatory as per Annexure-1 (PDF)
2.	Financial Bid– Format	As per BoQ (.XLS) format available on e-Procurement portal (Annexure-1)

4) **Other Miscellaneous activities/ tasks:**

- a) The above list is a tentative/ indicative list and the bidder would be required to undertake any other relevant activity as required by the Procuring Committee for smooth and successful completion of the overall event.
 - b) Additional goods and/ or related services, if any, provisioned by the EMA during the event shall be paid on mutually agreed terms and as per the decision by Procuring Committee. The decision of the Committee, for payments towards additional goods and/ or related services, shall be final and binding upon the EMA.
 - c) Ensure the execution of works in accordance with the provisions of this document and as per the instructions from the designated officers of DoIT&C.
- 5) The quality of each and every item under the Scope of Work, as mentioned above, should be first got approved by the designated officers of DoIT&C and then deployed at the Venue.
 - 6) The selected EMA has to submit Performance Security as per RTPP Act requirements.
 - 7) All other terms and conditions as per RTPP Act 2012 and RTPP Rules, 2013 shall be applicable
 - 8) **Procuring entity's right to accept or reject any or all Bids:** The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of rate contract, without thereby incurring any liability to the bidders.
 - 9) **Right to vary quantity:**
 - a) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
 - b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under: -
 - i. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
 - ii. 50% of the value of services of the original contract.

5. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1) Payment Terms and Schedule:

- a) Payment schedule – Payment to the selected bidder will be made only after the successful completion of the event.
- b) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- c) Due payments shall be made promptly by the purchaser, generally within sixty (60) days after submission of an invoice or request for payment by the supplier/ selected bidder, and the purchaser has accepted it.
- d) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- e) All remittance charges will be borne by the supplier/ selected bidder.
- f) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- g) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
- h) Taxes, as applicable, will be deducted/ paid, as per the prevalent rules and regulations.
- i) Additional goods and/ or related services, if any and apart from SoW mentioned in this bidding document, provisioned by the EMA during the event shall be paid on mutually agreed terms and as per the decision by the Committee. The decision of the Committee, for payments towards additional goods and/ or related services, shall be final and binding upon the EMA.
- j) Any flaw on account of selected EMA hindering the smooth functioning of the overall event shall attract appropriate penalty which shall be derived as per quoted prices and/ or as per prevailing market rates and as decided by Committee and same shall be deducted from the due payments to EMA.
- k) In the event of failure of the EMA in satisfactorily performing the assigned tasks or any part of it, the tendering authority will be entitled to get the same executed from any other source/agency. The price charged /cost of the same shall be recoverable from the Event Management Agency.
- l) **In case event is postponed or cancelled due to any unforeseen reasons, the payment to the EMA would be made only for the items/ tasks executed or any other expenditure booked/ done towards the event which is not recoverable.**

ANNEXURE-1: FINANCIAL BID COVER LETTER & FORMAT

COVER LETTER {to be submitted by the bidder on his Letter head} To,
The Commissioner, DoIT&C, Jaipur (Raj.)

Reference: NIB No. : _____ Dated: _____

Sir,

We, the undersigned bidder, having read & examined in detail, the proposal Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Technical specifications, Service Level Standards & in conformity with the said proposal document for the same.

I / We undertake that the proposal/ quote is in conformity with the specifications prescribed. The quote/ proposal is inclusive of all cost likely to be incurred for executing this work. The proposal/ quote is inclusive of all type of government taxes/duties as mentioned in the financial bid (BoQ).

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I / We agree to abide by this proposal for a period of _____ days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

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.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Building structure and interior/exterior design of the event location shall remain as it is, if it is damaged then it is the responsibility of selected bidder to restore the same to the original shape. All the charges for such restoration work shall be borne by the selected bidder only.

We understand that you are not bound to accept at any moment of time, the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory Name:

Designation:

Cont..

