

2025

**Department of Information
Technology & Communication
Government of Rajasthan (GoR)**

**Request for Quotation (RFQ) for the
Selection of an Event Management
Agency (EMA) for Rajasthan IT Day-2025
to be organized in Jaipur (Rajasthan)**



Request for Quotation (RFQ) for the Selection of an Event Management Agency (EMA) for Rajasthan IT Day 2025 to be organized in Jaipur

Reference No. F15(6)/DoIT/25/ 01089/2025
UBN No.ITC2425SLLB00076

Dated:17-03-2025
Dated:17-03-2025

Mode of Bid Submission	Online though eProcurement/ e-Tendering system at http://eproc.rajasthan.gov.in
Procuring Authority	Commissioner & Secretary, DoIT&C, Second Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Pre-Bid Meeting (Date, Time & Venue)	18/03/2025 at 3:00 PM Conference Hall, Ground Floor, IT Bldg., Tilak Marg, C-Scheme, Jaipur & Online Mode
Date & Time of Opening of Technical Bid	21/03/2025 at 11:30 AM
Date & Time of Opening of Financial Bid	To be intimated to the technically qualified bidders

Bidding Document Fee: Rs. 1,000/- (Rupees One Thousand only)

RISL eProc Processing Fee: Rs.2,500/- (Rupees Two Thousand Five Hundred only)

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)
2nd 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: event.doit@rajasthan.gov.in

ABBREVIATIONS & DEFINITIONS:

Act	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto
Authorised 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 procuring entity and includes any tender, proposal or quotation in electronic format
Bid Security	A security provided to the procuring 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/ EMA/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material
CGST	Central Goods & Service Tax
CMC	Contract Monitoring Committee
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. Technical Director & Joint Secy., IT&C, GoR in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
Contract/ Project Period	The Contract/ Project Period shall commence from the date of issue of Work order and until successful completion of the event as per the Scope of Work mentioned in this bidding document.
Day	A calendar day as per GoR/ Gol.
DeitY, Gol	Department of Electronics and Information Technology, Government of India
DoIT&C	Department of Information Technology and Communications, Government of Rajasthan.
ETDC	Electronic Testing & Development Centre
Event	Rajasthan IT Day –2025 that includes Parallel Sessions, Start Up Fest, Game Jam, Workshops, etc.
FOR/ FOB	Free on Board or Freight on Board
Gol/ GoR	Govt. of India/ Govt. of Rajasthan
Goods	"Goods" means a tangible physical product that can be contrasted with a service which is intangible i.e. all the products which the bidder is required to supply to Purchaser under the Contract.
GST	Goods & Service Tax
ICT	Information and Communication Technology.
IFB	Invitation for Bids (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
IGST	Integrated Goods & Service Tax
INR	Indian Rupee
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
LD	Liquidated Damages
LoI	Letter of Intent
NCB	A bidding process in which qualified bidders only from within India are allowed to participate
NeGP	National e-Governance Plan of Government of India, Department of Information Technology (DIT), Ministry of Communications and Information Technology (MCIT), New Delhi.
NIB	Notice Inviting Bid
Notification	A notification published in the Official Gazette
OEM	Original Equipment Manufacturer
PAN	Permanent Account Number

PBG	Performance Bank Guarantee
PC	Procurement/ Purchase Committee
PQ	Pre-Qualification
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
Procurement/ Public Procurement	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and "procure" or "procured" shall be construed accordingly.
Project Site	Wherever applicable, means the designated place or places.
PSD/ SD	Performance Security Deposit/ Security Deposit
Purchaser/ Tendering Authority/ Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer. DoIT&C, GoR in this RFQ document.
RajSWAN/ RSWAN	Rajasthan State Wide Area Network
RISL	RajCOMP Info Services Limited
RSDC	Rajasthan State Data Centre, New IT Building, Jaipur
RVAT	Rajasthan Value Added Tax
SGST	State Goods & Service Tax
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
SLA	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.
SSDG	State Services Delivery Gateway
State Government	Government of Rajasthan (GoR)
State Public Procurement Portal	http://sppp.raj.nic.in
STQC	Standardisation Testing and Quality Certification, Govt. of India
Subject Matter of Procurement	Any item of procurement whether in the form of goods, services or works
TIN	Tax Identification Number
TPA	Third Party Auditors
Venue	RIC/ Birla Auditorium/ Any Five Star Hotel as per availability & requirement
WO/ PO	Work Order/ Purchase Order

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

Ref No. F15(6)/DoIT/25/01089/2025
 UBN: - ITC2425SLLB00076

Dated: - 17/03/2025
 Dated: - 17/03/2025

This RFQ 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	<ul style="list-style-type: none"> • Name: Commissioner & Secretary, 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: Sh. Manoj Kumar Bishnoi • Designation: ACP (Dy. Director), DoIT&C • Address: New IT Building, Second Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur – 302005 (Rajasthan) • Email: event.doit@rajasthan.gov.in
Subject Matter of Procurement	Request for Quotation (RFQ) for the Selection of an Event Management Agency (EMA) for Rajasthan I.T. Day 2025 to be organized at Jaipur, (Rajasthan)
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.rajasthan.gov.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 "Technical Director, DoIT&C" payable at "Jaipur". • RISL Processing Fee: Rs. 2500/- (Rupees Two Thousand Five Hundred only) payable through single challan on e-GRAS or in the form of Demand Draft (DD)/Bankers Cheque (BC) in favour of "Managing Director, RISL" payable at "Jaipur".
Estimated Procurement Cost	INR 1.50 Crores (Rupees One Crore Fifty Lacs Only) Excluding Taxes
Bid Security and Mode of Payment	<ul style="list-style-type: none"> • Amount (INR): Rs. 3,00,000/- (Rupees Three Lacs Only) • Mode of Payment: Banker's Cheque (BC) or Demand Draft (DD) or Bank Guarantee (in specified format)
Date/ Time/ Place of Pre-Bid Meeting	<ul style="list-style-type: none"> • Date: 18/03/2025 • Time: 3.00 PM • Place: DoIT&C Conference Hall, Ground Floor, IT Bldg., 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: 18/03/2025 at 06.00 PM onwards • End Date/Time: 21/03/2025 up to 11.00 AM
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	From 18/03/2025 at 06.00 PM onwards to 21/03/2025 at 11.00 AM (Fee should be submitted/ deposited in physical form to project OIC only, as mentioned in this NIB)
Date/ Time/ Place of Technical & Financial Bid Opening	<ul style="list-style-type: none"> • Date: 21/03/2025 • Time: 11.30 AM • Place: DoIT&C, Committee Room, Second Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
<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 RTTP Act 2012 and Rules thereto shall be applicable for this procurement. <p>Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTTP Act 2012 and Rules thereto, the later shall prevail.</p>	

Sd/-

2. PROJECT PROFILE & BACKGROUND INFORMATION:

- 1) Project Profile:
 - a. The Department of IT&C, Govt. of Rajasthan intends, to facilitate use of IT, Creating IT awareness, promote &propagate use of computers, educating users/ citizens, acknowledge and accolade various IT initiatives and e-governance/ IT related projects in the Rajasthan State.
 - b. In order to achieve the above goal, Department of IT&C, Govt. of Rajasthan is planning to host '**Rajasthan IT day**' event from 27th March 2025 to 28th March 2025.
 - c. The said event has been planned covering various aspects such as
 - Parallel Sessions
 - Workshops
 - Game Jam
 - Cultural Evening
 - Startup Fest/ Bazaar, etc.
 - d. Hon'ble Chief Minister, Rajasthan has been requested to be the Chief Guest. The event is expected to be attended by Hon'ble Ministers, Public representatives, Senior Government functionaries and IT functionaries.
 - e. The event is expected to be attended by more than 3,000+ delegates/ participants and would also include plenary session/ workshops on selected themes, exhibition and other related activities.
 - f. The proposed venue for the event is RIC/ Birla Auditorium/ Any Five Star Hotel as per availability where following facility is available for the two days:
 - Main Convention Hall
 - Three meeting Halls with a seating capacity of 80 to 100 seats
 - One lawn for startup expo having 75 waterproof stalls
 - Space for cultural evening
 - g. To successfully organize the event, it has been decided to involve the services of professional & experienced Event Management Agency.
 - h. The Event Management Agency will be selected through single stage one part (envelop) limited competitive bidding process among all empanelled Event Management Agencies, already empanelled by DoIT&C, Govt. of Rajasthan.
 - i. Bidders shall propose the venue during the bidding process. The brief overview session about the event execution plan will be part of pre-bid meeting. Thus, it is advisable, that Bidders should finalise & propose the venue before final bid submission.
 - j. The details of activities are mentioned in "Scope of Work" of this RFQ document. The EMA is expected to execute the work accordingly.
 - k. **Expo, Startup Fest/ Bazaar and Parallel Sessions** setup will be for two days which is **proposed to start at** 9:00 AM of 27th March 2025 and would continue up to 08:00 PM of 28th March 2025.

