

2026

**Department of Information  
Technology & Communications  
(DoIT&C),  
Government of Rajasthan (GoR)**

**Request for Proposal (RFP) for  
Empanelment of Event Management Agencies**



# Request for Proposal (RFP) for Empanelment of Event Management Agencies

Reference No. F13(2)/DoIT&C/2026/  
UBN No.

Dated: -08-05-2026

<b>Mode of Bid Submission</b>	Online though e-Procurement/ e-Tendering system at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Procuring Authority</b>	Commissioner & Special Secretary, DoIT&C, Second Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
<b>Date &amp; Time of Pre-bid meeting</b>	14/05/2026 at 12:00 Noon
<b>Last Date &amp; Time of Submission of Bid</b>	19/05/2026 at 04:00 PM
<b>Date &amp; Time of Opening of Technical Bid</b>	02/06/2026 at 05:00 PM

Bidding Document Fee: Rs. 1000/- (Rupees One Thousand only)  
RISL Processing Fee: Rs. 2500/- (Rupees Two Thousand Five Hundred only)

<b>Name of the Bidding Company/ Firm:</b>			
<b>Contact Person (Authorised Bid Signatory):</b>			
<b>Correspondence Address:</b>			
<b>Mobile No.</b>		<b>Telephone &amp; Fax Nos.:</b>	
<b>Website &amp; E-Mail:</b>			

## Department of Information Technology & Communications (DoIT&C)

2<sup>nd</sup> 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: [events.doit@rajasthan.gov.in](mailto:events.doit@rajasthan.gov.in)

**ABBREVIATIONS & DEFINITIONS**

<b>Act</b>	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 31 of 2013) and Rules thereto
<b>Authorised Signatory</b>	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.
<b>BG</b>	Bank Guarantee
<b>Bid/ eBid</b>	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
<b>Bid Security</b>	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.
<b>Bidder</b>	Any person/ firm/ agency/ EMA/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procuring entity
<b>Bidding Document</b>	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
<b>BoM</b>	Bill of Material
<b>CMC</b>	Contract Monitoring Committee
<b>Competent Authority</b>	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Commissioner & Special Secretary, IT&C, Govt. of Rajasthan in this bidding document.
<b>Contract/ Procurement Contract</b>	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
<b>Contract/ Project Period</b>	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.
<b>Day</b>	A calendar day as per GoR/ Gol.
<b>DeitY, Gol</b>	Department of Electronics and Information Technology, Government of India
<b>DoIT&amp;C</b>	Department of Information Technology and Communication, Government of Rajasthan.
<b>EMA</b>	Event Management Agency
<b>Empanelment Period</b>	The Empanelment shall remain valid for one (1) year from the date of issue of Empanelment letter which can be further extended for a period of one (1) Year with mutual consent.
<b>FOR/ FOB</b>	Free on Board or Freight on Board
<b>Gol/ GoR</b>	Govt. of India/ Govt. of Rajasthan
	"Goods" means a tangible physical product that can be contrasted with a

<b>Goods</b>	service which is intangible i.e. all the products which the bidder is required to supply to Purchaser under the Contract.
<b>CT</b>	Information and Communication Technology.
<b>IFB</b>	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)
<b>INR</b>	Indian Rupee
<b>ISI</b>	Indian Standards Institution
<b>ISO</b>	International Organisation for Standardisation
<b>IT</b>	Information Technology
<b>ITB</b>	Instruction to Bidders
<b>LD</b>	Liquidated Damages
<b>Lol</b>	Letter of Intent
<b>NCB</b>	A bidding process in which qualified bidders only from within India are allowed to participate
<b>NeGP</b>	National e-Governance Plan of Government of India, Department of Information Technology (DIT), Ministry of Communications and Information Technology (MCIT), New Delhi.
<b>NIB</b>	Notice Inviting Bid
<b>Notification</b>	A notification published in the Official Gazette
<b>OEM</b>	Original Equipment Manufacturer
<b>PAN</b>	Permanent Account Number
<b>PBG</b>	Performance Bank Guarantee
<b>PC</b>	Procurement/ Purchase Committee
<b>PQ</b>	Pre-Qualification
<b>Procurement Process</b>	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
<b>Procurement/ Public Procurement</b>	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
<b>Project /Event Site</b>	Wherever applicable, means the designated place or places.
<b>PSD/ SD</b>	Performance Security Deposit/ Security Deposit
<b>Purchaser/ Tendering Authority/ Procuring Entity</b>	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 RFP document.
<b>RajSWAN/ RSWAN</b>	Rajasthan State Wide Area Network
<b>RISL</b>	RajCOMP Info Services Limited
<b>RSDC</b>	Rajasthan State Data Centre, New IT Building, Jaipur
<b>RVAT</b>	Rajasthan Value Added Tax

<b>GST</b>	Good and Services Tax
<b>SLA</b>	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.
<b>State Government</b>	Government of Rajasthan (GoR)
<b>State Public Procurement Portal</b>	<a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a>
<b>Subject Matter of Procurement</b>	Any item of procurement whether in the form of goods, services or works
<b>TIN</b>	Tax Identification Number
<b>TPA</b>	Third Party Auditors
<b>VAT/ CenVAT</b>	Value Added Tax/ Central VAT
<b>WO/ PO</b>	Work Order/ Purchase Order

