



Department of Science & Technology
Government of Gujarat

**Tender for Engagement of an Agency
for Event Management for upcoming event at
Gujarat Biotechnology University, Gandhinagar**



GUJARAT BIOTECHNOLOGY UNIVERSITY
Nr. GIFT City, GIFT City Road,
Shahpur Village, Gandhinagar- 382355
Email: registrar-gbu@gujarat.gov.in
Website: www.gbu.edu.in/

E-TENDER NO.: GBU/ADMIN/EVENT/05/2022
Date: 02/06/2022

1 Schedule of Events

Sr. No.	Description	Details
1.	Publication of Tender	02/06/2022
2.	Site Visit	07/06/2022 at 1100 Hours
3.	Last date for submission of written queries for clarifications	07/06/2022 up to 1500 hours
4.	Date and time for Pre bid conference	07/06/2022 at 1630 hours at Conference Room, Gujarat Biotechnology University, Gandhinagar.
5.	Last date and time for submission of Earnest Money Deposit (EMD)& Bid Processing fees in GBU	17/06/2022 up to 1200 hours
6.	Last date and time for submission of eligibility & Technical Bids and Financial Bid	17/06/2022 up to 1200 hours
7.	Opening of Technical bids	17/06/2022 at 1400 hours
8.	Presentation of the bidders	20/06/2022
9.	Opening of Financial Bids	20/06/2022 1500 Hrs Onwards
10.	Non-refundable Bid Processing Fee/Tender Fee	Rs.10,000/- (Rupees Ten Thousand Only) in the form of non-refundable Demand Draft in favour of “Gujarat Biotechnology University”, payable at Gandhinagar
11.	Bid Security(EMD)-refundable and non-interest bearing	Rs. 1,00,000/- in the form of unconditional Bank Guarantee in favour of “Gujarat Biotechnology University”, payable at Gandhinagar
12.	Place for submission of physical documents of Eligibility & Technical bid, EMD & bid processing fee	GUJARAT BIOTECHNOLOGY UNIVERSITY, Nr. GIFT City, GIFT City Road, Shahpur Village, Gandhinagar- 382355
13.	Place for technical Presentation	Conference Room, Gujarat Biotechnology University, Gandhinagar
14.	Contact person for queries/ Address for communication	Registrar, Gujarat Biotechnology University, Nr. GIFT City, GIFT City Road, Shahpur Village, Gandhinagar-382355 Email: info-gbu@gujarat.gov.in registrar-gbu@gujarat.gov.in
16.	Bid validity	180 days
17.	Contract Duration	1 Year

2 Background

- a) The Gujarat Biotechnology University (“**GBU**” or “**Authority**”) is functioning as an autonomous body under the aegis of the Department of Science & Technology (“**DST**”), Government of Gujarat (“**GOG**”). Government of Gujarat has established Gujarat Biotechnology University (GBU) through GBU Act, 2018. The University is in collaboration with the University of Edinburg (UoE) and aims to create a culture of excellence and innovation with entrepreneurship at its core. GBU offers Masters by Research and PhD biotechnology programmes with a strong translational focus, aiming to deliver biotechnology solutions for society, engaging with the vibrant life science industry in Gujarat, and across India.
- b) Gujarat Biotechnology University aims to develop cutting-edge biotechnology research capacity in Gujarat:
 - to create an institution of excellence, imparting state-of-the-art, product-focused, research-based education and skills in biotechnology
 - to create capabilities for developing world-class infrastructure, intellectual property base and skillsets for education, training, research, product development and technology commercialization in the biotechnology field
 - to develop innovative methods for applied and translational research to set high standards of practice-based education in biotechnology and allied sciences
 - to address societal challenges in Gujarat, nationwide and internationally; to develop linkages with institutions of national and global repute and to create templates and models of collaboration for interdisciplinary study and research to solve developmental problems using the tools and techniques of biotechnology and allied sciences
 - to create a platform for developing industry linkages delivering research solutions to society by catalysing translational opportunities
 - to function as a leading resource centre for biotechnology knowledge and development
- c) GBU envisions to be a world-class, academic, research-driven institution and a foundry of transformational knowledge which will train and prepare biotech scientists in cutting-edge, product-focused research to create and deliver a strong pipeline of innovative products for the Bharat (India) of tomorrow.
- d) The Authority proposes to appoint an agency (hereinafter referred to as “Agency”) for the facilities management works of Gujarat biotechnology University, Gandhinagar, Gujarat (hereinafter referred to as the “Project”) as per the provisions of this RFP and the agreement.
- e) The event management agency is required to manage any inauguration program, seminar, exhibition, workshop, conference etc. in an effective manner. The detailed scope is as mentioned below in clause 4.
- f) The statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of work and obligations of the Selected Bidder set out in detail in the Agreement or the Authority’s rights to amend, alter, change, supplement or clarify the Scope of Work of the Project to be awarded pursuant to the Bidding Documents. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including between this RFP or the Agreement are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be

entertained by the Authority.