3. INFORMATION TO BIDDERS:





- 1) This RFQ 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
- 2) DoIT&C, Rajasthan is inviting techno-commercial electronic (e-Bid) proposal, from the above-mentioned empanelled agencies.
- 3) Based on the technical and financial selection criteria, defined in this RFQ document, DoIT&C will identify the successful bidder from the above shortlisted bidders who will be responsible for organizing the event.
- 4) The Empanelled Bidders who qualify the technical qualification criteria as mentioned in this RFQ shall be eligible for opening of Financial Bids. The date for the same shall be intimated in due course of time.
- 5) In addition to the successfully managing and conducting the event, the selected EMA will have to perform following important tasks:
 1. Theme design, integrated media and communications strategy focusing on promoting the projects.
 2. Arrangements of flight/ train tickets (to be paid as per actuals)

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 two days event proposed to be organized from **27th March, 2025 till 28th March, 2025** in Jaipur, Rajasthan.
- 2) The selected EMA will be required to make complete arrangements with respect to various aspects of the event in consultation with designated officers of DoIT&C and as per the details below:

Sr. No.	Activity	SoW
1	Concept & Plan	<ol style="list-style-type: none"> 1) Conceptualize the overall event based on the Venue and nature of event. 2) Maintain a universal theme for all aspects of the event execution in accordance with government's vision for the event. 3) Design the event flow which would include the seating plans, inaugural ceremony, various parallel programs, business discussions, publicity events, conferences, exhibitions, transportation, refreshment & lunch, valedictory function etc. 4) Create an Event Execution Plan (EEP) for executing the event along with detailed specifications of works to be carried out 5) Design & Creative Work: Theme design, etc. 6) EMA shall arrange for an Anchor for covering the Hon'ble Chief Minister's/ IT Minister's program/ function (travelling, boarding & lodging shall be provided by selected EMA). 7) For the above points, the selected EMA would be required to depute dedicated team of 3 senior executives within 2 days of issue of Work order to coordinate with DoIT&C team to ensure timely and smooth execution of the event.
2	Printing, Marketing & Promotions	<ol style="list-style-type: none"> 1) Flex printing with (pasting on wooden wall/ Iron Frame) approximately 15,000 Sq. ft. in different sizes (3x6 ft., 4x8 ft., 12x8 ft., 16x10 ft., 24x12 ft., 10x20 ft., 10x40 ft. etc.) as per requirement of the event. Complete design, fabrication, printing, setup & deployment of flex hoardings, stage backdrop, standees, directions, sign-boards, etc. in conjunction with the theme finalised by DoIT&C across the venue covering the following major areas well before the time of start of event/ activity (the flex used in LED Wall riser masking is NOT to be included in this category): <ul style="list-style-type: none"> • Registration Area • Food Area • Expo Area • Main Hall • Session Area • Pathways covering the Event sites and Road side surrounding the venue • Food Court • Prominent Circles of City 2) Vinyl print (including pasted on sun board)—approx. 3,000 Sq. ft.in different sizes (3x6, ft. 4x8 ft., etc.) as per requirement on sun board 3) Printing & Distribution of badges (Total quantity 3,200 nos.)—Good quality jackets, each badge uniquely numbered with QR Code printing and printed lanyard to the participants (Exhibitors, Organizing team,

Sr. No.	Activity	SoW																						
		<p>Speakers, etc.)</p> <ol style="list-style-type: none"> 4) Printing & Deployment of 100 nos. Satin cloth multi-color Flags– 4' X 3' on 13' pole height across the venue with event print 5) Placards/ Name plates–50 nos. 6) Printing and framing of certificates with name of participants printed (200 Nos) by 26th March, 2025 <ul style="list-style-type: none"> • Multi colour printing on minimum 240 gsm paper. • Frame size approx. 14" x 11" • The design will be provided for the certificate from DoIT&C 7) Program Details(M2M)– 500 nos. (A4 size, both side, multi-color, two versions) 8) Invitation Card with Envelope – 500 nos. (A5 size both sides, Multi Color) 9) Notepad: 3,200 nos. (10 sheets, Single Line/ Blank sheets, A5 Size/14 cm x 22 cm, hard cover & back, White Comb Binding, 70 GSM or higher) 10) Food Coupon: 3,200 nos. (combined for event days & as per food plan, approx. 12-16 in A4 size sheet, colored, uniquely barcoded/ hologram on each token, perforated) 11) Printing of iStart brochure- 1500 Nos. – A5 size, print on 180 GSM paper, two fold- six side 12) Printing of Startup Policy- 500 Nos.- Colored, A-4 Size,30 pages, Front & back page-180 GSM 13) Printing of AVGC Policy- - 500 Nos.- Colored, A-4 Size,25 pages, Front & back page-180 GSM 14) Pens – 3,200 nos. (good quality gel pens) 15) Pocket Folder for Dais: 25 nos., 4 pages/ single fold (with spine), Paper:280 GSM NE White, size: 18.2" x 12 Open; 9"x 12" Close (approx.), printing: 4 Color (Single Side) <p>Note:</p> <ul style="list-style-type: none"> • All designs to be got approved from DoIT&C/ Concerned Officers. 																						
3.	Supply Kit Bag, medal, and Distribution material	<p>The EMA is required to complete supply of all distribution material by 26th March 2025 and would manage distribution of same to the delegates/ participants between 27th March 2025 and 28th March 2025 as per directions of DoIT&C, Rajasthan.</p> <ol style="list-style-type: none"> 1) Kit Bag: <table border="1" data-bbox="501 1541 1449 1648"> <tr> <td>Quantity</td> <td>3,200 (for participants & Speakers)</td> </tr> <tr> <td>Type</td> <td>Jute/ Cotton Bag with logo print on front cover</td> </tr> <tr> <td>Misc.</td> <td>with Pen- Gel/ Ball, Writing Pad, t-shirt</td> </tr> </table> 2) T-Shirts (Round Neck): <table border="1" data-bbox="501 1715 1449 2024"> <tr> <td colspan="2">Specification of Round Neck T-shirt with printed Logo/ message (front & back) as provided</td> </tr> <tr> <td>Quantity</td> <td>3,200</td> </tr> <tr> <td>Size</td> <td>Small, Medium, Large, XL, XXL</td> </tr> <tr> <td>Colour</td> <td>Preferred white or finalized by DoIT&C</td> </tr> <tr> <td>Fabric</td> <td>Polyester Dry-Fit</td> </tr> <tr> <td>Quality</td> <td>Approx. 163-170 GSM</td> </tr> <tr> <td>Style</td> <td>Round Neck</td> </tr> <tr> <td>Printing</td> <td>multi-colour both side (front & back)</td> </tr> </table> 	Quantity	3,200 (for participants & Speakers)	Type	Jute/ Cotton Bag with logo print on front cover	Misc.	with Pen- Gel/ Ball, Writing Pad, t-shirt	Specification of Round Neck T-shirt with printed Logo/ message (front & back) as provided		Quantity	3,200	Size	Small, Medium, Large, XL, XXL	Colour	Preferred white or finalized by DoIT&C	Fabric	Polyester Dry-Fit	Quality	Approx. 163-170 GSM	Style	Round Neck	Printing	multi-colour both side (front & back)
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		<p data-bbox="515 266 919 297">Sample of Round Neck T-shirt:</p>  <p data-bbox="451 685 639 716">3) Memento:</p> <table border="1" data-bbox="502 719 1455 1294"> <tr> <td data-bbox="502 719 703 750">Quantity</td> <td data-bbox="708 719 1455 750">50 nos.</td> </tr> <tr> <td data-bbox="502 752 703 817">Material</td> <td data-bbox="708 752 1455 817">Clear Crystal/ Acrylic (White), Blue Tinted Crystal/ Acrylic with printing</td> </tr> <tr> <td data-bbox="502 819 703 884">Size (approx.)</td> <td data-bbox="708 819 1455 884">Height: 5 inches, Width: 4.50 inches, Depth: 2.00 inches</td> </tr> <tr> <td data-bbox="502 887 703 1256">Samples (bidder to submit samples for approval)</td> <td data-bbox="708 887 1455 1256">  </td> </tr> <tr> <td data-bbox="502 1258 703 1294">Packaging</td> <td data-bbox="708 1258 1455 1294">Bubble wrap, pack in box</td> </tr> </table> <p data-bbox="451 1332 608 1364">4) Trophy:</p> <table border="1" data-bbox="502 1366 1455 1709"> <tr> <td data-bbox="502 1366 703 1397">Quantity</td> <td data-bbox="708 1366 1455 1397">3 nos. (for 1st, 2nd& 3rd place winners of Game Jam)</td> </tr> <tr> <td data-bbox="502 1400 703 1498">Size</td> <td data-bbox="708 1400 1455 1498">Each trophy will be in smaller size i.e. for 1st prize winner trophy shall be of big size and for 2nd prize winner trophy shall be of smaller size & so on.</td> </tr> <tr> <td data-bbox="502 1500 703 1532">Material</td> <td data-bbox="708 1500 1455 1532">Metal</td> </tr> <tr> <td data-bbox="502 1534 703 1635">Size (approx.)</td> <td data-bbox="708 1534 1455 1635">1 Large: Min.24 inch (big) 1 Medium: Min.18 inch (medium) 1 Small Trophy: Min.12 inch (small)</td> </tr> <tr> <td data-bbox="502 1637 703 1668">Samples</td> <td data-bbox="708 1637 1455 1668">to be submitted for approval</td> </tr> <tr> <td data-bbox="502 1671 703 1709">Packaging</td> <td data-bbox="708 1671 1455 1709">Bubble wrap, pack in box, gift packing</td> </tr> </table> <p data-bbox="451 1744 903 1776">5) Tablet (for e-Gov Awardees):</p> <table border="1" data-bbox="480 1807 1393 1960"> <tr> <td data-bbox="480 1807 746 1839">Quantity</td> <td data-bbox="751 1807 1393 1839">5 nos. (for e-Governance Award winners)</td> </tr> <tr> <td data-bbox="480 1841 746 1872">Parameters</td> <td data-bbox="751 1841 1393 1872">Minimum Specification</td> </tr> <tr> <td data-bbox="480 1874 746 1906">Make / Model</td> <td data-bbox="751 1874 1393 1906">iPAD</td> </tr> <tr> <td data-bbox="480 1908 746 1960">Specs</td> <td data-bbox="751 1908 1393 1960">8.3 inch iPad Mini, Wi-Fi, 128 GB</td> </tr> </table> <p data-bbox="451 1995 999 2027">6) Smart Phone (for e-Gov Awardees):</p>	Quantity	50 nos.	Material	Clear Crystal/ Acrylic (White), Blue Tinted Crystal/ Acrylic with printing	Size (approx.)	Height: 5 inches, Width: 4.50 inches, Depth: 2.00 inches	Samples (bidder to submit samples for approval)		Packaging	Bubble wrap, pack in box	Quantity	3 nos. (for 1 st , 2 nd & 3 rd place winners of Game Jam)	Size	Each trophy will be in smaller size i.e. for 1 st prize winner trophy shall be of big size and for 2 nd prize winner trophy shall be of smaller size & so on.	Material	Metal	Size (approx.)	1 Large: Min.24 inch (big) 1 Medium: Min.18 inch (medium) 1 Small Trophy: Min.12 inch (small)	Samples	to be submitted for approval	Packaging	Bubble wrap, pack in box, gift packing	Quantity	5 nos. (for e-Governance Award winners)	Parameters	Minimum Specification	Make / Model	iPAD	Specs	8.3 inch iPad Mini, Wi-Fi, 128 GB
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Sr. No.	Activity	SoW																																																										
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4	Venue Design, Development & Management	<p>Major event set up areas and requirements are as below:</p> <ol style="list-style-type: none"> 1. Registration Area (Common for all activities) 2. Game Jam 3. Inauguration, CM Speech, Sessions, Closing Ceremony 4. Parallel Sessions Area 5. Speaker Lounge Setup 6. Food Arrangements – Food Court 7. Expo, Startup fest/ Bazaar <p>1. Registration Area Setup:</p> <table border="1"> <tr> <td>Purpose</td> <td>Registration activity for IT Day (26th to 28th March 2025)</td> </tr> <tr> <td>Activity Start Date-Time</td> <td>27th March 2025– 09:00 AM</td> </tr> <tr> <td>Activity End Date-Time</td> <td>28th March 2025 – 06:00 PM</td> </tr> <tr> <td>Set-Up Ready by Date-Time</td> <td>26th March 2025 – 04:00 PM</td> </tr> <tr> <td>Setup Type</td> <td>Setting-up of seven registration counters with carpeting 4” high, General Lights, sufficient lighting & pedestal fans</td> </tr> </table> <p>Indicative Requirements are listed below:</p> <table border="1"> <thead> <tr> <th>S.N.</th> <th>Category</th> <th>Item Description</th> <th>Unit</th> <th>Qty. (for 2 days)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td rowspan="7">Setup</td> <td>Registration Counters with general lighting & signages</td> <td>Nos.</td> <td>7</td> </tr> <tr> <td>2.</td> <td>Chairs</td> <td>No.</td> <td>15</td> </tr> <tr> <td>3.</td> <td>Laptop Wi-Fi enabled with Mouse</td> <td>No.</td> <td>7</td> </tr> <tr> <td>4.</td> <td>Multi-Function Printer</td> <td>No.</td> <td>2</td> </tr> <tr> <td>5.</td> <td>Queue Manager</td> <td>No.</td> <td>28</td> </tr> <tr> <td>6.</td> <td>Stationery Items- • A4 – 5 nos. • Legal – 5 nos. • Scissor – 2 • Big Stapler with pins – 2 • Tape – 2</td> <td>Package</td> <td>1</td> </tr> <tr> <td>7.</td> <td>Pedestal fans</td> <td>No.</td> <td>3</td> </tr> <tr> <td>8.</td> <td>Support Staff (Male/ Female)</td> <td>No.</td> <td>7</td> </tr> <tr> <td>9.</td> <td>Electrical /</td> <td>QR Code Reader</td> <td>Nos.</td> <td>7</td> </tr> <tr> <td>10.</td> <td>Electronic</td> <td>Large size Dustbins [Green &</td> <td>Nos.</td> <td>2</td> </tr> </tbody> </table>	Purpose	Registration activity for IT Day (26 th to 28 th March 2025)	Activity Start Date-Time	27 th March 2025– 09:00 AM	Activity End Date-Time	28 th March 2025 – 06:00 PM	Set-Up Ready by Date-Time	26 th March 2025 – 04:00 PM	Setup Type	Setting-up of seven registration counters with carpeting 4” high, General Lights, sufficient lighting & pedestal fans	S.N.	Category	Item Description	Unit	Qty. (for 2 days)	1.	Setup	Registration Counters with general lighting & signages	Nos.	7	2.	Chairs	No.	15	3.	Laptop Wi-Fi enabled with Mouse	No.	7	4.	Multi-Function Printer	No.	2	5.	Queue Manager	No.	28	6.	Stationery Items- • A4 – 5 nos. • Legal – 5 nos. • Scissor – 2 • Big Stapler with pins – 2 • Tape – 2	Package	1	7.	Pedestal fans	No.	3	8.	Support Staff (Male/ Female)	No.	7	9.	Electrical /	QR Code Reader	Nos.	7	10.	Electronic	Large size Dustbins [Green &	Nos.	2
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Sr. No.	Activity	SoW		
			Furniture [Blue]	
		11.	Misc. Small size Dustbins [Green & Blue]	Nos. 2
2. Game Jam:				
Activity Start Date-Time		27th March 2025 - 09:00 AM		
Activity End Date-Time		28th March 2025 - 08:00 AM		
Set-Up Ready by Date-Time		26th March 2025 – 10:00 PM		
Setup Type		Tables, Chairs with covers, Spike Busters, Circle Stage Setup (8'x10') with carpeting in centre		
Expected Participants		Expected Participants 100 nos. The EMA would be required to set up seating arrangement as per the seating plan finalized by DoIT&C as per requirement.		
Indicative Requirements are listed below:				
Srl	Category	Item Description	Unit	Qty.
1.	Setup	Tables 6'x2'	Nos.	40
2.		Chairs with Covers	Nos.	100
3.	Electrical / Electronic	Spike Busters (15 amp/5 amp) with min. 4 socket	Nos.	50
4.		Indoor LED Wall 3.0 P of size approx. (8' X 6') with riser, masking on wooden structure as required	Nos.	1
5.		Laptops Wi-Fi enabled with mouse	Nos.	2
6.	Furniture	White board (3x4) with stand along with marker and duster	Nos.	1
7.		Center Table	Nos.	2
8.		2-seater sofa	Nos.	2
9.	Floral Decoration	Planters	Nos.	As required
10.	Misc.	Large size Dustbins [Green and Blue]	Nos.	2
11.		Small size Dustbins [Green and Blue]	Nos.	2
12.		Bedding (Pillow, Dohar sheet – 2 nos., mattress)	Nos.	30
13.		Tea, Coffee & Cookie counter with water facility	Nos.	1
14.	Support staff	Support Staff (during the day)	Nos.	4
15.		Support Staff (during the night)	Nos.	4
3. Inauguration, Sessions, and Valedictory Function:				
Setup Location		Convention Hall		
Purpose		Inauguration, Sessions, and Valedictory Function		