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

Ref. No. F13(02)/DoIT&amp;C/2026/01723/2026

Dated: - 08-05-2026

UBN: - ITC2627SSOB00011

<b>Name &amp; Address of the Procuring Entity</b>	<ul style="list-style-type: none"> <li>Name: Commissioner &amp; Special Secretary, IT&amp;C</li> <li>Address: IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur - 302005(Rajasthan)</li> </ul>
<b>Name &amp; Address of the Project Officer In-charge (POIC)</b>	<ul style="list-style-type: none"> <li>Name: Manoj Bishnoi</li> <li>Designation: ACP (Dy. Director)</li> <li>Address: IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur - 302005(Rajasthan)</li> <li>Email: event.doit@rajasthan.gov.in</li> </ul>
<b>Subject Matter of Procurement</b>	<ul style="list-style-type: none"> <li>Request for Proposal (RFP) Document for Empanelment of Event Management Agencies</li> </ul>
<b>Bid Procedure</b>	Single - Stage: Two Part (Envelop) e-Bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Bid Evaluation Criteria (Selection Method)</b>	The Empanelment with DoIT&C shall be done with all the Event Management Agency/ Firm who shall qualify all the Pre-Qualification and other Terms and Conditions as stated in the RFP after detailed scrutiny of their submitted Response.
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums etc.</b>	<ul style="list-style-type: none"> <li>Websites: <a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a>, <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>, <a href="http://www.rajasthan.gov.in">http://www.rajasthan.gov.in</a>, <a href="http://doitc.rajasthan.gov.in">http://doitc.rajasthan.gov.in</a></li> <li>Bidding document fee: Rs. 1000/- (Rupees One Thousand only) in Cash/ Demand Draft in favour of "Commissioner, DoIT&amp;C" payable at "Jaipur".</li> <li>RISL Processing Fee: Rs. 2500/- (Rupees Two Thousand Five Hundred only) in Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".</li> </ul>
<b>Bid Security and Mode</b>	<ul style="list-style-type: none"> <li>Amount (INR): Rs. 1,00,000/- (Rupees One Lakh Only)</li> <li>Mode of Payment: Banker's Cheque or Demand Draft of a Scheduled Bank in favour of "Commissioner, DoIT&amp;C" payable at "Jaipur". (Fee should be submitted/ deposited in physical form to project OIC only, as mentioned in NIB.)</li> </ul>
<b>Date/ Time/ Place of Pre-bid Meeting</b>	<ul style="list-style-type: none"> <li>Date/ Time: 14/05/2026 at 03:00 Noon</li> <li>Place: Conference Room, Ground Floor, IT Building, Yojna Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)</li> </ul>
<b>Period of Sale of Bidding Document (Start/ End Date)</b>	<ul style="list-style-type: none"> <li>Start Date: 08/05/2026 at 06:00 PM onwards</li> <li>End Date: 02/06/2026 at 04:00 PM</li> </ul>
<b>Manner, Start/ End Date for the submission of Bids</b>	<ul style="list-style-type: none"> <li>Manner: Online at eProc website (<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>)</li> <li>Start Date: 19/05/2026 at 11:00 AM onwards</li> <li>End Date: 02/06/2026 at 04:00 PM</li> </ul>
<b>Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*</b>	From 19/05/2026 at 11:00 AM onwards To 02/06/2026 at 04:00 PM

<b>Date/ Time/ Place of Technical Bid Opening</b>	<ul style="list-style-type: none"> <li>• Date: 02/06/2026</li> <li>• Time: 05:00 PM</li> <li>• Place: DoIT&amp;C, Committee Room, Second Floor, IT Building, Yojana Bhawan campus, Tilak Marg, C-Scheme, Jaipur – 302005 (Rajasthan)</li> </ul>
<b>Date and Time for Detailed presentation as a part technical qualification process</b>	To be intimated
<b>Bid Validity</b>	180 days from the bid submission deadline

**Note:**

- 1) Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, Banker's Cheque/ Demand Draft for Bidding Document Fees, RISL Processing Fees and Banker's Cheque/ Demand Draft 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 Bidding Document Fee, RISL Processing and Banker's Cheque/ Demand Draft Bid Security Fee up to 19-02-2026 on 04:00 PM, 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 "Commissioner, DoIT&C". payable at "Jaipur" and RISL Processing Fee and Banker's Cheque/ Demand Draft be drawn 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/RISL 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](mailto: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 RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail

ACP(Dy. Director)

## **2. PROJECT PROFILE & BACKGROUND INFORMATION**

- a. Department of Information Technology & Communication (DoIT&C), Govt. of Rajasthan is responsible for implementation of various IT/e-Governance projects for the State of Rajasthan. In order to showcase/promote state IT/e-Governance initiatives, DoIT&C is organizing various events time to time and also participates in an events organized by other agencies/organizations. Mostly, events are being organized through Event Management Agency (EMA) selected through open tender/bidding process. The events may be classified as under:
  - Conducting Seminars/conferences
  - Organizing Workshops
  - Setup Exhibition
  - Public Meetings etc.
- b. The requirements of each event may vary depending on nature, size, duration, location etc. However, major requirements may be categorized as under:
  - Covering open space (Tent, Aluminum Hanger, Truss Structure etc.)
  - Furniture (Sofa set, Tables, Chairs etc.)
  - Floral decoration/ Rangoli etc.
  - Catering Arrangements (Breakfast, Lunch, Dinner, High Tea etc.)
  - Wooden work (Wall paneling, Flooring, 3 D structures etc.
  - Electricity & Lighting (Extending power points, Genset for backup power, Setting up of lights, Airconditioning at venue as per requirement)
  - Large Format Display (LED walls, Seamless Plasma, Projectors-Screens, TVs)
  - Augmented Reality & Virtual Reality setup
  - Sound system
  - Printing and display (Flex, Vinyl, Booklet, Invitation card etc.)
  - Supply and distribution of Kitbags, T-Shirt, Memento's etc.
  - Design and Creative art work
- c. All these events are proposed to be organized through EMA. In order to simplify the process selection of EMA for each event, it has been planned to empanel Firms capable of organizing events anywhere in Rajasthan and also outside Rajasthan.
- d. The limited tender/bidding process within the empanelled firms will be carried out for each event by defining requirements/scope and quotes would be obtained from the participating empanelled firm.
- e. This Empanelment shall remain valid for a period for one (1) year however, the tenure of empanelment may be extended further for another one (1) year.

### 3. PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

**3.1. Pre-Qualification Criteria:** A bidder participating in the procurement process shall possess the following minimum pre-qualification/ eligibility criteria.