- g) The Authority shall receive Bids pursuant to this RFP and other documents to be provided by the Authority, as modified, altered, amended and clarified from time to time by the Authority (collectively the “**Bidding Documents**”). Any addenda issued subsequent to the issuance of this RFP, but before the Bid Due Date, will be deemed to form part of the Bidding Documents. All Bids shall be prepared and submitted in accordance with such terms on or before the time on the date specified in this RFP for submission of Bids (the “**Bid Due Date**”).

3 Instructions to Bidders

3.1 Bid Processing fee and EMD:

3.1.1 Bid processing fee

Bidders who have downloaded the Tender from the website shall submit a non-refundable fee of Indian National Rupees 10,000/- (Rupees Ten Thousand only) by way of demand draft drawn in favour of “Gujarat Biotechnology University”, payable at Gandhinagar along with their Bid to be considered as responsive.

3.1.2 Earnest Money Deposit:

- a) A Bidder is required to deposit, along with its Bid, a bid security of Rs. 1,00,000 Lakh (Rupees One Lakh only) (the “Bid Security”), in the format set forth in Annexure 6, refundable not later than 120 (one hundred and twenty) days from the Bid Due Date, except in the case of the Selected Bidder whose Bid Security shall be retained till it has provided a Performance Security under the Contract. The bid security (EMD) should be submitted, in the form of unconditional Bank Guarantee in favour of “Gujarat Biotechnology University”, payable at Gandhinagar.
- b) Bids submitted without the Bid Security will be considered non-responsive and shall be liable for rejection by the Authority.
- c) Applicant must submit EMD and Bid Processing Fee in one sealed cover superscripted with “Tender For Engagement of an Agency for Event Management for upcoming event at Gujarat Biotechnology University, Gandhinagar”

3.2 Pre-bid meeting:

A pre-bid meeting with prospective bidders/firms is scheduled on **07/06/2022** to discuss the scope of the project in detail and pre bid queries. Interested parties may attend the meeting on the said date and time. The venue will be at Conference Room, Gujarat Biotechnology University, Gandhinagar.

3.3 General Terms and Conditions:

- a) The bidders shall submit technical documents including tender fees and EMD physically in sealed cover superscripted with “Tender For Engagement of an Agency for Event Management for upcoming event at Gujarat Biotechnology University, Gandhinagar”
- b) The agency would be required for the period of 1 year, subject to satisfactory compliance of terms and conditions of the contract. The Bidder will have to sign the work contract for a period of 1 year. It can be extended further for maximum two years on satisfactory performance.
- c) The contracting firm has to work under the guidance / supervision of the officer(s) authorized by the GBU. The bidder will undertake overall execution and management of Events/ festivals/ Destination / Workshops /Exhibition/Seminars, etc. as and when required by GBU. To clarify the event can be in campus or off-campus.
- d) The bidder must satisfy the minimum eligibility criteria requirements as mentioned in Clause

3.10 of this tender.

- e) The bidder shall indemnify the GBU against any and all third party claims arising due to breach of contract or negligence by the Service Provider.
- f) The GBU by written notice sent to the bidder may terminate the Work Order, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the GBUs convenience, the extent to which performance of the bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- g) Due to Covid-19, bidder shall maintain the social distancing and follow the govt. guidelines for attending meetings/undertaking works.
- h) Any drawings given along with the tender are indicative in nature and bidder/Service Provider, based on the assessment of the actual site conditions, has to prepare all the detailed designs in consultation with client.
- i) Authority shall have right to seek clarification from the bidder and Authority's decision in the event of failure of the bidder to provide clarification shall not be questioned by the bidder.
- j) The Authority shall have right to forfeit the bid security/performance security as the case may be in the event the Bidder shall have indulged in any Fraud/corrupt practices during the bidding process or after award of the work order/contract.
- k) It is clarified that the Authority shall issue a work order for the purpose of executing the works under this tender. Accordingly, the terms "Contract", "Work Order" and "Agreement" shall be read in conjunction to each other.
- l) All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Gandhinagar, Gujarat only.

3.4 Technical Bid Evaluation

- a) An Evaluation Committee (EC) will evaluate the technical and financial responses submitted by potential bidders.
- b) The Evaluation Committee will evaluate the proposals, technical presentations of the bidders and assign a technical score to each bidder. The technical score (Tb) will be awarded out of 25 Marks as specified in Section 3.10.