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		3.		Digital Display Panels (one in each hall)	Nos.	2
		4.	Furniture	White board (3'x4') with stand along with white board marker and duster (1 in each room)	Nos.	2
		5.		Podium with laptop, front panel and PPT Presenter (one in each hall)	Nos.	2
		6.	Floral	Flower Vase	As Required	
		7.	Decoration	Fresh Bouquet/ welcome plants		
		8.	Misc.	Large size Dustbins	Nos.	1
		9.	Staff Requirement	Support Staff – 2 nos. in each hall)	Nos.	4
		5. Speaker Lounge:				
		Activity Start Date-Time		27th March 2025 – 08:00 AM		
		Activity End Date-Time		28th March 2025 - 08:00 PM		
		Set-Up Ready by Date-Time		26th March 2025 – 10:00 PM		
		Setup Type		Tea, Coffee & Cookie counter with water facility		
		Sofa (2 seater)		4 nos.		
		Support staff		2 nos.		
		6. Food Arrangements:				
		a. Main/ VIP Food Court (for speakers, delegates, media, & other sr. officers, etc.):				
		Setup Location		Multi-purpose hall		
		Activity Start Date-Time		27th March 2025 – 07:00 AM		
		Activity End Date-Time		28th March 2025 - 10:00 PM		
		Set-Up Ready by Date-Time		26th March 2025 – 10:00 PM		
		Setup Type		Buffet		
		Indicative requirements are mentioned below:				
		Sr. No.	Category	Item Description	Unit	Qty. (for 2 days)
		1.	Setup	Round Tables with cover, each with 6 chairs with cover	Nos.	10
		2.	Floral Decoration	Flower Vase	As Required	
		3.	Misc.	Large size Dustbins	Nos.	2
		4.	Staff Requirement	Support Staff	Nos.	4
		b. Food Court (for organisers, exhibitors, other participants etc.):				
		Setup Location		Basement Food Area/ Court (Hall 3)		
		Activity Start Date-Time		27th March 2025 – 07:00 AM		
		Activity End Date-Time		28th March 2025 - 10:00 PM		
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		<p>b) Proposed Menu for Buffet Lunch (from 27th Mar. & 28th Mar.)</p> <ol style="list-style-type: none"> Green Salad Two Vegetables (one paneer and one seasonal Veg) One Dal Rice Chapati (4 types.) One Desert Pickle, Papad Raita Spoon, Salt Sachet, Paper Napkin <p>c) Proposed Menu for Refreshment (from 26th Mar. & 27th Mar.)</p> <ol style="list-style-type: none"> Mix Pakora/ Kachori/ Samosa/ Kofta (any one) Veg. Sandwich/ Mayonnaise Sandwich/ Cutlet (any one) Pao Bhaji/ Idli-Vada Sambhar/ Chole Bhature (any one) One desert <p>Note:</p> <ol style="list-style-type: none"> Crockery - The crockery (suggestive bone-china or equivalent) & cutlery being used should be light weight and of five-star quality/ standard. Food-serving sets and spoon/ forks should be of high quality (suggestive silver plated or equivalent). Napkins should be of Cotton White colour of min. size 15"x15". The quality of crockery, cutlery, tea, coffee, sugar cubes, cookies, linen, and other related items shall be first got approved, well advance in time, by designated DoIT&C officers. Only the approved samples are to be served during the event. Menu must be shared and approved with DoIT&C team 24 hours before the event. All the food/ eating material will be as per Government norms. <p>7. Exhibition Area Setup: Expo Zone:</p> <table border="1" data-bbox="496 1305 1445 1547"> <tr> <td>Setup Location</td> <td>Basement Hall 1&2</td> </tr> <tr> <td>Activity Start Date-Time</td> <td>27th March 2025 – 09:00 AM</td> </tr> <tr> <td>Activity End Date-Time</td> <td>28th March 2025 - 08:00 PM</td> </tr> <tr> <td>Set-Up Ready by Date-Time</td> <td>26th March 2025 – 10:00 PM</td> </tr> <tr> <td>Setup Type</td> <td>75 stalls of Canopy/ Pagoda/ Flea Market with sufficient lighting</td> </tr> </table> <p>Indicative requirements are mentioned below:</p> <table border="1" data-bbox="496 1615 1455 1989"> <thead> <tr> <th>Srl</th> <th>Category</th> <th>Item Description</th> <th>Unit</th> <th>Qty.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td rowspan="2">Electrical / Electronic</td> <td>Spike Busters (5 amp) with min. 4 socket</td> <td>Nos.</td> <td>75</td> </tr> <tr> <td>2.</td> <td>LED TV size 42" with stand</td> <td>Nos.</td> <td>50</td> </tr> <tr> <td>3.</td> <td rowspan="2">Furniture</td> <td>Exhibition tables of size – 3'x2'</td> <td>Nos.</td> <td>75</td> </tr> <tr> <td>4.</td> <td>Chairs (3 nos. each stall)</td> <td>Nos.</td> <td>225</td> </tr> <tr> <td>5.</td> <td>Decoration</td> <td>Plants for Decoration</td> <td>Nos.</td> <td>As Required</td> </tr> <tr> <td>6.</td> <td>Miscellaneous</td> <td>Small size Dustbins</td> <td>Nos.</td> <td>25</td> </tr> </tbody> </table>	Setup Location	Basement Hall 1&2	Activity Start Date-Time	27th March 2025 – 09:00 AM	Activity End Date-Time	28th March 2025 - 08:00 PM	Set-Up Ready by Date-Time	26th March 2025 – 10:00 PM	Setup Type	75 stalls of Canopy/ Pagoda/ Flea Market with sufficient lighting	Srl	Category	Item Description	Unit	Qty.	1.	Electrical / Electronic	Spike Busters (5 amp) with min. 4 socket	Nos.	75	2.	LED TV size 42" with stand	Nos.	50	3.	Furniture	Exhibition tables of size – 3'x2'	Nos.	75	4.	Chairs (3 nos. each stall)	Nos.	225	5.	Decoration	Plants for Decoration	Nos.	As Required	6.	Miscellaneous	Small size Dustbins	Nos.	25
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5	Photography, Videography, Webcasting	<p>a) EMA has to do complete Professional Photography (including Group Photographs), HD Videography and provisions for Live Webcast of various activities across the entire event area.</p> <p>b) The EMA shall also provide a Live Feed Input for broadcasting.</p> <p>c) For webcast 1 nos. of setups required for event duration i.e. 27th Mar.2025 to 28th Mar.2025</p> <p>d) 2 Video Mixture required for event duration.</p> <p>e) The EMA shall also provide the two sets of Digital versions of all the captured photos and rendered video External Hard disk drives to DoIT&C.</p> <p>f) Date wise breakup of requirement of Photographer and Videographer:</p> <table border="1"> <thead> <tr> <th>Date & Time</th> <th>Description</th> <th>Qty [Nos.]</th> </tr> </thead> <tbody> <tr> <td rowspan="3">27th and 28th March 2025</td> <td>Photographer</td> <td>2 Nos. on each day</td> </tr> <tr> <td>Videographer</td> <td>2 Nos. on each day</td> </tr> <tr> <td>Drone Camera</td> <td>1 nos. on each day</td> </tr> </tbody> </table>					Date & Time	Description	Qty [Nos.]	27 th and 28th March 2025	Photographer	2 Nos. on each day	Videographer	2 Nos. on each day	Drone Camera	1 nos. on each day							
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7	Electrical and Electronics arrangements with cable covers	<p>a) Selected EMA shall be responsible for making sufficient lighting arrangements with required power backup (track lights, metal halide lights, LED light, halogen lights, concealed lights, Genset with Diesel) as per requirement at the entire venue locations covering Pathways, utility places, Food court, Kitchen area, front side road, toilet area and any other places as per requirement.</p> <p>b) Sufficient provisioning of Genset including fuel for smooth execution of the event and during duration of site preparation and during event covering the areas defined to cater to Day Load, Night Load & other usable loads installed. The different genset should be provided with</p>																					