Financial Bid Format

{to be submitted by the bidder only in a Sealed Envelope}

Project Name: Selection of an Event Management Agency (EMA) for setting up of Startup Pavilion in Rajasthan Global Business Expo under the Rising Rajasthan Global Investment Summit 2024							
Reference No:							
Bidder Name:							
Price schedule: (This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded in the e-Procurement website after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
S. No.	Activity/ Item Description for the entire duration of Event (As per scope of work detailed in the RFP)	Unit	Qt y.	Unit Rate in INR (incl. all incidental charges and all Taxes but excl. GST)	GST (in INR) on Col.5	Unit Rate in INR including GST	Total Value in INR (incl. all incidental charges and all Taxes)
1	2	3	4	5	6	7 = (5+6)	8 = 7 x 4
1.	Design a theme for the pavilion which is in sync with the Rising Rajasthan	Nos.	1				
2.	Flex printing with (pasting on wooden wall/Iron Frame)	Sq.Ft.	2500				
3.	Vinyl Print pasted on sun board	Sq.Ft.	360				
4.	Printing of Rajasthan Startup Policy 2022	Nos.	200				
5.	Printing of iStart Brochure	Nos.	500				
6.	Informative Film HD (of approx. 3-5 mnts) on iStart incl. its other programs	Nos.	1				
7.	Spike Busters (15 amp/5 amp) with min. 4 socket	Nos.	25				
8.	Plasma/LED TV size 42"/43" with power Source- wall mount	Nos.	16				
9.	LFD TV Size 42" (Seamless Plasma) - wall mount	Nos.	4				
10.	Plasma/LED TV 55 inch or higher with stand/wall mount	Nos.	1				
11.	Indoor LED wall (3.0P) with switcher and necessary cable connectors, laptop etc.	Sq.Ft.	240				
12.	Laptops Wi-Fi enabled	Nos.	5				
13.	Multi-Function Printer with new toner	Nos.	1				
14.	LED Metal	Nos.	16				
15.	COB Lights	Nos.	20				
16.	Concealed lights	Nos.	100				
17.	NEON Light strip	RFT	300				
18.	LED Strip Light	RFT	200				
19.	Wooden flooring (height 4 inches) with Carpet	Sq.Ft.	2000				
20.	Side Wall Wooden Panelling (-6 to 12 ft. Height as per area)	Sq. Ft	1975				
21.	Wooden Designer Fascia for the Pavilion, Pillars & Beams, etc.	Sq Ft	1000				
22.	One VVIP lounge area within Hall with sufficient Lighting	Sq. Ft	500				
23.	Acrylic signages with backlight effect	Sq. Ft	600				
24.	MDF Cut outs Letters	Sq Ft	600				
25.	Flower Vase (daily to be changed)	Nos.	10				
26.	Flower Decoration for inauguration day	Rft	100				
27.	Planters for Decoration for 3 days	Nos.	50				
28.	Exhibition tables of size – 3’x2’ with Cover	Nos.	10				

29.	Tables of size – 6’x2’ with cover	Nos.	2				
30.	Small Exhibition tables (2'x1')	Nos.	20				
31.	Peacock Chairs	Nos.	15				
32.	Coffee Table	Nos.	6				
33.	Round Table - Glass Top	Nos.	5				
34.	Exhibition Charis	Nos.	50				
35.	2-seater sofa	Nos.	4				
36.	Single Seater Sofa	Nos.	2				
37.	Brochure Stands	Nos.	4				
38.	Bowls for collection of visiting cards	Nos.	2				
39.	Printing Stationery A4 Size	Nos.	5				
40.	Printing Stationery Legal	Nos.	1				
41.	Large size Dustbins [Green and Blue]	Nos.	3				
42.	Small size Dustbins [Green and Blue]	Nos.	10				
43.	Fire Extinguisher -A, B, C Class	Nos.	15				
44.	First Aid Kit	Nos.	1				
45.	Water Bottle 200 ML	Nos.	800				
46.	Anchor for startup sectoral session on 10 th Dec. 2.30 PM to 4.00 PM	Nos.	1				
47.	Support Staff - Executives - Male & Female – 1 each	Nos.	2				
48.	House Keeping & Cleaning Staff - for 4 days (one day before + 3 days event)	Nos.	2				
49.	Queue Manager	Nos.	10				
50.	Set 1 Consists (4 Monitor 15", 1 Amplifier, 1 Mike, 2 Cordless Mike	Set	1				
51.	Photographer- for 3 days	Nos.	1				
52.	Videographer- for 3 days	Nos.	1				
53.	Local travelling on 12 Hrs 120 Km basis per day for 4 days – Innova Crysta (one day before + 3 days event)	Nos.	2				
54.	Innova Crysta (Extra KM)	Per KM	150				
Grand Total (In INR Figures)							
Total (In INR Words)							

Important Note- Selection method is Least Cost Based Selection (LCBS or L1). **Thus, L1 bidder would be arrived by calculating the total cost of all the items inclusive of all taxes and levies including GST (as per the entire scope of work) submitted by bidder in financial bid i.e. on the basis of grand total of col. 8.**

Note:

1. The bidder has to quote for all the items.
2. Any other work executed (additional goods and/ or related services) which is not mentioned in this RFP but required to execute the event smoothly, if any, provided by the selected bidder, shall be paid on mutually agreed terms & conditions and as decided by the Committee. The decision of the Committee shall be final and bidding upon the selected bidder.
3. Payments shall be done on prorate basis or as mutually decided for less or more items for complete event duration.

ANNEXURE-2: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

In response to the NIB Ref. No. _____ dated _____ for {Project Title}, as an Owner/ Partner/ Director/ Auth. Signoff _____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding, -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interests mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: - Authorized Signatory: - Seal of the Organization: - Date: _____ Place: _____

ANNEXURE-3: CERTIFICATE OF CONFORMITY/ NO DEVIATION

bidder}

To,

{Procuring Entity},

CERTIFICATE

This is to certify that, the requirements which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: - Authorized Signatory: - Seal of the Organization: - Date: Place: _

ANNEXURE-4: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the.....(First/ Second Appellate Authority)

1. Particulars of appellant:
 - a. Name of the appellant:<please specify>
 - b. Official address, if any: <please specify>
 - c. Residential address:<please specify>

2. Name and address of the respondent(s):
 - a. <please specify>
 - b. <please specify>
 - c. <please specify>

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:<please specify>

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:<please specify>

5. Number of affidavits and documents enclosed with the appeal:<please specify>

6. Grounds of appeal (supported by an affidavit) :<please specify>

7. Prayer:<please specify>

Place Date

Appellant's Signature