3.5 Financial Bid evaluation

- a) The financial bids of only those bidders, who comply with the provisions of Clause 3.3 above, and who score minimum 50% of the marks in technical evaluation only will be opened. The financial score of a bidder 'Fb' will be assigned to the bidder. 'Fb' will be the total financial quote made by the bidder. The financial bid submitted shall be inclusive of all cost including labour, transportation, material, taxes and levies but exclusive of GST. Evaluation Committee will determine whether the Financial Proposals are complete in all respects and unconditional as per terms and conditions of this Tender.
- b) The lowest evaluated Financial Proposal (Fmin) will be given the maximum financial score (Fn) of 75 marks. The financial scores (Fn) of the other Financial quotes will be calculated as per the formula for determining the financial scores given below: Normalized Financial Score (Fn) = $75 \times F_{min} / F_b$

3.6 Final Evaluation of Bid

- a) Proposals will be ranked according to their combined Technical (Tb) and financial (Fn) scores. The final evaluation will be based on Final Score which shall be calculated as shown below:
Final Score (S) = Tb + Fn
- b) The bidder achieving the highest combined technical and financial score may be invited for

negotiations for awarding the contract. In case of a tie where two or more bidders achieve the same highest combined technical and financial score, the bidder with the higher technical score (Tb) will be invited first for negotiations for awarding the contract.

- c) GBU reserves all right, to cancel this Tender and / or invite a fresh Tender with or without amendments to this Tender, without liability or any obligation for such Tender and without assigning any reason. Information provided at this stage is indicative and GBU reserves the right to amend / add further details in the document.

3.7 Bid Submission:

- a) Only Physical submission of the tender (Basic Required Documents, Original Tender Fee & Earnest Money Deposit) made at the office of Gujarat Biotechnology University, Gandhinagar accompanied by on-line submission of the e-tender in prescribed format shall be accepted as valid bid.
- b) Financial Bid/price bid Submission through online only. Submission of Financial Bid in hard copy shall lead to disqualification of bidder. The financial bid submission via any other means such as RPAD/speed-post/courier/hand delivery shall not be accepted and bidder will be rejected for that bid by the Authority.
- c) The e-tender can be downloaded from the website www.nprocure.com and www.gbu.edu.in.
- d) Telex, cable, e-mailed or facsimile bids will be rejected.

3.8 Bid Opening:

- a) Gujarat Biotechnology University shall open the technical bid as prescribed in Tender Notice. Interested bidders may remain present during the time of bid opening. After opening of the technical bids, the same shall be evaluated by competent authority of Gujarat Biotechnology University and suitable bidders shall be qualified for the next stage of the bidding based on their competence. This is an evaluation process whereby each bid shall be evaluated on technical criteria to identify capable bidders.
- b) Gujarat Biotechnology University reserves the right to choose competent bidders based on its evaluation of the technical bids to move forward to the next stage of the bidding process. No communication regarding the process of evaluation shall be entertained.
- c) Decision of Gujarat Biotechnology University shall be final and binding to all bidders.
- d) Bidders qualified by Gujarat Biotechnology University shall be eligible for the opening of the financial bid submitted on-line. Opening of the financial bid shall be on-line only. Same may be viewed by qualified bidders if they desire.

3.9 Conflict of Interest:

A Bidder shall not have a conflict of interest, as more specifically described below, (the “**Conflict of Interest**”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security or Performance Security, as the case may be. The Bidder acknowledges and agrees such forfeiture and appropriation of the Bid Security or Performance Security (as the case may be) is reasonable and represents the mutually agreed genuine pre-estimated loss and damages likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder’s proposal (“**Damages**”). The Bidder acknowledges

and agrees that such forfeiture and appropriation of the Bid Security or Performance Security (as the case may be) is without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

Without limiting the generality of the above, a Bidder shall be considered to have a Conflict of Interest that affects the Bidding Process, if:

- a) the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof or any shareholder thereof having a shareholding is not more than 25% (twenty five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be, in the other Bidder(s), its Member or Associate is not more than 25% (twenty five per cent) of the paid up and subscribed equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 2(72) of the Companies Act, 2013. For the purposes of this, indirect shareholding held through one or more intermediate persons shall be computed as follows: (aa) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “**Subject Person**”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (bb) subject always to sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (bb) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- b) a constituent of such Bidder is also a constituent of another Bidder; or
- c) such Bidder, its Member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or Associate; or
- d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- e) such Bidder or any Associate thereof has a relationship with another Bidder or any Associate thereof, directly or through common third parties, that puts them in a position to have access to each other’s information about, or to influence the Bid of either or each of the other Bidder; or
- f) such Bidder has participated as a consultant or sub-consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

For the purposes of this Tender, Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under common control with such Bidder (the “**Associate**”). The expression “**control**” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting share capital of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person, whether by operation of law.