Sr. No.	Activity	SoW
		<p>separate operators and sufficient Diesel supply arrangements should be made so that power supply is not interrupted in want of diesel/ fuel.</p> <p>c) EMA has to bear any electrical or any other charges levied by Venue Owner or Nagar Nigam authorities pertaining to event (during preparation period, event duration and dismantling period).</p> <p>d) Selected EMA should make the required earthing arrangements for DG sets and at all distribution boards, sub panels, main panels etc. Wires/ cables should be used with proper current ratings as per load requirements without overloading. No Jointed wires should be used which, may result in short circuit and other faults. The standby DG sets should also be installed with Changeover Panels, each DG sets should be provided with 2 earthing for Neutral and 2 Earthing for body. Power points with sufficient capacity should be provided for LED walls / laptops and other power consuming devices. The Electrical design should be made as per load requirements with main Panel / Sub panels / Distribution Boards with required protecting MCCBS / MCB/ HRC fuses etc. as per load requirement.</p> <p>e) Electrical set up should be made in such a manner that fault of one area should not interrupt the power supply of other area and rainwater protection should be provided for each Panels and Distribution boards. RCCB/ ELCB should be provided for electrical and sound supplies to VVIP Podium and stage area. The EMA should take all precautionary measures and NOC from electrical inspector/ local bodies for temporary set up made.</p> <p>f) Extending Power and providing Spike Busters at all locations as indicated in venue setup at various event venue locations and to the Switches/ Wi-Fi Equipment setup by DoIT&C across venue. Lighting work shall be in conjunction with the theme provided by DoIT&C and should give an aesthetic look at key locations at venue.</p> <ul style="list-style-type: none"> • Walky-Talky, covering entire venue area, along with chargers to be made available from 26th to 28th March. – [10 Nos. to be provided to DoIT&C officers (task OICs as per order) for 24x7 monitoring purposes] <p>g) The selected EMA shall also be responsible to provide, setup and operation support of items like LED walls, Plasma wall, floor LED, Plasma TV, seamless plasma TV, sound system, speakers, mic (cordless microphone, collar microphone), Switcher & Mixer, Spike Busters etc. EMA would also arrange for necessary cables of required length, connectors, switchers, mixers etc. and ensure testing of same well before the start of event/ activities.</p>
8	Flower, Plants, and other Decorations	<p>Selected EMA shall complete designing, setup & deployment of flowers, plants, bouquets, flower vase etc. at venue location for accomplishing various types of works like flower decoration, stage decoration, dais decoration and various other places at venue location in conjunction with the theme provided by DoIT&C.</p> <ul style="list-style-type: none"> • Planters for Decoration- for entire event duration to be placed across event venue as per requirements. • Fresh Bouquet- [during event duration as per requirement] • Welcome Plants • Flower vase- Fresh flowers to be changed every day • Fresh Flower decoration

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9	Sound Setup	<p>Indicative requirements for various sets of sound system required for the event are mentioned as below:</p> <p>I. Set 1 consists of</p> <ul style="list-style-type: none"> • 4 Monitor 15" • 1 Amplifier • 1 Mike Mixer • 2 Cordless Mike <p>II. Set 2 consists of</p> <ul style="list-style-type: none"> • 2 TOP • 1 Amplifier • 1 Mike Mixer • 2 Cordless Mike • 1 Mobile Speaker <p>III. Set 3 consists of</p> <ul style="list-style-type: none"> • 2 Top • 2 Bass • 4 Monitor • Live Mixer • 4-5 Mikes on stand • Different cables for Instrument out to Mixer • Electric points <p>IV. Set 4 consists of</p> <ul style="list-style-type: none"> • 6 Pairs of Line array on 4 T Truss Stand equally distribute in a 8000 Sq Feet area • 2 Pairs of Bass speaker • 4 Stage Monitor • 8 Mike • 4 Mike Cordless • Amplifiers • 4 DI Box • Venue /Sound Craft of equivalent 32 Input and 16 Aux out Digital Mike Mixer with Perfect operator • Sound Boosters • Media Box • 2 Goose Mike • 2 Sound Engineers <p>V. Set 5 consists of</p> <ul style="list-style-type: none"> • 2 speakers 12" on stand with amplifier <table border="1" data-bbox="453 1671 1442 1890"> <thead> <tr> <th>Sound System Set</th> <th>Quantity</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Set 1</td> <td>1 Nos. each</td> <td>Game Jam, Registration etc.</td> </tr> <tr> <td>Set 3</td> <td>1 No.</td> <td>Entire Event Area</td> </tr> <tr> <td>Set 2</td> <td>3 No. (one in each hall)</td> <td>Session Area</td> </tr> <tr> <td>Set 4</td> <td>1 No.</td> <td>Main Hall</td> </tr> <tr> <td>Set 5</td> <td>1 No.</td> <td>With LED Wall</td> </tr> </tbody> </table>	Sound System Set	Quantity	Area	Set 1	1 Nos. each	Game Jam, Registration etc.	Set 3	1 No.	Entire Event Area	Set 2	3 No. (one in each hall)	Session Area	Set 4	1 No.	Main Hall	Set 5	1 No.	With LED Wall
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10	Guest Stay Arrangements and Hotel Room	<p>The selected bidder shall provide accommodation in any one of the below mentioned hotels, or equivalent, for all the Speakers, Sr. Officers and other invited Guests. Indicative estimation of no. of rooms required are as follows:</p>																		