<b>S. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirements</b>	<b>Documents Required</b>
1	Legal Entity	The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932. Or Limited liability partnership firm registered under Limited Liability Partnership Act-2008	- Copy of valid Registration Certificates or - Copy of Certificates of incorporation  Copy of Certificate of Name Change (if any)
2	Financial: Turnover	Average Annual Turnover of the bidder during last Five financial years, i.e., from 01/04/2023 to 31/03/2026 (as per the last published audited balance sheets), from event management should be at least Rs. 500 Lacs.	CA Certificate with CA's Registration Number/ Seal and UDIN (as per Annexure-6)
3	Financial: Net Worth	The net worth of the bidder, in the last financial year, i.e. FY 2025-2026, should be Positive.	CA Certificate with CA's Registration Number/ Seal and UDIN (as per Annexure-6)
4	Technical Capability	The bidder must have successfully executed/ completed at least one event management assignment covering various event aspects as defined in this RFP for any Government Department/ Government Organization/ PSU of a minimum work order value of Rs. 200 Lacs in last Three years from the bid submission deadline.	1- Copy of Work order and payment proof 2- Client certificate
5	Tax registration	The bidder should have a registered number of i. GSTN ii. Income Tax / Pan number.	Copies of relevant certificates of registration
6	Compliance to Land Border Policy	1. Bidder should comply with Sub rule 4 under rule 13 of RTTP 2013. 2. Bidder should comply with Order no. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance Department of Expenditure Public Procurement Division regarding the restriction under rule 144 (xi) of GFP 2017.	Copy of undertaking as per Annexure-5. Or Copy of Registration with the Industries Department of the Government of Rajasthan

7	Mandatory Undertaking	Bidder should: - a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; c) Not have a conflict of interest in the procurement in question as specified in the bidding document. d) Comply with the code of integrity as specified in the bidding document. e) As the activity would involve catering and arrangement for vehicles & others travel related activity and other activities, therefore the bidder should ensure that the agencies engaged by him should have all necessary licenses and permissions.	A Self Certified letter as per Annexure-3: Self-Declaration
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### 3.2. Technical Evaluation Criteria:

- a. Only bidders who meet all the pre-qualification criteria shall be evaluated for the technical evaluation.
- b. In order to determine whether the bidders are qualified and the technical aspects of the bidder are substantially responsive to the requirements set forth in the bidding documents, the Tendering Authority will examine the information supplied by the Bidders and shall award points to the bidders on the basis of the following criteria of presentation cum demonstration: table.

S. No	Technical Qualification Criteria	Max Marks	Total Max Marks	Documents required
1	Bidder Profile <ul style="list-style-type: none"> <li>• Standing in the industry in terms of key clients</li> <li>• Client Testimonial's – Event Management</li> <li>• In-House capabilities of executing the various aspects of an event</li> <li>• Office in Jaipur</li> </ul>	10	45	Hard Copy of a Authenticated document detailing the Pre qualification/ Eligibility criteria under Chapter- 3 of this RFP.

2	<p>Technical Capability- Past event executed (Maximum 1 project as per specific requirement mentioned at S.No.4 Technical Capability under Table 3.1. in Chapter-3 Pre-qualification/ eligibility criteria of the RFP) covering the following:</p> <ul style="list-style-type: none"> <li>• Overall Event Theme</li> <li>• Event aspects coverage as defined in this RFP (as per Chapter 4)</li> <li>• Event Coverage (in terms of size, number of participants, event level and different aspects of event execution in line with desired SOW)</li> </ul>	10 15 20	45	
4	Understanding about the requirement as indicated in this RFP and expectation from bidder	10	10	Detailed Sealed & Signed PPT at the time of presentation
	<b>TOTAL</b>		<b>100</b>	

- c. The presentation will be judged by the technical evaluation committee. Scoring shall be done by the technical evaluation committee on the technical presentation and document submitted for the above-mentioned Technical Qualification Criteria.
- d. Marking for a given criteria may be given based upon sufficient proof towards said criteria and based on demonstration of the same in the presentation.
- e. Only bidder who score at-least 50 marks shall be termed as technically qualified and would be eligible for empanelment.

**4. SCOPE OF WORK, DELIVERABLES & TIMELINES**

- a) The requirements & scope of work would vary for each event depending on various factors like nature of an event, size and targeted audience, event duration & location etc. The requirements would be finalized by DoIT&C for all such events on case-to-case basis and Limited Bidding process will be carried out for each event from the empanelled firms.
- b) The EMA will be selected for particular event based on selection criteria defined in RFP/ RFQ for that event.
- c) The selected Event Management Agency shall be responsible for successful conducting and managing end to end activities of the event as per requirements/scope of work indicated in consultation with designated officers.
- d) Indicative scope pertaining to an event is as under. However, requirements for each event may vary.

S No	Activity	SoW
1.	Concept & Plan	<p>a) Understand the overall objective of the event including Chief Guests etc. and conceptualize the overall event based on the Venue.</p> <p>b) Maintain a universal theme for all aspects of the event execution in coordination with government's vision for the event.</p> <p>c) Design the event flow which would include the seating plans, inaugural ceremony, various parallel programs, business discussions, publicity events, conferences, exhibitions, transportation, Breakfast, lunch &amp; Dinner, cultural program, closing ceremony etc.</p> <p>d) Create an Event Execution Plan (EEP) for executing the event along with detailed specifications of works to be carried out.</p> <p>e) Formulate the Marketing and Promotions Strategy</p>
2.	Printing, Marketing & Promotions	<p>Complete design, fabrication, printing, setup &amp; deployment of vinyl/flex hoardings, stage backdrop, flags, badges, standees, directions, sign- boards etc.</p> <ul style="list-style-type: none"> <li>• Flex Printing (pasting on wooden wall/ Iron Frame)</li> <li>• Vinyl Print (Sun Board)</li> <li>• Design, Printing &amp; Deployment of Satin &amp; Vertical Cloth Flag</li> <li>• Printing &amp; Distribution of Badges</li> <li>• Pla Cards for seating plan</li> <li>• Printing and framing of Certificate</li> <li>• Printing and Distribution of Booklet, Boucher, Invitation Card, Car Pass etc.</li> </ul>
3.	Distribution Material	<ol style="list-style-type: none"> <li>1. Bag, T-Shirt, Folder, Slip Pad, Pen, Pencil etc.</li> <li>2. Memento</li> </ol>
4.	Venue Design, Development & Management	<p>Complete Venue setup covering all aspects of an event and deployment of requisite support staff/technical executives for execution and management</p> <ul style="list-style-type: none"> <li>• Tent Structure setup</li> </ul>