3.10 Eligibility Criteria

- a) For determining the eligibility of Bidders hereunder, the Bidder must meet the following criteria:
 - Bidder should have an experience of event management of at least one single inauguration/ conference/ seminar/ Programme/ Exhibition or equivalent event in Government Sector/ Semi. Government/ PSU sector/ Corporate, with total order value of at least INR 2 Crore in the past five years, and/or
 - Bidder should have an experience of event management of at least two inauguration/

conference/ seminar/ Programme/ Exhibition or equivalent event in Government Sector/ Semi. Government/ PSU sector/ Corporate, with total order value of at least INR 1 Crore in the past five years.

To exhibit the above experience, Bidder to submit along with this bid in Annexure- 3, copies of the Work Order and satisfactory work completion certificate from the concerned authorities

b) For determining the Financial Capability:

- The Bidder shall have an average annual turnover of minimum Rs. 10 crores (INR) for last three financial years (FY 2019-20, FY 2020-21, FY 2021-22).
- The Bidder, must have positive net worth for the financial year ending 31/03/2022.
- The Bid must be accompanied by the audited annual reports of the Bidder for the latest 3 (three) financial years preceding the Bid Due Date as per Annexure 6.
- Audited annual reports of the Bidder for the latest financial year preceding the Bid Due Date shall be submitted. The Bidder shall enclose in its Bid, the certificate(s) from its statutory auditors specifying the Net Worth and average annual turnover for last three financial years (FY 2019-20, FY 2020-21, FY 2021-22) at the close of the financial year preceding the Bid Due Date.
- In case the annual accounts for the latest financial year are not audited, the Bidder shall give an undertaking to this effect and the statutory auditor shall certify the same. In such a case, the Bidder shall provide the audited financial statements for the financial year preceding the latest financial year for which the audited annual report is not being provided. Notwithstanding anything to the contrary contained herein, in the event that the Bid Due Date falls within 3 (three) months of the closing of the latest financial year of Bidder, it shall ignore such financial year for the purposes of its Bid and furnish all its information and certification with reference to the 3 (three) years, preceding its latest financial year. For the avoidance of doubt, financial year shall, for the purposes of an Bid hereunder, mean the accounting year followed by the Bidder in the course of its normal business.

3.11 Technical Score (25 Marks):

Base on Overall Event Management Plan and Implementation approach– based on presentation. Content of the Presentation shall be as stated below (Maximum Score 25 Marks)

Technical Presentation

An Evaluation Committee (EC) will evaluate the Technical Presentations of the Bidders meeting the minimum eligibility criteria. The technical presentation based on which the final technical score would be awarded, should include: Event Management plan for the one day event planned between 20 May 2022 to 20 June 2022 at GBU, stating,

- a. Overall Concept- Venue Design, layouts, proposed theme for the event
- b. Detailed layout plan and Infrastructure/Beautification works
- c. Detailing of Signage, welcome arches, Gates designs etc.
- d. Understanding of Scope of work with detailing of works with deployment of technical and event management manpower for project designing and execution of all works
- e. Proposed structure of event management team

4 Scope of Work

For each of the following works, Bidder is to visit the site and examine the existing site conditions at the proposed site locations and get fully acquainted of his own responsibility for all information that may

be necessary for quoting the tender bid and entering in to contract. All costs and liabilities arising out of not visiting the site visit shall be at bidders account.

Bidder has to carry out the following works as a part of its scope:

- a) Service provider shall prepare the layout and movement plan for the function. Approval of the same is to be obtained from the Authority.
- b) It is further clarified that the Service Provider shall supply and erect such barriers/ separators/ partition as-needed.
- c) The following shall be provided by the service provider:
 - Tea-coffee vending machine (including all consumables and operation)
- d) Supply and erect the following inside GBU campus:
 - Design, print and erect hanging props of size 6ft x 8 ft
 - Strategically placed standees with branding as approved by the Authority
 - Supply and erect temporary hanging fans and lights for illumination of the entire area.
 - Hand held fire extinguishers of capacity and type as required by applicable standards.
 - Bouquets to welcome VIPs
 - Event Management Support in terms of bouquets, ushers, etc.
- e) Provide red carpet for VIP entrance and coloured carpet for non-VIP entrance and printed carpet for Green rooms and stage.
- f) The Main Academic Building and temporary structure should include appropriate decoration and theming on the exterior front facing façade. It should also include providing Rangoli as per requirement.
- g) The Service Provider shall appoint an event manager as a single point contact with the Authority throughout the event.
- h) Supply and placing of adequate number emergency exit signage's etc. as per applicable standards.
- i) The Service Provider shall make arrangements for the following utility personnel on a full time basis, during the event:
 - Fire safety
 - Electricians
 - Technicians to support for assistance in internal systems air-circulation
 - Audio video technician
- j) Service Provider shall set up air blower of sufficient capacity in open areas including passage. One blower each shall be provided at inlet and exhaust end of the duct pumping the air in and out. Air conditioning system is not to be provided. The Service Provider shall provide the details of airflow parameters as a part of technical presentation.
- k) Obtain all necessary statutory approvals including but not limited to fire safety, electrical, Stage/ mandap, Disaster Management etc.
- l) The Service Provider shall be responsible for complete housekeeping, upkeep management and cleanliness of the premises during the event. The Service Provider to deploy team of housekeeping staff at least 2 days before the event day and 1 day after the event.
- m) Panels for installation and display of infographics/ poster (if required).
- n) Barriers for VIP movement and media management
- o) Installation of entry and exit signage.
- p) Provide Electrical points as per the requirement.
- q) Supply and serve water bottles of 500 ml each.
- r) Installation of CCTV cameras in a few critical VIP movement areas (to be intimated separately).
- s) Supply and erection of flags of size of 1/2 mt x 1 mt of different colour of good quality satin/ silk cloth with branding as approved by the Authority on each flag. Flags shall be erected on