Sr. No.	Activity	SoW					
		Srl	Category	Occupancy	Approx. Room Nights	Dates	
	Bookings	1	Five Star Hotel (preferably nearby venue)	Single	20	26th March 2025	
				Double	10		
			Single	35	27th March 2025		
			Double	5			
			Single	5	28th March 2025		
			Double	Nil			
		<p>i. The requirement of rooms mentioned above is indicative and is provided to assist the bidders in giving a quote. However, the actual requirement of rooms can differ from the indicated number of rooms on each day and the successful bidder will have to provide the required number of rooms. Payment will be made on actual, subject to payment for the minimum confirmed rooms.</p> <p>ii. For Speakers and VIP guests all the rooms are to be booked under complimentary breakfast and buffet dinner (for 26th March, 27th March & 28th March as per the occupancy) inclusive model as specified by DoIT&C.</p> <p>iii. Complimentary Breakfast must start from 8.00 am every day during complete stay period.</p> <p>iv. The services availed by guests, other than those mentioned in this document shall be paid by the guests and the DoIT&C shall not be responsible for payment for these extra services. However, DoIT&C shall classify certain rooms as permitted rooms and inform the agency about the extra services (excluding liquor) to be provided to those rooms and the payment be made on actual basis by the DoIT&C.</p> <p>v. Water shall be unlimited it shall be included in food.</p> <p>vi. The requirement is indicative and payment shall be made on actual basis. However, minimum payment for the no. of minimum confirmed room nights mentioned shall be made.</p> <p>vii. Ideally hotel check in/out times are 12 noon to 12 noon but the check in & check-out time from the hotel for some delegates might get preponed or extended respectively by 2-3 hours. In such cases, no extra payment shall be made for such extended hours in the hotel</p>					
12	Bouncers/ Security Setup	The selected bidder shall provide Security Guard and Bouncers as per below:					
		Date	Time	Security Guard		Bouncers	
				Male	Female	Male	Female
		27 th March	9 am – 9 pm	5	2	5	2
28 th March	9 am – 6 pm	5	2	5	2		
(Food arrangements for the Security, Support, Cleaning, etc. staff should be arranged separately by the EMA)							
13	Miscellaneous	<ul style="list-style-type: none"> • First aid (Medical) Kit • Approx. 2000 sq. ft. of Red Carpet will be required for VIP movement. • Complete Housekeeping covering entire venue location. • Two nos. of Alphabet or any other MDF Cut-outs (to work as selfie zones) across the venue • Welcome Plants with Pot (small size) As per requirement. • EMA should depute dedicated electrician throughout the event duration at all event locations, genset deployment area. Area where main panels and 					

Sr. No.	Activity	SoW
		<p>gensets are deployed and electric supervisors should be available during entire event duration.</p> <ul style="list-style-type: none"> • Sound expert & LED Expert at event location • Fire extinguishers of ABC class or as per class of fire required as per site conditions should be placed across venue. (as per norms). • The EMA should also make arrangements for Torches/ emergency lights across event venue in case of total Electric supply disruption. • Setting up of Iron /Truss Structure Welcome Gates – 1 Nos • Focus Lighting of BSDC and BTH on 26th & 27th March
<p>Note:</p> <p>a. For all event activities, “Activity Start Date-Time” may vary by 12 hours [Prepone/ Postpone] from the time as mentioned in below sub-sections. DoIT&C shall inform EMA about the change of schedule well in advance.</p> <p>b. The quantities mentioned above are approx. and tentative. The purchaser reserves the right to cancel/ postpone/ reduce the scope/ increase the scope of any component.</p> <p>c. Internet connectivity for the event shall be provided by EMA through the venue owner.</p>		

- 3) The quantities indicated in above Scope of work are minimum indicative quantities. The bidder shall quote the cost 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 reduction/ increment in quantities of scope of work. The additional payment towards additional quantities executed/supplied would be made considering the cost of item quoted by selected EMA in the BoQ. In case of reduction in quantities the amount will be deducted towards non-execution/supply of quantities considering the rates quoted by selected EMA in BoQ.
- 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 tendering authority 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 CMC. The decision of the CMC, for payments towards additional goods and/ or related services, shall be final and binding upon the EMA.
 - c) The detailed schedule of the event would be provided to bidder at appropriate time. The quality of each and every item of the scope of work as mentioned above should be got approved by the tendering authority. The standard of each item should be of five /four- star ratings.
 - d) Conduct the event keeping in mind the best interest of the growth of the industry in the State of Rajasthan.
 - e) The theme & designs proposed for the conference should be original and innovative. Sub- standard quality will not be accepted at all.
 - f) Samples of candidate kit bags, T-Shirt, Tablets, iPads and mementoes have been given to ensure standardisation and will not be ordinarily changed. But, if a bidder has an alternative and better idea in keeping with the overall theme and design of the conference event, they can be changed with prior approval from the tendering authority provided financial benefit, if any, due to this, is passed to the Purchaser.
 - g) Obtain necessary permissions and NOCs, if required and as applicable.
 - h) 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.
 - i) Arrange for crowd management activities and undertake enough measures to handle an emergency situation

- j) Arrange for appropriate on-site medical facilities and first aid arrangements at Venue
- k) Coordinate with the Police Department, RTO, fire and emergency services, for suitable permissions/ arrangements.
- l) Infrastructure Services-**
 - a. Designs should be harmonious to the existing culture of Rajasthan.
 - b. The quality of designs, workmanship and services should be the best consistent with an International Event.
 - c. All the materials shall be conforming to IS codes or as per the samples approved by DoIT&C. Defective, cracked materials shall not be used.
 - d. All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
 - e. The structure shall be engineered structures erected under competent engineering supervision.
 - f. Structures shall be designed and executed considering adverse weather conditions.
 - g. Joinery and supports should be properly engineered, firm and with good finish.
 - h. Color shall be finished well before to avoid the odour smell and eye burn.
 - i. Wall panels, wherever used, shall be clean, should be in plumb and properly fixed without swing or sway.
 - j. The EMA shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the Venue, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc., other than the samples approved by DoIT&C.
 - k. Carpet should be new, clean, patch-free and joint shall be covered with tape of matching colour.
 - l. Colors of carpets, cloth masking and curtains colour should be in sync with the overall theme of the event and shall get approved by DoITC
 - m. All outdoor lighting fixtures should be waterproof.
 - n. Signage height and letter size should be visible and placed in prominent and strategic locations.
 - o. EMA shall clean/ clear the entire venue site before start of an event and also after the completion of the event.
 - p. Emergency exit and fire precaution shall be taken care of.
 - q. Flowers and plants shall be fresh, well-groomed and should be replaced on a daily basis.
 - r. All the furniture, wherever provided, should be firm and comfortable.
 - s. Circulation, wherever applicable, should be easy, should not create blockage.
 - t. There must be smooth entry and exit to the structure. The movement within the venue shall be barrier free and friendly to physically challenged people.
 - u. EMA shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the venue area.
 - v. All empty cartons and crates, if any, must be labelled and removed from the exhibition grounds.
 - w. No overnight parking of trucks or tempos is permitted at the exhibition area/property during move-ins, show hours and move-outs.
- m) Mechanical/Electrical Materials & Power Source-**
 - a. All electrical materials to be used like wires, cables, switchgears, fuses witch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
 - b. In any case, PWD electrical specifications for material and work man ship should be followed as a minimum requirement.
 - c. Where explicit specifications are not available, the work shall be executed as per the industry standards and on approval of the samples by DoIT&C.
 - d. No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space be available for movement.

- e. Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
 - f. All fuse used must be properly rated. Rewiring of damaged fuses is not allowed.
 - g. All power distribution boards, if any, should be properly earthed.
 - h. Entire Event should run un-interrupted w.r.t power. The EMA, as per load requirement, will draw the power from the main power available in the Venue. In case required, EMA shall make use of DG Sets available at the Venue (provide diesel if required). in case of additional backup power requirements or higher load factor the additional power (DG Sets) shall be provided by the selected EMA.
 - i. Lighting & Sound System
 - i. Outdoor lighting fixtures should be waterproof.
 - ii. Each plug points should have properly connected earth wire.
 - iii. Each plug should be properly fixed.
 - iv. Appropriate Sound System with CD Players, Microphones, Speakers etc. should be used to distribute sound through entire pavilion.
 - v. Provision should be made for additional requirement of equalizers, additional echo system, cordless microphone, etc.
- 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 standard of each item should be of five /four-star ratings.

5. **INSTRUCTION TO BIDDERS (ITB):**

1) **Sale of Bidding/ Tender Documents**

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to the date of opening of Bid. The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it in cash or by bank demand draft, banker's cheque.

2) **Pre-bid Meeting/ Clarifications-**

- a) Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.
- b) A pre-bid event is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such event shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- c) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
 - a. Last date of submitting clarifications requests by the bidder: as per NIB
 - b. Response to clarifications by procuring entity: as per NIB
- d) The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites

3) **Changes in the Bidding Document**

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity:
Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

4) **Period of Validity of Bids**

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid

securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

5) **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 One 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:-

Table 5.1 :- Technical Bid Documents		
SNo.	Documents Type	Document Format
Fee Details		
1.	Bidding document Fee (Tender Fee)	Proof of submission (PDF)
2.	RISL Processing Fee (eProc)	Instrument/ Proof of submission (PDF)
3.	Bid Security	Instrument/ Proof of submission (PDF)
Technical Bid		
4.	Technical Bid – Covering Letter	On bidder's letter head duly signed by authorized signatory (PDF)

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

Table 5.2 :- Financial Bid Documents		
SNo.	Documents Type	Document Format
1.	Financial Bid – Covering 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

- f) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ content may lead to the rejections of the Bid submitted by the bidder.