		<ul style="list-style-type: none"> <li>• Dias/Stage Setup</li> <li>• Setup Seating plan and arrangement</li> <li>• Exhibition</li> <li>• Setup of halls/rooms for workshops/parallel conference etc.</li> <li>• Setup Registration counters/Octonum enclosure with door</li> <li>• Food area setup</li> <li>• Setup of Entry Gates/Pathways etc.</li> <li>• Lobby and lounge setup</li> <li>• Setup of electronics (LFDs, TVs, AR/VR, Projection, Computers, printers etc.)</li> <li>• Glass Door Setup at entry/exit</li> <li>• Queue Manger</li> <li>• Aluminum Hanger</li> <li>• Mozo Barricading with iron chain</li> <li>• Truss Structure</li> <li>• Iron Dome</li> <li>• Sound Setup</li> </ul>
5.	Photography, Videography, Webcasting	<ul style="list-style-type: none"> <li>• Complete Photography (including Group Photographs), HD Videography and Live Webcast (Internet) of the entire event. The EMA shall also provide the Digital version of all the captured photos and video on appropriate number of External Hard disk drives/ DVDs to DoIT&amp;C.</li> <li>• Establishment of Projection Screens w/ Projector and proper masks with Live Video Feed.</li> <li>• Drone Camera</li> </ul>
6.	Taxi/ Cab/Bus Arrangements	<ul style="list-style-type: none"> <li>• Taxi/ Cab arrangements for organizing team and Pickup &amp; Drop facility for all the VVIPs, VIPs and other Guests arriving at Airport, Railway Station, Bus Stand to their respective Hotels and from Hotels to the Venue and vice-versa as per the given schedule.</li> <li>• Arrangements of Flight/ Train tickets (to be paid as per actuals)</li> </ul>
7.	Guest Stay Arrangements and Hotel Room Bookings	<ul style="list-style-type: none"> <li>• Provide accommodation in hotels for organizing team and all the VVIPs, VIPs &amp; other invited Guests</li> </ul>
8.	Conference Kitbags	<ul style="list-style-type: none"> <li>• Providing &amp; distribution of Conference Kits to the Delegates/ Guests/ Media arriving at the Registration Counter as per approved sample</li> </ul>
9.	Food Court (Lunch, Breakfast, High Tea)	<ul style="list-style-type: none"> <li>• Setup of area for lunch, dinner etc.</li> <li>• Deployment of skilled and trained staff for serving/ management.</li> <li>• All the ingredients/ items used for cooking and serving should be of good quality.</li> <li>• Crockery &amp; Cutlery light weight and of good quality.</li> <li>• Food-serving cutlery should be of high quality.</li> </ul>
10.	Security of the Event	<ul style="list-style-type: none"> <li>• Deployment of Security Guards, Security Supervisor, and Temporary Manpower to ensure execution of an event with complete safety/security.</li> </ul>

11.	Temporary Wooden Work	<ul style="list-style-type: none"> <li>• Partitioning and paneling</li> <li>• Special 3 D structures</li> <li>• Wooden Platform/Stage</li> <li>• Framing and masking of LFD screens</li> <li>• Wooden Flooring with Carpet</li> <li>• Acrylic Signages with backlight effect</li> <li>• Special Pavilion Setup</li> </ul>
12.	Floral Work	<ul style="list-style-type: none"> <li>• Head Table Decoration on Dias</li> <li>• Floral Decoration at front side of Stage and other venue location</li> <li>• Flower vase and bouquets</li> <li>• Planters</li> </ul>
13.	Electrical/ Electronics	<ul style="list-style-type: none"> <li>• TVs with stand</li> <li>• Seamless Plasma Walls</li> <li>• LED walls Indoor &amp; Out Door</li> <li>• Digital Standees</li> <li>• Audio Visual</li> <li>• AR/VR</li> <li>• Laptop Wi-Fi enabled, Multi Function Printer, scanner etc.</li> <li>• Internet Connectivity</li> <li>• Switcher, Mixer, specific cables/connectors</li> <li>• Air Conditioning</li> <li>• Spike Busters with min 4 socket</li> <li>• Watchout/Plasma/ LED TV 42", 50", 55", 65" etc.</li> <li>• Walky Talky along with chargers and earphones</li> <li>• Switchers and Mixer for multiple sources</li> <li>• High Quality Multimedia Projector</li> <li>• Riser for operating Audio/Video Console</li> <li>• Exhaust Fan/Cooler/Pedestal Fan</li> <li>• Auto Sanitizer Machine with Sanitizer</li> </ul>
14.	Furniture	<ul style="list-style-type: none"> <li>• Exhibition Tables</li> <li>• Centre Table</li> <li>• Banquet Chairs</li> <li>• 1 Seater Sofa/ 2 Seater Sofa/3 Seater Sofa</li> <li>• White Board with stand along with marker &amp; duster</li> <li>• Chairs</li> <li>• Round Table</li> <li>• Sofa Cum Bed</li> </ul>
15.	Sound Setup	<ul style="list-style-type: none"> <li>• Requirement for various sets of sound system</li> <li>• Sound System with 2 cordless mic</li> <li>• Collar Mike</li> <li>• Goose Mike</li> <li>• Combined PA System for centralized announcements</li> <li>• Amplifier</li> <li>• Mike Mixer</li> </ul>