painted metal poles free of any visual defect of approx. height of 15 ft at different locations approaching Gujarat Biotechnology University. Also supply and erect country flags as required.

- t) Supply and erection of Main Gates with branding of flex as approved by the Authority. Additionally, there will be Truss Gates at different entry points of Gujarat Biotechnology University. Service provider shall propose the design theme along with the type of material proposed to be used in their technical presentation. The locations shall be finalized as per the requirements and approved layout plan and as approved by the police/security agencies. The Service Provider shall ensure proper anchoring of entry gate on ground by suitable method/foundation as approved by the Authority. (Ensure minimum width of 4.50 to 5.00 Mts and height of 5.00 to 6.00 Mts. All Gates shall be ready by 3 days prior to the event). Structural stability of the structures shall be certified by an authorized Structural Engineer (on a case to case basis).
- u) Additionally, the service provider shall design and print the following materials:
 - Design and Printing of Invitation Card and cover
 - Car Parking Pass
 - Badges and strips for delegates, officials, service personal, etc in different colours for different categories
- v) Supply and placing flower pots at various locations inside Gujarat Biotechnology University for beautification.
- w) Supply, erection and manning of 1 No. Octonorm structure to be used as First Aid counter/ Medical lounges (6 m x 3 m) maintaining covid protocols and raised 150 mm above ground with:
 - Wooden flooring using 19mm thick Fire Retardant Plywood, synthetic carpet, roof covered from top with waterproof material.
 - Partitions shall be made in prefabricated aluminium sections (ht. up to 2.50 Mts.) with laminated panels and arrangement of doors.
 - Providing four no. padded chairs, 1 Nos laminated tables.
 - Required table/bed for medical treatment and racks.
 - Proper internal lighting, fans, ventilation to be provided.
- x) Housekeeping of the venues and disposal of waste to location as directed by the Authority. Once the event is completed, the dismantled material and other waste material shall be removed and shifted to safe place, as directed.
- y) Supply of pylon boxes of size 9 ft x 4 ft each with 4 side printed. The design for the same is to be prepared by the agency based on the information provided by the Authority.
- z) Video and photo coverage of the event using high quality equipment and skilled photographers/ videographers with support staff as required. If required by Authority the bidder shall also provide drone shooting and all necessary approval for the same need to be taken by the bidder.
- aa) Supply and installation of temporary hoardings at various locations in Ahmedabad and Gandhinagar. Specifications of the hoardings shall be as follows:
 - Size of each Hoarding: 20 x 15 sq ft or 20 x 30 ft or 30 x 15 ft
 - Metal Framing/ Truss structure as per requirement.
 - Flex printing of banners with approved creative
 - Printing and mounting is responsibility of agency
 - The location of the hoardings to be provided/ approved by the Authority
- bb) The bidders shall design and print all creative designs (poster, banner, hoardings, etc.) with proper theming for overall branding of the event as required by authority.
- cc) For the events, Single point(s) grid power supply at the defined sub-station ends to be provided by the Authority to the Service Provider. Bidder to assess the existing infrastructure and make

necessary temporary infrastructure upgradation including laying all the electrical cables, panels, switchboards, ELCB, earthings etc. as per the applicable laws. All necessary approvals in this regard are in the scope of the Service Provider. Bidder shall provide additional Generator as per requirement of authority.