6) **Cost & Language of Bidding:**

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

- 7) **Alternative/ Multiple Bids:** Alternative/ Multiple Bids shall not be considered at all.

- 8) **Bid Security:** Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
 - b) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
 - c) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
 - d) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.
 - e) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
 - f) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
 - g) The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.
 - h) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
 - i) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
 - a. when the bidder withdraws or modifies its bid after opening of bids;
 - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
 - c. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
 - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
 - j) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
 - k) No interest shall be payable on the bid security.
 - l) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
 - m) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
 - a. the expiry of validity of bid security;
 - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
 - c. the cancellation of the procurement process; or
 - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.
- 9) **Deadline for the submission of Bids:**
- a) Bids shall be received online at e-Procurement portal and up to the time and date specified in the NIB.
 - b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity

of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

10) Withdrawal, Substitution, and Modification of Bids:

- a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".
- b) Bids withdrawn shall not be opened and processes further.

11) Opening of Bids:

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) All the documents comprising of Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to DoIT&C).
- e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
 - a. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
 - b. bid is valid for the period, specified in the bidding document;
 - c. bid is unconditional and the bidder has agreed to give the required performance security; and
 - d. other conditions, as specified in the bidding document are fulfilled.
 - e. any other information which the committee may consider appropriate.
- f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

12) Selection Method:

- a) Selection method is Least Cost Based Selection (LCBS or L1).

13) Clarification of Bids:

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.
- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

14) Evaluation & Tabulation of Technical Bids:

a) Determination of Responsiveness

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the

- basis of bidding document and the provisions of technical criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
 - i. "deviation" is a departure from the requirements specified in the bidding document;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
 - c. A material deviation, reservation, or omission is one that,
 - i. if accepted, shall:-
 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract;
 or
 - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
 - d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
 - e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.
- b) Non-material Non-conformities in Bids:**
- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
 - b. The bid evaluation committee may request the bidder to submit the necessary information or document within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
 - c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.
- c) Technical Evaluation Criteria –** As the bids are being sought from already empanelled firms, empanelled after due technical evaluation & covering minimum qualification criteria, the selected bidder shall be decided on the LCBS i.e. L-1 basis.
- d) Tabulation of Technical Bids:**
- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
 - b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
 - e) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
 - f) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.
- 15) Evaluation & Tabulation of Financial Bids:** Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids:-
- a) The financial Bids of the technically qualified bidders, shall be opened online at notified time, by the bid evaluation committee in the presence of the bidders or their

- representatives who choose to be present.
- b) the names of the bidders, the rates given by them and conditions put, if any, shall be read out and recorded;
 - c) conditional Bids are liable to be rejected;
 - d) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
 - e) the evaluation shall follow the process mentioned at clause 12 above for calculation of L1
 - f) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
 - g) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
 - h) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.
 - i) To evaluate a financial bid, the tendering authority shall consider the following: -
 - a. The bid price as quoted in accordance with bidding document.
 - b. Price adjustment for correction of arithmetic errors in accordance with bidding document.
 - j) All rates quoted must be FOR destination and should include all incidental charges except GST which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Government and the delivery of the goods shall be given at the premises of Purchaser. Goods to be purchased are for the purpose of official use, hence Octroi is not payable. The rates, therefore, should be exclusive of Octroi, and local tax, in case goods to be purchased are for the purpose of resale or use as manufacture of any goods for sale, the rates shall be inclusive of Octroi and local tax. In the former case, a certificate in the prescribed form will be furnished along with the supply order.

16) **Correction of Arithmetic Errors in Financial Bids:** The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

17) Negotiations:

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid

evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.

- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

18) Exclusion of Bids/ Disqualification:

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
 - a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - d. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
 - e. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
 - f. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
 - a. communicated to the concerned bidder in writing;
 - b. published on the State Public Procurement Portal, if applicable.

19) Lack of competition:

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - a. the price quoted by the bidder is assessed to be reasonable;
 - b. the Bid is unconditional and complete in all respects;
 - c. there are no obvious indicators of cartelization amongst bidders; and
 - d. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

20) Acceptance of the successful Bid and award of contract:

- a) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee, has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on Bids shall be taken within original validity period of Bids and time period

allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.

- c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
 - d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
 - e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
 - f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
 - g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within three days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
 - h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
 - i) The bid security of the bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.
- 21) **Information and publication of award:** Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.
- 22) **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 contract, without thereby incurring any liability to the bidders.
- 23) **Performance Security:**
- a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.
 - b) The amount of performance security shall be 2.5% of the amount of LOI/ supply order including GST in case of procurement of goods and services. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 0.50% of the amount of quantity ordered for supply including GST and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 1% of the amount of supply order.
 - c) Performance security shall be furnished in any one of the following forms: -
 - a. Bank Draft or Banker's Cheque of a scheduled bank;
 - b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
 - c. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
 - d. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of

procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

- d) Performance security furnished in the form specified in clause [b.] to [e.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
 - e) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
 - f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
 - g) No interest shall be payable on the PSD.
- 24) Execution of agreement:**
- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
 - b) The successful bidder shall sign the procurement contract within 3 days from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.
 - c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder..
 - d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.
 - e) After signing of procurement contract/agreement and submission of required performance security, Purchaser will issue the Work Order to successful bidder.
- 25) Confidentiality:**
- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - a. impede enforcement of any law;
 - b. affect the security or strategic interests of India;
 - c. affect the intellectual property rights or legitimate commercial interests of bidders;
 - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
 - b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
 - c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
 - d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.
- 26) Cancellation of procurement process:**
- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
 - b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -

- a. at any time prior to the acceptance of the successful Bid; or
- b. after the successful Bid is accepted in accordance with (d) and (e) below.
- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder whose Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any offence under the Act, the procuring entity may: -
 - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
 - b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

27) Code of Integrity for Bidders:

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
 - a. Prohibiting
 - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - iii. any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - iv. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
 - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - vii. any obstruction of any investigation or audit of a procurement process;
 - b. disclosure of conflict of interest;
 - c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -
 - a. exclusion of the bidder from the procurement process;
 - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
 - c. forfeiture or encashment of any other security or bond relating to the procurement;
 - d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
 - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
 - f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

28) Interference with Procurement Process: A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;
- b) withdraws from the procurement process after being declared the successful bidder;
- c) fails to enter into procurement contract after being declared the successful bidder;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, without valid grounds,

shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

29) Appeals:

- a) Subject to "Appeal not to lie in certain cases" below, if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:
 - a. Provided that after the declaration of a bidder as successful in terms of "Award of Contract", the appeal may be filed only by a bidder who has participated in procurement proceedings
 - b. Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (b) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (b) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :
 First Appellate Authority: Commissioner & Secretary, IT&C, GoR
 Second Appellate Authority: Addl. Chief Secretary, IT&C, GoR
- f) Form of Appeal:
 - a. Every appeal under (a) and (c) above shall be as per Annexure-4 along with as many copies as there are respondents in the appeal.
 - b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
 - c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
 - a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - b. The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
 - a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
 - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
 - i. hear all the parties to appeal present before him; and
 - ii. peruse or inspect documents, relevant records or copies thereof relating to the matter.
 - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
 - d. The order passed under (c) shall also be placed on the State Public

Procurement Portal.

- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.
- 30) **Stay of procurement proceedings:** While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.
- 31) **Vexatious Appeals & Complaints:** Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.
- 32) **Offenses by Firms/ Companies:**
- a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:
Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.
 - b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
 - c) For the purpose of this section-
 - a. "company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and
 - b. "director" in relation to a limited liability partnership or firm, means a partner in the firm.
 - d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.
- 33) **Debarment from Bidding:**
- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
 - a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
 - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
 - c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.
 - d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
 - e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity

of being heard.

34) Monitoring of Contract:

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.
- c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery. If still there is an delay in the delivery or quality of goods and services during and before the event and having a direct/indirect adverse impact on any event activity, attributable to the selected EMA.
- d) In case of non-delivery of goods and services or non-acceptance of good and services by the purchaser, before and during the event , the same shall lead to "Non Performance".
- e) In case EMA fail to deliver services in time or as per desired quality, the CMC will carry out the impact assessment of same and accordingly determine the penalty to be imposed on EMA, the penalty amount will be deducted from the amount payable to EMA.
- f) Delay in performance/ delivery of good and services for reasons non-accountable to the IA or due to reasons beyond control, may be dealt with accordingly.
- g) The Purchaser may also forfeit the Performance Security Deposit and also debar the selected bidder from bidding (for all types and form of bids) for at least three years in DoIT&C.
- h) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- i) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- j) The selected bidder shall assign or sub-let his contract or any substantial part thereof to a startup as per RTPP Act & Rules.

6. GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

The Procurement process under this bidding document, terms & conditions mentioned herein are governed by the RTPP Act, 2013. Bidders should read these conditions carefully and comply strictly while sending their bids.

Definitions:

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfilment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

- 1) **Contract Documents:** Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.
- 2) **Interpretation:**
 - a) If the context so requires it, singular means plural and vice versa.
 - b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
 - d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
 - e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
 - f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- 3) **Language:**
- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidder and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.
 - b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
- 4) **Service of Notice, Documents & Orders:**
- a) A notice, document or order shall be deemed to be served on any individual by -
 - a. delivering it to the person personally; or
 - b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
 - c. on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.
 - b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.
- 5) **Scope of Supply:**
- a) Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the bidding document.
 - b) Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.
 - c) Additional goods and/ or related services, if any, provided by the selected bidder, shall be paid on mutually agreed terms & conditions and as decided by the CMC. The decision of the CMC shall be final and binding upon the selected bidder.
- 6) **Delivery & Installation:**
- a) Subject to the conditions of the contract, the delivery of the goods and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidder are specified in the bidding document and/ or contract.
 - b) The contract for the supply can be repudiated at any time by the purchase officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.
 - c) The Supplier/ Selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at various departments and/ or their offices/ locations mentioned in the PO/ WO.