16.	Design & Creative art Work	<p>It is required that the agency selected have enough experience and caliber to deliver the creative art and designing at par with the standards and congruence with the theme of the event with relevant experience in government events. The activities are mentioned as under:</p> <ul style="list-style-type: none"> <li>• Event Theme Design</li> <li>• Main entrance Design (Including Facia, Back, Pillars, Sides) for 4 gates</li> <li>• Dome Design (Front, D, side, pillars)</li> <li>• Wall Treatment (Main design-domain wise)</li> <li>• Various Activities pertaining to: <ul style="list-style-type: none"> <li>○ Inauguration</li> <li>○ Stone Laying Ceremony</li> <li>○ Plaques Design</li> <li>○ Glass Design</li> </ul> </li> <li>• <b>Exhibition Booth/Stall Facia Design</b> <ul style="list-style-type: none"> <li>▪ Main Design (Facia Design Per Domain)</li> </ul> </li> <li>• <b>Backdrop Design</b> <ul style="list-style-type: none"> <li>▪ Main Stage Backdrop</li> </ul> </li> <li>• 3D installation Design/Raw Space Design</li> <li>• <b>Standees (Main)</b></li> <li>• <b>Signage's Design (Main)</b></li> <li>• Memento Design</li> <li>• T-shirt (both round neck &amp; polo) Design (Including front, back, arm)</li> <li>• <b>Lanyard/Badges Design (Main)</b></li> <li>• Car Pass</li> <li>• Food, Paid Coupon Design</li> <li>• Print Media Design (Full page)</li> <li>• <b>Publication design</b> <ul style="list-style-type: none"> <li>▪ Booklet of various size in multi color</li> <li>▪ Handouts</li> <li>▪ Invitation (Card &amp; Envelope Design)/ e-Invite</li> <li>▪ Pole bunting</li> <li>▪ Minute to Minute Agenda</li> <li>▪ Certificate design</li> <li>▪ Pocket Folder Design for Dias</li> </ul> </li> <li>• <b>Out Door creative</b> <ul style="list-style-type: none"> <li>▪ Hoarding</li> </ul> </li> <li>• Panels/ Posters</li> <li>• Logo</li> <li>• Story for Drone Show</li> </ul> <p><b>Deliverables:</b> Soft copies of the creative (in Coral Draw/Adobe Photoshop/Adobe In Design/ PDF/ other applicable file format) in DVD/Pen drive. Soft copies include all RAW files and final production ready printable files.</p>
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## **5. INSTRUCTION TO BIDDERS (ITB)**

### **5.1. 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 by bank demand draft, banker's cheque.

### **5.2. 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 conference 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 conference 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.

### **5.3. 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.

### **5.4. 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.

#### **5.5 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
- d) The technical bid shall consist of the documents as per Annexure-11 in the sequence mentioned in the annexure.
- e) 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/ contents may lead to the rejections of the Bid submitted by the bidder.

#### **5.6 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.

#### **5.7 Alternative/ Multiple Bids:** Alternative/ Multiple Bids shall not be considered at all.

#### **5.8 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, 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 bid security of unsuccessful bidders shall be refunded soon after completing empanelment process.
- h) 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.
- i) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- j) No interest shall be payable on the bid security.
- k) Incase of bidders who are successful in the process of empanelment, their bid security shall be retained till the existence of empanelment the same would be returned only after the empanelment cease to exist.

**5.9 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.

**5.10 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.

**5.11 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 authorized 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 technical 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.

**5.12 Selection Method:**

- a) All the Tender / Application forms shall be scrutinized on the basis of information and supporting documents submitted by the applicant under this RFP.
- b) The applicants meeting all the eligibility criteria, and other conditions as stated in the RFP shall be considered for empanelment.

**5.13 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 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.

**5.14 Evaluation & Tabulation of Technical Bids**

**5.14.1. 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 pre-qualification/ eligibility 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.

**5.14.2. 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 like audited statement of accounts/ CA Certificate, Registration Certificate, VAT/ GST clearance certificate, ISO Certificates, etc. 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.

**5.14.3. 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.
- c. 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.
- d. The bidders who qualified in the technical evaluation shall be informed in writing for completing the requirements towards empanelment.

**5.15. 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 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.

**5.16. 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 Bid is technically qualified;
  - b. the price quoted by the bidder is assessed to be reasonable;
  - c. the Bid is unconditional and complete in all respects;
  - d. there are no obvious indicators of cartelization amongst bidders; and
  - e. 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.

**5.17. Acceptance of the successful Bid and award of contract**

- a) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- b) The vendors which full fill the requisite eligibility criteria for empanelment will be empanelled and purchaser will issue the empanelment letter to successful bidders.
- c) The empanelled firms will become eligible for participating in the RFP/ tendering process for projects of supply of goods or services or both in their category of empanelment, which would be invited during the period of their empanelment. However as per project requirement, DoIT&C may again ask for some eligibility criteria incl. presentation in the respective RFP from the empanelled vendors.
- d) Request for Proposals for each events along with financial bids for projects of supply of goods or services or turnkey projects for procurement from empanelled vendors will be invited through e- procurement system.
- e) The remaining procedure of tendering and the terms and conditions of the RFP/ Contract

including provision for bid security, Liquidated Damages, etc. shall be similar to those prescribed for procurement of goods and services through open tenders.

**5.18. 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.

**5.19. 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.

**5.20. Validity of the Empanelment**

a) This Empanelment shall remain valid for a period of One (1) year from the date of issue of empanelment letter / agreement with the empanelled firm. However, the tenure of empanelment may be extended further for another One (1) year based on the performance of the firm and mutual consent of DoIT&C and the respective Organization / Firm. For extension the empanelled firm has to submit an affidavit as per Annexure-9 , three months prior to expiration of the empanelment i.e. last date of empanelment. No fees shall be charged for extension.

**5.21. 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
  - e. 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 authorized 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.

**5.22. 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, 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.

**5.23. 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 behavior 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.

**5.24. Interference with Procurement Process**

- i. A bidder, who: -
  - a) withdraws from the procurement process after being declared the successful bidder;

- b) fails to enter into procurement contract after being declared the successful bidder;
  - c) 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.
- ii. A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to:-
- a) they have controlling partners in common;
  - b) they receive or have received any direct or indirect subsidy from any of them;
  - c) they have the same legal representative for purposes of the bid;
  - d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another;
  - e) A bidder participates in more than one bid in the same bidding process. However, this does not limit the inclusion of the same sub-contractor, not otherwise participating as a bidder, in more than one bid; or
  - f) A bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process. All bidders shall provide in Eligibility Criteria documents, a statement that the bidder is neither associated nor has been associated directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or being proposed as Project Manager for the contract.

**5.26. 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 there under, 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 subsection 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:

First Appellate Authority: Commissioner & SS, DoIT&C

Second Appellate Authority: Secretary, ITC, GoR

- f) Form of Appeal:
- a. Every appeal under (a) and (c) above shall be as per Annexure-7 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 authorized 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.