- dd) Supply of skilled man-power in required numbers for safe and successful completion of the event.
- ee) During the course of the event, any complaints, defects and deficiencies are to be rectified by the bidder within 30 min of notification of such events by Authority or any participant in the event.
- ff) The Service Provider shall provide adequate View Cutters (if required) towards VVIP security
- gg) Supply and installation of mics and loud speakers along with support items.
- hh) Electrical Switch Board to be provided at designated point outside of the Main Building, to enable outdoor power access. Panel mounted switches to have 5A and 15A points each. The designated location of the panel would be provided by the Authority.
- ii) Provide temporary structure as per requirement including,
 - Stage/ Dias for the dignitaries with Wooden chairs, Glass Tipoi, Napkin for chair, Water Glass Set (Glass Bottle, Glass, Coaster), Lighting of lamp with accessories, Tray with velvet cloth (2 different size), Acrylic Name plate
 - Tables, Chairs and furniture for VIP enclosures
 - Laptop, Cabling, cordless mics and corded mics as required
 - Audio – Video and sound system
 - Design, print and erect hanging props of size 6ft x 8 ft.
 - Supply and erect temporary hanging fans and lights for illumination of the entire area.
 - Tower air conditioners on the stage
 - Banquet chairs with cover and plastic chair as required
- jj) The service provider shall provide appropriate decoration for stage, table, VIP green rooms, passage, entrance etc.
- kk) The Service Provide shall be completely responsible for the watch and ward, security of all its material, equipment, any temporary setups etc. The Authority will not be responsible for any loss or damage.
- ll) The Service Provider shall provide a Social Media Manager for on a full time basis for a duration of 15 days before the event and 5 days after the event.
- mm) Event plaque as per requirement
- nn) Mementoes for dignitaries as per requirement. At least 3 options are to be provided in various categories. The same needs to be approved by the Authority.
- oo) AV Film including curtain raiser films in 3 language (English, Hindi and Gujarati)
- pp) Necessary safety railings/nets shall be provided throughout the site and necessary safety measures shall be taken to ensure the safe working conditions during the installation and subsequent to installation during Event. Necessary barricading and other necessary safety measures shall be the responsibility of the Bidder. Any loss of human/cattle or damages or so, shall be the responsibility of the Bidder including any liability and/or compensation to be paid towards the life lost damages so caused.

4.1 Recoveries:

- In case of any damage to equipment/machinery or structure/building of GBU or any public property due to negligence's of Service Providers or his workers or any other reasons attributed to Service Provider , the decision of Registrar regarding the amount of recovery shall be final and binding.
- If the Service Provider fails to execute the proportionate work as per direction of Registrar

within the time frame given for completion of part / whole of the work, GBU shall get the work done through any other Service Provider and the cost of execution of such work along with 15% overhead charges shall be recovered from Service Provider.

- Service Provider /Bidder shall be deemed to have full knowledge of relevant documents, site conditions etc. whether inspected or not by him.
- Submissions of tender by a Service Provider imply that he has read the instructions and condition of contract contained herein and the bidder/Service Provider has made himself aware of the scope and specifications of the work contained in the bid. These rules and directions shall form part of the contract.
- The electrical power (through electrical point at nearby substation) and water for site, will be made available at one mutually agreed point, free of cost by GBU only. Further distribution will have to be carried out by the Service Provider as per requirements at their own cost.
- The work shall be completed within the period stipulated in the contract. In the event of any delay due to the above or due to any other reason not attributable to the Service Provider, reasonable extension in the completing the work may be given at the discretion and as decided by the GBU. But no compensation or idle charges will be paid to the Service Provider under any circumstances.

4.2 Liquidated Damages

- a) The time limit allowed for carrying out the work as entered in the tender shall strictly observed by the Service Provider and shall be reckoned from the date on which the order to commence the work is given to the Service Provider.
- b) Following damages shall be levied by the Authorities on account of default by the Service Provider:
 - i. Delay in submission of Performance Security: Rs.5,000 per day
 - ii. Delay in works during the Construction Period (for dome or any temporary structure): 0.5% of the Contract Value per day
 - iii. Delay in Completion of all works required for the commencement of the event: 2% of the Contract Value per day.
 - iv. Delay in response on event day: Between 0.5% to 3% as finalized by Authority depending on the severity of the issue.
- c) The damages levied to the Service Provider shall be subject to maximum 10% of the amount of contract value of the work. The penalty will be invariably deducted from the bill of the Service Provider and no refund will be given unless the competent authority approves the waiver/reduction in penalty.
- d) Due consideration will be given for waiver/levy of penalty only for the reasons absolutely beyond Service Provider 's control (Viz. Force Majeure conditions as laid down hereunder) for which documentary evidence will have to be provided. The reasons for delay attributable to GBU as well as to party will be brought out clearly while putting the proposal for waiver/reduction in penalty. No reasons for waiver/levy of penalty will be entertained/reviewed during the execution of the order.