- d) Shifting the place of Installation: The user will be free to shift the place of installation within the same city /town/ district/ division. The successful/ selected bidder shall provide all assistance, except transportation, in shifting of the equipment. However, if the city/town is changed, additional charges of assistance in shifting and providing maintenance services for remaining period would be decided mutually.
- 7) **Supplier's/ Selected Bidder's Responsibilities:** The Supplier/ Selected Bidder shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.
- 8) **Purchaser's Responsibilities:**
- a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.
 - b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.
- 9) **Contract Price:**
- a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
 - b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.
- 10) **Recoveries from Supplier/ Selected Bidder:**
- a) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills.
 - b) Amount may also be withheld to the extent of short supply, breakages, and rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department.
 - c) In case, recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
- 11) **Taxes & Duties:**
- a) The TDS, if applicable, shall be deducted at source/ paid as per prevailing rates.
 - b) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
 - c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
 - d) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.
- 12) **Sub-Contracting:**
- a) The bidder shall not assign or sub-let his contract or any substational part thereof to any oher agency without the permission of Purchaser/Tenduring authority.
 - b) If permitted, the selected bidder shall notify the Purchaser, in writing, of all subcontracts awarded under the Contract, if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier/ Selected Bidder from any of its obligations, duties, responsibilities, or liability under the Contract.
 - c) Subcontractors, if permitted, shall comply with the provisions of bidding document and / or contract.
- 13) **Specifications and Standards:**
- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the bidding document and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform

- strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder.
- b) **Technical Specifications and Drawings**
 - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
 - ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
 - iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
 - c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.
- 14) **Packing and Documents:**
- a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
 - b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.
- 15) **Transportation:** The supplier/ selected bidder shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.
- 16) **Inspection:**
- a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the supplier's/ selected bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided. Inspection shall be made at supplier's/ selected bidder's godown at Jaipur (at supplier's/ selected bidder's cost).
 - b) The supplier/ selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
 - c) After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.
- 17) **Samples:**
- a) When notified by the Purchaser to the supplier/ bidder/ selected bidder, Bids for articles/ goods marked in the BoM¹ shall be accompanied by four sets of samples of

- the articles quoted properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/ food items should be given in a box or in paper bags at the cost of the bidder (avoiding single use plastic).
- b) Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
 - c) Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. DoIT&C shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained.
The Samples shall be collected by the supplier/ bidder/ selected bidder on the expiry of stipulated period. DoIT&C shall in no way make arrangements to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by DoIT&C and no claim for their cost, etc., shall be entertained.
 - d) Samples not approved shall be collected by the unsuccessful bidder. DoIT&C will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
 - e) Supplies when received may be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like STQC (ETDC) and the like and the supplies will be accepted only when the articles conform to the standard of prescribed specifications as a result of such tests.
 - f) The supplier/ selected bidder shall at its own expense and at no cost to the Purchaser carry out all such tests and/ or inspections of the Goods and Related Services as are specified in the bidding document.
- 18) **Drawl of Samples:** In case of tests, wherever feasible, samples shall be drawn in four sets in the presence of selected bidder or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/ or testing house and the third or fourth will be retained in the office for reference and record.
- 19) **Testing charges:** Testing charges shall be borne by the Government. In case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the selected bidder.
- 20) **Rejection:**
- a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.
 - b) If, however, due to exigencies of DoIT&C's work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the selected bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
 - c) The rejected articles shall be removed by the supplier/ bidder/ selected bidder within stipulated time period from the intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the selected bidder's risk and on his account.
- 21) **Extension in Delivery period, Extent of Quantity – Repeat Orders and Liquidated Damages (LD):**
- a) The time specified for delivery in the bidding document shall be deemed to be the essence of the contract and the supplier/ selected bidder shall arrange goods supply and related services within the specified period on receipt of the firm order from the Purchase Officer.
 - b) The Selected bidder shall arrange supplies within the stipulated time period.

- c) If the orders are placed in excess of the the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.
- d) Except as provided under clause "Force Majeure", if the supplier/ selected bidder fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in (d) below for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or contract. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to clause "Termination".
- e) In case of extension in the delivery and/ or installation/ completion/ commissioning period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of goods and/ or service which the supplier/ selected bidder has failed to supply/ install/ complete : -

No.	Condition	LD %*
a.	Delay up to one fourth period of the prescribed period of delivery, successful installation and completion of work	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period of delivery, successful installation and completion of work	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period of delivery, successful installation and completion of work	7.5 %
d.	Delay exceeding three fourth of the prescribed period of delivery, successful installation and completion of work	10.0 %

- i. Fraction of a day in reckoning period of delay in supplies, successful installation and completion of work shall be eliminated, if it is less than half a day.
- ii. The maximum amount of liquidated damages shall be 10% of the contract value.
- iii. *The percentage refers to the payment due for the associated works/ goods/ service.

22) **Freight:**

- a) All goods must be sent freight paid through Railways or goods transport. If goods are sent freight to payhe freight together with departmental charge 5% of the freight will be recovered from the suppliers bill.
- b) R.R. should be sent under registered cover through Bank only.
- c) In case supply is desired to be sent by the purchase officer by passenger train, the entire railway freight will be borne by the bidder.
- d) Remittance charges on payment made shall be borne by the bidder.

23) **Payments:**

- a) Advance Payment will not be made except in rare and special cases. In case of advance payment being made, it will be against proof of dispatch and to the extent as prescribed in financial powers by rail/ reputed goods transport companies, etc., and prior inspection, if any. The balance, if any, will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the bidder.
- b) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on submission of bill in proper form by the bidder to the Purchase Officer in accordance with G.F.& A.R all remittance charges will be borne by the bidder.
- c) In case of disputed items, 10% to 25% of the amount shall be withheld and will be paid on settlement of the dispute.
- d) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.

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- 24) Bidders must make their own arrangements to obtain import license, if necessary. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Purchase Officer.
- 25) **Settlement of Disputes:** If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.
- 26) All legal proceedings, if necessary, arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.
- 27) **Limitation of Liability:** Except in cases of gross negligence or willful misconduct: -
- a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and
 - b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.
- 28) **Force Majeure:**
- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, due to rains at identified locations, quarantine restrictions, and freight embargoes.
 - c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the DoIT&C in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by DoIT&C, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
 - d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
 - e) In case a Force Majeure situation occurs with the user department or DoIT&C, the user department or DoIT&C may take the case with the supplier/ selected bidder on similar lines

7. 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, in following installments
 - First – 50% payment shall be done after successful completion & self-certification by the EMAf
 - Second & Last – Balance 50% after verification of works by DoIT&C
- 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) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- h) 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.
- i) Taxes, as applicable, will be deducted/ paid, as per the prevalent rules and regulations.
- j) 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 CMC. The decision of the CMC, for payments towards additional goods and/ or related services, shall be final and binding upon the EMA.
- k) 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 CMC and same shall be deducted from the due payments to EMA.
- l) 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

ANNEXURE-1: FINANCIAL BID COVER LETTER & FORMAT**COVER LETTER {to be submitted by the bidder on his Letter head}**

To,
The Commissioner & Secretary, DoIT&C,
Govt. of Rajasthan,
Jaipur (Raj.)

Reference: NIB No. : _____ Dated: _____

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding 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, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. 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 bid 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.

We understand that you are not bound to accept 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:

Financial Bid Format

{to be submitted by the bidder only in BoQ format (.XLS) available at e-Proc portal}

Project Name: Selection of Event Management Agency for Organizing "Rajasthan IT Day, Jaipur 2025"								
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.	Item Description	Unit	Qty.	Unit Rate (in INR)	GST% on item	GST in INR	Unit rate with GST (8=5+7)	Total with Taxes (9=4x8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Flex Printing	Sq.Ft.	15000					
2.	Vinyl Print	Sq.Ft.	3000					
3.	Printing & Distribution of Badges	Nos	3200					
4.	Printing & Deployment of Satin Cloth Flags	Nos	100					
5.	iStart Brochure	Nos	1500					
6.	AVGC-XR Policy	Nos	500					
7.	iStart Policy	Nos	500					
8.	Placards/ Name Plates	Nos	50					
9.	Printing & Framing of Certificates	Nos	200					
10.	Program Details (M2M)	Nos	500					
11.	Invitation Cards with Envelope	Nos	500					
12.	Notepad	Nos	3200					
13.	Food Coupons	Nos	3200					
14.	Pens	Nos	3200					
15.	Pocket Folders for Dais	Nos	25					
16.	Kit Bag	Nos	3200					
17.	T-Shirts (Round Neck)	Nos	3200					
18.	Memento	Nos	50					
19.	Trophy	Nos	3					
20.	Tablet	Nos	5					
21.	Smart Phone	Nos	20					
22.	Registration Counter with Carpet, lighting & Signages for event duration	Nos	7					
23.	Laptop Wifi Enabled with Mouse for event duration	Nos	9					
24.	Multi-Functional Printer for event duration	Nos	2					
25.	Queue Manager for event duration	Nos	28					
26.	Stationary package	Nos	2					
27.	Pedestal Fan for event duration	Nos	3					
28.	Support Staff (Day/Night, Male / Female) including senior executives for event duration	Nos	36					
29.	QR Code Reader for event duration	Nos	7					
30.	Large Size Dustbins for event duration	Nos	10					
31.	Small Size Dustbins for event duration	Nos	30					
32.	Table (6'*2') with cover for event duration	Nos	64					
33.	Chairs with Covers for event duration	Nos	100					
34.	Spike Busters (15 Amp/ 5 Amp) with Min. 4 Socket for event duration	Nos	133					
35.	Indoor LED Wall 3.0 P of size approx. (8' X 6') & (8'x10') with riser, masking on wooden structure as required for event duration	Sq. Ft.	128					
36.	White Board (3*4) with Stand Along with Marker & Duster for event duration	Nos	3					
37.	Center Table for event duration	Nos	15					
38.	Fresh Flowers Vase (To Be Changed Once A Day)	Nos	300					
39.	Floral Decorations	Nos	1					
40.	Bedding (Pillow, Dohar sheet – 2	Nos	30					