#### **5.27. 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.

- 5.28. 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

#### **5.29. 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.

**5.30. 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) 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.
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**6. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT**

- a) The empanelment does not mean guarantee of any work order.
- b) DoIT&C may revoke the empanel process & may also be remove empanelment firm at any point of time as per requirement.
- c) The scope of work mentioned is indicative and not exhaustive. The actual scope of work will be defined on case to case basis for each of the event in the form of Request for Proposals/ Financial Bids/ request for quotation which would be invited through e-proc system before organizing any event. DoIT&C may again ask for some documents as per eligibility criteria incl. presentation in the respective RFP from the empanelled vendors. Performance security @ 5% of the estimated value of the services shall be shought from the successful bidder whose rates are found lowest. The amount of performance security will be returned after completion of all contractual obligations pertaining to the particular events
- d) Review of list of empanelled Firms : The list of empanelled Firms will be reviewed by DoIT&C from time to time during the period of Empanelment in case following is not complied with –
  - a. Time schedule for completion of job.
  - b. Quality of service.
  - c. Adherence to terms and conditions of Purchase/Work Order.
  - d. General Conduct of the firm.
- e) Firms who default on above points (a to d) may be removed from the empanelled list either for a limited period or on a permanent basis on case-to-case basis in addition to imposing such liquidated damages / penalties and other actions as may be permissible under bid/tender conditions of the relevant work order / contract.
- f) This Empanelment shall remain valid for a period for one (1) year from the date of issue of empanelment letter / agreement with the empanelled firm. However, the tenure of empanelment may be extended further for another one (1) year based on the performance of the firm and mutual consent of DoIT&C and the respective Organization / Firm. For extension the empanelled firm has to submit an affidavit as per Annexure-9 , three months prior to expiration of the empanelment i.e. last date of empanelment. No fees shall be charged for extension.

**ANNEXURE-1: PRE-BID QUERIES FORMAT** {To be filled by the bidder}Name of the Company/Firm: \_\_\_\_\_  
\_\_\_\_\_

Bidding Document Fee Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs \_\_\_\_\_/-

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

S.No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Clarification	Suggestion

*Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the procuring entity. Also, kindly attach the colored scanned copy of the receipt towards the submission of the bidding/ tender document fee.*

**ANNEXURE-2: BIDDER’S AUTHORIZATION CERTIFICATE** {to be filled by the bidder}

To,  
{Procuring entity},

\_\_\_\_\_,  
\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No.

\_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

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

Verified Signature:

**ANNEXURE-3: SELF-DECLARATION:**

**{to be filled by the bidder}**

To,

{Procuring entity},

\_\_\_\_\_

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

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

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

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the

Organization: - Date: \_

Place: \_\_\_\_\_



**ANNEXURE-5: UNDERTAKING ON COMPLIANCE TO LAND BOARDER POLICY:**

{to be filled by the bidder}

To,

{Procuring entity},

\_\_\_\_\_

In response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as an Owner/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding comply with Sub rule 4 under rule 13 of RTTP 2013 and Order no. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance Department of Expenditure Public Procurement Division regarding the restriction under rule 144 (xi) of GFP 2017.

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

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization:

- Name of the

Organization: -

Registered Officer

Address: - Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE-6: TENTATIVE CA CERTIFICATE FORMAT FOR ANNUAL TURNOVER & NETWORTH**

{To be submitted by the bidder only on CA's Letter Head }

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that as per audited balance sheets or financial statement, annual turnover of <Firm Name, Registered Office at (Address) > during the last three financial years are as follows:

Financial Year	Turnover (Rupees in Crores)
Average Annual Turnover	

The net worth of the firm in FY 2025-2026 (as on 31st March 2026), is INR < > as per last audited balance sheet.

For <CA's Firm  
Name> Seal/Stamp &  
Sign Name of CA:  
M.No.  
:  
UDIN  
Date

**ANNEXURE-7: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012**

Appeal No .....of .....  
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

**ANNEXURE-8: INDICATIVE LIST TYPE OF ITEMS**

Sno	Category	Item Description	Unit
1	Printing	Flex printing with (pasting on wooden wall/Iron Frame) in different sizes (3x6, 4x8, 12x8,16x10,24x12 etc)	Sq. Ft
2		Vinyl Print pasted on sun board in different sizes (3x6, 4x8, 12x8,16x10,24x12 etc)	Sq. Ft
3		Design, Printing & Deployment of Satin cloth Flags 4' X 3' on 13' pole height	Nos.
4		Design, Printing & Deployment of Vertical Flag sets ( 2 nos of size 6'X3')	Nos.
5		Printing & Distribution of Badges	Nos.
6		Placards for dais	Nos.
7		Seating Plan name plates	Nos.
8		Car Pass Sticker	Nos.
9		Brochure/ Program agenda	Nos.
10		Event Invitation Card with Envelope	Nos.
11		One Sheet Session Invitation Card with Envelope	Nos.
12		Certificate Printing	Nos.
13		Certificate Framing	Nos.
14		Refreshment Coupons	Nos.
15	Distribution Material	Memento	Nos.
16		Pocket Folder	Nos.
17		Slip Pad	Nos.
18		Pen/Gel Pen	Nos.
19		Kit Bags	Nos.
20	Tentage	Aluminum Hanger water proof, side masking, decorative cloth ceiling, sufficient lighting (including genset & diesel cost)	Sq. Ft
21		Aluminum Hanger water proof with carpeting, sufficient lighting (including genset & diesel cost)	Sq. Ft
22		Aluminum Hanger water proof with sufficient lighting (including genset & diesel cost)	Sq. Ft
23		Truss Structure with cloth covering	Sq. Ft
24		Water Proof truss structure of 14' height	Sq. Ft
25		Iron /Truss Structure Welcome Gates on entry/exit roads	Nos.
26		Octonum structures for Registration counter	Nos.
27		Glass Door setup at entry/exit gates [8*8 ft]	Nos.
28		Water Proof Canopy (20'x20')	Nos.
29		Queue Manager	Nos.
30		Set up of Mozo barricading with Iron Chain	running feet
31		Pipe Pandal 14' height	Sq. Ft.
32	Electrical / Electronic	Air Conditioning [1 ton per 100 sq ft]	Ton
33		3 Ton Tower AC	Nos.
34		Silent Cooler	Nos.
35		Spike Busters (15 amp/5 amp) with min. 4 socket	Nos.
36		High Quality Multimedia Projector	Nos.
37		LFD TV 42' (for 3x3 and 2x2) (Seamless Plasma)	Nos.
38		Plasma/LED TV 42 inch with power source	Nos.
39		Plasma/LED TV 50 inch with stand with power source	Nos.
40		Plasma/LED TV 55 inch with stand with power source	Nos.
41		Plasma/LED TV – Touch – 47 inch with masking/stand with power source	Nos.
42		Plasma/LED TV – Touch – 50 inch with masking/stand with power source	Nos.
Sno	Category	Item Description	Unit