4.3 FORCE MAJEURE CLAUSE

If, at any time during the continuance of this contract , the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, civil commotion, sabotage fires, floods, explosion, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as event)", then notice of the happening of any such event is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party shall have any claim for damages against the other in respect of such non-

performance or delay in performance, and work under the contract shall be resumed as soon as practicable after such event has come to end or ceased to exist, and the decision of the competent authority of GBU as to whether the works have been so resumed or not shall be final and conclusive. It will be Service Provider's responsibility to ensure that work is completed in stipulated time limit. However, if on account of reasons beyond ones control e.g. as laid down in the Force Major Conditions, GBU may consider extension of contractual period without statutory variations and without price variation.

4.4 Use of Materials:

- a) The Service Provider shall have to use the best quality of materials in the work, as per the specifications and relevant I.S. codes. In case the Authority desires to carry out any field test / laboratory test for any materials required for the work, the Service Provider shall arrange for the same at his own cost. Further, for any finished works such as masonry, plastering, cube testing for all important concreting work etc., if any testing is required same shall be arranged by the Service Provider at his own cost. The Service Provider shall have to maintain the regular records for such testing and shall submit along with bills.
- b) No collection of materials shall be made before it is got approved from the Engineer-in-charge.
- c) Materials, if and when rejected by the Engineer-in-charge shall be immediately removed from site of work.
- d) Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time and approved budget. The quality of design, workmanship and service shall be the best for consistent. Defective, cracked materials shall not be used.
- e) Once the event is completed, the dismantled material and other waste material shall be removed and shifted to safe place, as directed.
- f) All installations pertaining to water supply and fixtures thereof as well as drainage lines and sanitary fittings shall be deemed to be completed only after giving satisfactory tests by the Service Provider.
- g) Approval to the samples of various materials given by the Authority shall not absolve the Service Provider from the responsibility of replacing defective material brought on site or materials used in the work found defective at a later date. The Service Provider shall have no claim to any payment or compensation whatsoever on account of any such material being rejected by Competent Authority.
- h) Approval to any of the executed item for the work does not in any way relieve the Service Provider of his responsibility for the correctness, soundness and strength of the structure as per the drawing and specification.

5 Payment Milestones

- a) No advance payment shall be given to agency.
- b) The rates shall be inclusive of all taxes and duties. The payment will be made on submission of all the relevant documents and Invoice for the actual executed works after deduction of applicable taxes at Source.
- c) The payment will be made after certification of actual works executed by Competent Authority of GBU.
- d) No reimbursements would be made with regard to any domestic and foreign travel, any other out of pocket expense undertaken by the agency and or its representatives without prior approval by the authorities.
- e) The out of pocket expenses are pure reimbursements and not to be treated as part of the fees. The same will be provided only in case the expenses are approved prior to execution.

6 Project Completion Schedule

The detailed schedule of works as per scope is to be finalized in discussion with the authority, however, the Service Provider shall adhere to the following requirement of deadlines,

- a) Performance Security: Within 5 days of issue of Work Order
- b) Mobilization of workforce for execution : Within 7 days of issue of Work Order
- c) Completion of any temporary construction works : At least 3 days before the event date

Any laxity in implementation or in meeting with intermediate milestones towards the event would result in termination of contract along with penalties specified.

7 Defects Liability Period

The Service Provider shall be responsible for all the Defects and deficiencies. For the avoidance of doubt, any repair or rectification undertaken, including any additional testing, shall be carried out by the Service Provider at its own risk and cost, to the extent that such rectification or repair is attributable to:

- a) the design of the temporary structures;
- b) Plant, Materials or workmanship not being in accordance with this Agreement and the Specifications and Standards;
- c) Failure by the Service Provider to comply with any other obligation under this Agreement.

For clarification “Defects Liability Period” shall mean the Defects Liability Period of up to the event commencing on and from Date of inauguration of Event during which the Bidder shall undertake the responsibilities, and have the liability for the facility.

8 Performance Security

The Service Provider shall, for the performance of its obligations hereunder during the event duration, provide to the Authority, within 5 (five) days of the date of issuance of work order, an irrevocable and unconditional guarantee from a Bank in the form as given by the Authority in the form set forth in Annexure-5 (the “Performance Security”) for an amount equal to 3% (Three percent) of the Contract Price. This Performance Security shall be valid for 3 months from the date of completion of the contract. Until such time this Performance Security is provided by the Service Provider pursuant hereto and the same comes into effect, the Bid Security shall remain in force and effect, and upon such provision of this Performance Security, the Authority shall release the Bid Security to the Service Provider.

Upon occurrence of a Service Providers Default, the Authority shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to encash and appropriate the relevant amounts from the Performance Security as Damages for such Service Provider’s Default.