	nos., mattress) for event duration							
41.	Stage Setup with carpeting for event duration	Sq.Ft.	720					
42.	Chair for Dais	Nos	15					
43.	Led Tv Size 65" Stage Facing Display Unit for event duration	Nos	2					
44.	Podium with Goose Mic & other necessary items for event duration	Nos	3					
45.	Fresh Bouquet/ Welcome plants for event duration	Nos	60					
46.	Plants for Decoration for event duration	Nos	200					
47.	Seating Arrangement Signages for event duration	Nos	5					
48.	Lighting Lamp with Necessary Items for event duration	Nos	1					
49.	Tray for event duration	Nos	5					
50.	Female Ushers At Stage	Nos	3					
51.	Anchor	Nos	1					
52.	Digital Display Panels	Nos	6					
53.	Tea, Coffee & Cookie counter with water facility for event duration	Nos	2					
54.	Two-Seater Sofa for event duration	Nos	6					
55.	Round Tables with 6 chairs (with cover) for event duration	Nos	30					
56.	Hi-Tea Buffet	Nos	3200					
57.	Lunch Buffet	Nos.	600					
58.	Refreshment Kit for Game Jam	Nos.	300					
59.	Night Refreshment for Game Jam	Nos.	200					
60.	Water station (Across venue area) for event duration	Nos.	5					
61.	LED Tv Size 42" with Stands for event duration	Nos	50					
62.	Exhibition Tables of Size – 3'X2' for event duration	Nos	75					
63.	Chairs for event duration	Nos	300					
64.	Photographers	Nos	4					
65.	Videographers	Nos	4					
66.	Drone Camera	Nos	2					
67.	Etios/ Dezire (120 Km Per Day)	Nos	20					
68.	Etios/ Dezire (Extra KM), price per KM	KM	1					
69.	Innova (120 Km Per Day)	Nos	12					
70.	Innova ((Extra KM), price per KM)	KM	1					
71.	Delux Buses (45 Seaters)120 KM Per Day	Nos	4					
72.	Delux Buses (45 Seaters,((Extra KM), price per KM)	KM	1					
73.	Walky-Talky with Chargers (10 for 3 Days)	Nos	10					
74.	Sound system Cost of Set 1 for event duration	Nos	1					
75.	Sound system Cost of Set 2 for event duration	Nos	3					
76.	Sound system Cost of Set 3 for event duration	Nos	1					
77.	Sound system Cost of Set 4 for event duration	Nos	1					
78.	Sound system Cost of Set 5 for event duration	Nos	1					
79.	Room Single Occupancy	Room nights	60					
80.	Room Double Occupancy	Room nights	15					
81.	Security Guard Male for event duration	Nos	10					
82.	Security Guard Female for event duration	Nos	4					
83.	Bouncers Male for event duration	Nos	10					
84.	Bouncers Female for event duration	Nos	4					

85.	Red Carpet for event duration	Sq.Ft.	2000					
86.	Alphabet or Any other MDF Cutouts Selfie zone	Nos	2					
87.	Iron/ Truss Structure Welcome Gates	Nos	1					
88.	Focus Lighting of BSDC and BTH for event duration	Nos	1					
89.	Train & Flight tickets (To be paid on actual)	Nos	50					
	Total (in figures) with Taxes							
	Total (in Words)							

Important Note- Selection method is Least Cost Based Selection (LCBS or L1).

Note:

1. The selected EMA has to execute all works mentioned in the SoW of this RFQ event if the items are NOT mentioned in the above BoQ. The items might be embedded in other works or are mentioned As Required.
2. Any other work executed (additional goods and/ or related services) which is not mentioned in this RFQ's SoW but required to executed to do 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 pro-rata basis or as mutually decided for less or more items for complete event duration.

ANNEXURE-2: BANK GUARANTEE FORMAT{to be submitted by the bidder's bank}**BANK GUARANTEE FORMAT – BID SECURITY**

(To be stamped in accordance with Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,
The Commissioner & Secretary,
DoIT&C,IT Building, Yojana Bhawan Campus, Tilak Marg,
C-Scheme, Jaipur-302005 (Raj).

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <please specify> M/s..... (Name & full address of the firm) (Hereinafter called the "Bidder") hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs. _____ (Rupees <in words>)> in respect to the NIB Ref. No. _____ dated _____ issued by DoIT&C, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur, Rajasthan (hereinafter referred to as "DoIT&C") by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date (i.e. <please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. _____ (Rupees <in words>)> to the DoIT&C as earnest money deposit.

2. Now, therefore, we the (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at.....(hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the DoIT&C of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the DoIT&C shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the DoIT&C on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said bidding document and the decision of the DoIT&C that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the DoIT&C shall be final and binding on us.
4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the DoIT&C and it is further declared that it shall not be necessary for the DoIT&C to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the DoIT&C may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.
5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.
7. The right of the DoIT&C to recover the said amount of <Rs. _____ (Rupees <in words>)> from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s (Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..

8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to <Rs. _____(Rupees <in words>)> and our guarantee shall remain in force till bid validity period i.e.<please specify> days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.
9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.
10. We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Date (Signature)
 Place (Printed Name)
 (Designation)
 (Bank's common seal)

In presence of:

WTTNESS (with full name, designation, address & official seal, if any)

(1)

.....

(2)

.....

Bank Details

Name & address of Bank :

Name of contact person of Bank:

Contact telephone number:

GUIDELINES FOR SUBMISSION OF BANK GUARANTEE

The Bank Guarantee shall fulfil the following conditions in the absence of which they cannot be considered valid: -

1. Bank Guarantee shall be executed on non- judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalised Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by DoIT&C
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,
The Commissioner & Secretary,
DoIT&C, IT Building, Yojana Bhawan Campus, Tilak Marg,
C-Scheme, Jaipur-302005 (Raj).

1. In consideration of the Department of IT&C, Govt. of Rajasthan (hereinafter called "DoIT&C") having agreed to exempt M/s(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Work Order No.....datedmade between the DoIT&C and(Contractor) for the workof Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said work order, on production of a Bank Guarantee for Rs.....(Rupees.....only), we..... (indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request ofContractor(s) do hereby undertake to pay to the DoIT&C an amount not exceeding Rs.....(Rupeesonly) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the DoIT&C. Any such demand made on the bank by the DoIT&C shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the DoIT&C and We..... (Indicate the name of Bank), bound ourselves with all directions given by DoIT&C regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees only).
3. We.....(indicate the name of Bank), undertake to pay to the DoIT&C any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of DoIT&C under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the DoIT&C certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We(indicate the name of Bank) further agree with the DoIT&C that the DoIT&C shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said work order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the DoIT&C against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said work order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the DoIT&C or any indulgence by the DoIT&C to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.
6. The liability of..... (Indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the DoIT&C in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the DoIT&C. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).

9. It shall not be necessary for the DoIT&C to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the DoIT&C may have obtained or obtain from the contractor.
10. We (indicate the name of Bank) verify that we have a branch at Jaipur, Rajasthan. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur, Rajasthan. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favour under the memorandum and articles of Association/ constitution of our bank and the undersigned is/ are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of..... For and on behalf of the <Bank> (indicate the Bank)
Signature

(Name & Designation)

Bank's Seal

The above performance Guarantee is accepted by the DoIT&C
For and on behalf of the DoIT&C

Signature

(Name & Designation)

ANNEXURE-3: DRAFT AGREEMENT FORMAT {to be mutually signed by selected bidder and procuring entity}

This Contract is made and entered into on this _____ day of _____, 2025 by and between Department of Information Technology & Communications, Govt. of Rajasthan, having its head office at IT Building Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005, Rajasthan (herein after referred to as Purchaser/ DoIT&C) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s _____, a company registered under _____ with its registered office at _____ (herein after referred as the "Successful Bidder/ Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFQ document dated _____ of <NIB No _____>.

And whereas

The supplier represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFQ document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Work Order vide Letter No. _____ dated _____, on which M/s _____ has given their acceptance vide their Letter No. _____ dated _____.

And whereas

The supplier has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No. _____ dated _____ and RFQ document dated _____ issued by DoIT&C along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by DoIT&C to supplier at the rates set forth in the work order no. _____ dated _____ will duly supply the said articles set forth in scope of work and provide related services in the manner set forth in the RFQ, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.
3. The DoIT&C do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFQ and Contract, the DoIT&C will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFQ, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFQ document.

4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. _____ and completed by supplier within the period as specified in the RFQ document.
5. In case Successful Bidder fail to deliver services in time or as per desired quality, the CMC will carry out the impact assessment of same and accordingly determine the penalty to be imposed on EMA, the penalty amount will be deducted from the amount payable to EMA.
6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFQ document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this _____ day of _____, 2025.

Signed By:	Signed By:
() Designation: Company:	() Designation: Department of IT&C, Govt. of Rajasthan
<i>In the presence of:</i>	<i>In the presence of:</i>
() Designation: Company:	() Designation: Department of IT&C, Govt. of Rajasthan
() Designation: Company:	() Designation: Department of IT&C, Govt. of Rajasthan

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