43		Plasma/LED TV – Touch – 55 inch with masking/stand with power source	Nos.
44		Watchout	Nos.
45		LED wall Indoor (2.6 P) in various sizes with riser, masking/ wooden structure and Laptop, switcher & mixer as required	Sq. Ft.
46		LED wall Indoor (3.0 P) in various sizes with riser, masking/ wooden structure and Laptop, switcher & mixer as required	Sq. Ft.
47		LED Wall Outdoor (5.5 P) in various sizes with riser, masking/ wooden structure and Laptop, switcher & mixer as required	Sq. Ft.
48		Laptops Wi-Fi enabled	Nos.
49		Multi-Function Printer	Nos.
50		Walky Talky along with chargers and earphones (covering entire event area)	Nos.
51		Exhaust Fan Setup of 15” to 18”	Nos.
52		Pedestal Fan/Cooler	Nos.
53		LED Metal	Nos.
54		Apollo Light	Nos.
55		LED Parken	Nos.
56		Halogen & Metal Pole	Nos.
57	Wooden setup/ work	Wooden flooring (multiple height starting at 6” up to 18”) with Carpeting	Sq. Ft
58		Wooden flooring (height at 6”) with Carpeting	Sq. Ft
59		All side wall wooden paneling (10 ft. height)	Sq. Ft
60		Head-Table setup for 12 persons at stage	Nos.
61		Special Pavilion setup with 3D shapes, vinyl pasting eco solvent within Exhibition Area	Sq. Mtr. (floor area)
62		Wooden Structure with Paint finish (TV slanters, sun board display stand, wooden stairs)	Sq. Ft
63		Acrylic signages with backlight effect	Sq. Ft
64	Furniture & Fixtures	Exhibition tables of size – 3’x2’	Nos.
65		Small Exhibition tables (2’x1’)	Nos.
66		Centre Table	Nos.
67		Table of size (2x6) for inauguration back stage	Nos.
68		Banquet Chair (with Cover)	Nos.
69		Exhibition Chair	Nos.
70		Two seater sofa	Nos.
71		Single Seater Sofa	Nos.
72		Round Table [with covers] with 8 chairs each for VIP Area	Nos.
73	Floral & Decoration	Flower Vase	Nos.
74		Fresh Bouquet VIP	Nos.
75		Fresh Bouquet normal	Nos.
76		Planters for Decoration	Nos.
77		Flower Planters	Nos.
78		Fresh Flower Decoration	Sq. Ft.
79	Garland Decoration	Running Ft.	
80	Food / Refreshments	High Tea	Nos.
81		Lunch/ Dinner	Nos.
82		Refreshment	Nos.
83		Food Packets	Nos.
84		Tea/coffee/Water Station	Nos.
85		Standing Tables (30”dia)	Nos.
86		Round Table Setup with 6 chairs each table	Nos.

87		Mineral Water Bottles 200 ml	Nos.
88		Mineral Water Bottles 500 ml	Nos.
89		Tea Station (Cycle Vendors)	Nos.
Sno	Category	Item Description	Unit
90	Hotel	Hotel Room (Five Star) Deluxe A Category - Single Occupancy (Per Room Night)	Nos.
91		Hotel Room (Five Star) Deluxe A Category - Double Occupancy (Per Room Night)	Nos.
92		Hotel Room (Three Star) Deluxe B Category - Single Occupancy (Per Room Night)	Nos.
93		Hotel Room (Three Star) Deluxe B Category - Double Occupancy (Per Room Night)	Nos.
94	Miscellaneous	Bowls for collection of visiting cards	Nos.
95		Stapler with stapler pins	Nos.
96		Punching Machine	Nos.
97		Scissors	Nos.
98		Printing Stationery A4 Size	Nos.
99		Printing Stationery Legal	Nos.
100		Large size Dustbins [Green and Blue ]	Nos.
101		Small size Dustbins [Green and Blue ]	Nos.
102		Fly Insect Killer (Electronic)	Nos.
103		Jute Mat	Sq. Ft
104		Foot mat	Sq. Ft
105		Fire Extinguisher -A, B, C Class	Nos.
106		Fire Extinguisher -K Class	Nos.
107		Fire Extinguisher -Foam Based	Nos.
108		First Aid Kit	Nos.
109		Emergency Light	Nos.
110		Big Umbrella	Nos.
111			Chemical toilets with toiletries and proper arrangements of Water
112		Selfie-Zones	Nos.
113		Red/ any other color Carpet	Sq. Ft.
114		LAN points with Cable ( Setting up of LAN infrastructure at venue with all work as per SoW)	Nos.
115		Auto Sanitizer Machine with Sanitizer	Nos.
116		3 Ply Surgical face Mask	Nos.
117	Taxi / Other Conveyance	Non AC Bus 45 Seater [12 Hrs./120 Km per day basis ]	Nos.
118		Non AC Bus 45 Seater [8 Hrs./80 Km per day basis ]	Nos.
119		Non AC Bus 45 Seater [4 Hrs./40 Km per day basis ]	Nos.
120		AC Bus 45 Seater [12 Hrs./120 Km per day basis ]	Nos.
121		AC Bus 45 Seater [8 Hrs./80 Km per day basis ]	Nos.
122		AC Bus 45 Seater [4 Hrs./40 Km per day basis ]	Nos.
123		Etios/ Dezire (12hrs/120 kms basis)	Nos.
124		Etios/ Dezire [8 Hrs./80 Km per day basis ]	Nos.
125		Etios/ Dezire [4 Hrs./40 Km per day basis ]	Nos.
126		Innova (12hrs/120 kms basis)	Nos.
127		Innova [8 Hrs./80 Km per day basis ]	Nos.
128		Innova [4 Hrs./40 Km per day basis ]	Nos.
129		Pick-up Mini truck (packing, loading & unloading) -To transport equipments/ material	Nos.
130		e-Riksha per day shift wise	Nos.
131	Photographer/ Videographer	Photographer	Nos.
132		Videographer	Nos.
133		Webcasting Videographer	Nos.
134		Drone Camera	Nos.

135		cordless mike	Nos.
136		Podium with Mic and Chowki	Nos.
137	Sound Setup	Set 1: 4 Top, 2 Base, 1 Amplifier, 1 Mike Mixer, 3 Cordless Mike	Set
138		Set 2: 1 Speaker 15" on Stand with amplifier	Set
139		Set 3: 8 Top VRX, 04 Base VRX, 04 Monitor, Digital	Set
Sno	Category	Item Description	Unit
		Mixer, 10 mics (head table Mics, Cordless Mics, Collar Mics, standing mic, etc.), DI Boxes X06, Jack to Jack Cables, amplifier and all connectivity	
140		VGA/ HDMI display switcher (2 port)	Nos.
141		Cordless mike	Nos.
142		Head-Table mics	Nos.
143		Standing mics	Nos.
144		Collar mics	Nos.
145		Combined PA System for centralized announcements	Nos.
146	Manpower	Support Staff – Supervisor (per day shift wise)	Nos.
147		Support Staff - Executives – Male (per day shift wise)	Nos.
148		Support Staff - Executives – Female (per day shift wise)	Nos.
149		Female Ushers	Nos.
150		Bouncers - Male(per day shift wise)	Nos.
151		Bouncers – Female (per day shift wise)	Nos.
152		Security Guard – Male (per day shift wise)	Nos.
153		Security Guard – Female (per day shift wise)	Nos.
154		Serving / Attending Staff for VIP (per day shift wise)	Nos.
155		Serving / Attending Staff delegates/ guests (per day shift wise)	Nos.
156		Peon/ Laboure (per day shift wise)	Nos.
157	LAN	CAT-6 LAN Cable (including laying electrical/ OFC/ CAT-6 cables, splicing etc.)	Mtr.
158		I/O ports (including fixing, crimping, mounting, etc.)	Nos.
159		UPS 800 VA	Nos.
160		OFC (one pair)	Mtr.

**ANNEXURE-9: EXTENSION FORM**

**(Affidavit to be furnished by the firm who had empanelled in the \_\_\_ Category during the year ..... for extension)**

I, (name of deponent), aged \_\_ , (Partner / Director / Proprietor) of (name of Firm), do state on oath and solemnly affirm the following for extension of empanelment of our firm for next one year:

1. That I am the Authorized Signatory of M/s.....(name of bidder) (hereinafter referred to as "firm"), which/who was empanelled under \_\_\_\_\_ (empanelment Category) pursuant to NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for the year. As per Condition of the DoIT&C letter no. -----Dated-----for empanelment of firm, I am filing present affidavit, on behalf of aforesaid firm.

2. I state that M/s..... (name of supplier), which has submitted application for empanelment of firm under \_\_\_\_\_ category, has all the pre qualification (as per PRE-QUALIFICATION/ ELIGIBILITY CRITERIA Chapter 3) prescribed in the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ as on \_\_ \_.

3. I further state that the bidder was not black listed by any Organization or Government for non-performance of contractual obligation from the date of empanelment to till date.

4. I state that all the details and particulars furnished while empanelling under \_\_\_\_\_

category is true and correct to my knowledge. The certificates and other documents submitted are true copies of the original and particulars shown in those documents and certificates with regard to concerned bidder are true and correct.

5. In case any particular or details given in aforesaid bid is found to be inaccurate or incorrect or the certificate or any documents furnished by the firm is found to be fabricated and not genuine, either on inspection by Authorized Personnel of DoIT&C or on the basis of information received through other sources, I understand that our empanelment under \_\_\_\_\_ category will be liable to be rejected

and in case order for supply is given, the same will be liable to be rescinded and the same will be without prejudice to any other consequences to which the concerned supplier will be exposed for misrepresentation and misleading DoIT&C Solemnly affirmed at

\_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, .

-----  
Deponent

**ANNEXURE-10: CERTIFICATE OF CONFORMITY/ NO DEVIATION**

{To be submitted by the bidder only on his Letter Head duly signed by Auth. Sign.}

To,

The Commissioner and Special Secretary,  
Department of Information Technology and Communication  
IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005 (Raj).

**CERTIFICATE**

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

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

Thanking you,

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

**ANNEXURE-11: TECHNICAL BID DOCUMENTS**

S. No.	Particular	List of Documents (To be filled by bidder)	Reference Page No. (To be filled by bidder)
	<b>Fee Details</b>		
1.	Technical Bid Cover letter, Bidding document Fee (Tender Fee), RISL Processing Fee (e-Procurement), Bid Security/Process Fee	Instrument/ Proof of submission (FEE.PDF) <ul style="list-style-type: none"> <li>Scanned copy of Fee Receipt/DD/Banker Cheque Along with Annexure-1 (Technical Bid cover letter)</li> </ul>	
<b>Eligibility Documents (As per Clause no. 3.1. Pre-Qualification Criteria)</b>			
2.	Bidder's Authorization Certificate	a. As per Annexure-2 b. copy of PoA/ Board resolution stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm. (AUTH.PDF)	
3.	Certificate of Conformity/No Deviation	As per Annexure-11 (PDF)	
4.	Legal Entity	a. Copy of valid Registration Certificates or Copy of Certificates of incorporation b. Copy of Certificate of Name Change (If any)	
5.	Compliance to Land Border Policy	Copy of undertaking as per Annexure-05. Or Copy of Registration with the Industries Department of the Government of Rajasthan	
6.	Financial Turnover & Net-worth	CA Certificate with CA's Registration Number/ Seal and UDIN (As per Annexure-6)	
7.	Technical Capability	1- Copy of Work order and payment proof 2- Client certificate (As per Annexure-4 )	
8.	Tax registration	a. Income Tax / PAN number b. GSTN (Copy of relevant certificates of registration)	
9.	Mandatory Undertaking	A Self Certified letter as per Annexure-3: Self-Declaration	
10.	Others (if any)	Other Documents which are left above as per the RFP. Exa. Proposal of any additional item as per RFP scope if required.	