Upon such encashment and appropriation from the Performance Security, the Service Provider shall, within 15 (fifteen) days thereof, replenish, in case of partial appropriation, to its original level the Performance Security, and in case of appropriation of the entire Performance Security provide a fresh Performance Security, as the case may be, and the Service Provider shall, within the time so granted, replenish or furnish fresh Performance Security. Upon replenishment or furnishing of a fresh Performance Security, as the case may be, as aforesaid, the Service Provider shall be entitled to an additional Cure Period of 15 (fifteen) days for remedying the Service Provider’s Default, and in the event of the Service Provider is not curing its default within such Cure Period, the Authority shall be entitled to encash and appropriate such Performance Security as Damages.

Notwithstanding the aforesaid, the Parties agree that the Authority shall not be obliged to release the Performance Security until all Defects identified have been rectified.

9 Right to Require Additional Works

- a) The Authority may, notwithstanding anything to the contrary contained in this Agreement, require the Service Provider to make modifications/alterations to the Works (“Change in Scope of the Contract”) before the issue of the Completion Certificate.
- b) In case of increase or decrease in items pertaining to stipulated scope of works to an extent of +10% or – 10%, quoted rates shall be applied.
- c) If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:
 - i. At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the Client as to the nearest comparable item shall be final and binding on the Bidder.
 - ii. If the rate cannot be derived in accordance with (i) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the Bidder for such items. The contracting authority will decide the rate in consultation with GBU based on rate analysis to be submitted by Bidder.
 - iii. In case if the additional or altered work includes any class of work for which no rate is specified in the schedule contract and the cost for such items is within 10% of the total order value, the same shall be done free of cost without any additional charges.
- d) Service Provider shall not execute the extra/additional work without prior written approval of the GBU. Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detail cost analysis.

10 Sub-Contracting

Service Provider shall have the right to sub-contract part of the work only after obtaining Authority’s approval.

11 Termination for Service Provider Default

It is expressly agreed that the Service Provider shall, at all times, be responsible and liable for all its obligations under this Order and no default under any agreement shall excuse the Service Provider from its obligations or liability hereunder.

The Service Provider shall exercise all reasonable skill, care and diligence to be expected of a properly qualified professional who has held itself out as suitable and competent to perform the Services and who is experienced in providing services similar to the Services in relation to this Project.

Save as otherwise provided in this Agreement, in the event that the Service Provider defaults in performing any of its obligation mentioned in the Contract/Work Order and the Service Provider fails to cure the default within a Cure Period of 7 (seven) days, the Service Provider shall be deemed to be in default of this Agreement (the “Service Providers Default”), unless the default has occurred solely as a result of any breach of this Agreement by the Authority or due to Force Majeure.

Without prejudice to any other rights or remedies which the Authority may have under this Agreement, upon occurrence of a Service Provider Default, the Authority shall be entitled to terminate this Agreement by issuing a Termination Notice to the Service Provider ; provided that before issuing the Termination Notice, the Authority shall by a notice inform the Service Provider of its intention to issue such Termination Notice and grant 7 (seven) days to the Service Provider to make a representation, and may after the expiry of such 7 (seven) days, whether or not it is in

receipt of such representation, issue the Termination Notice.

Upon Termination of this Agreement in accordance with the terms of this Article, the Service Provider shall comply with and conform to the following:

- a) deliver to the Authority all Plant and Materials which shall have become the property of the Authority;
- b) deliver all relevant records, reports, Intellectual Property and other licences pertaining to the Works, other design documents;
- c) transfer and/or deliver all Applicable Permits to the extent permissible under Applicable Laws; and
- d) Vacate the Site within 5 (five) days.

12 Insurance

The Service Provider at its sole cost and expense, obtain, maintain and keep in full force and effect during the Term of this Contract including but not limited to insurance for Works and Service Provider's equipment, against injury to persons and damage to property, professional fees and profit and any other applicable insurance policies in accordance with the Applicable Laws, and circulars issued by the Government of Gujarat. Further any sub-contractors engaged by the Service Provider are also required to obtain, maintain and keep in full force and effect applicable insurance throughout the time during which they are engaged to perform any Works required to be performed by it.

13 Arbitration

- a) All disputes referred to arbitration by any Party in accordance with terms of this Work Order, shall be finally resolved by arbitration panel consisting of three arbitrators, one each to be appointed by each Party within seven (7) days from the date of issuance of notice of arbitration by any Party and the third arbitrator to be jointly appointed by the two arbitrators appointed by the Parties within seven (7) days of appointment of second arbitrator.
- b) The seat of the arbitration shall be Gandhinagar. The Parties are free to choose a venue which may be convenient for different stages of the arbitration proceedings. The language of the arbitration shall be English. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act ("Arbitration Act") and the Arbitration of the International Centre for Alternative Dispute Resolution, New Delhi ("Rules"), which Rules are deemed to be incorporated by reference in this Work Order.
- c) The Parties shall ensure that any arbitrator appointed to act under this Clause will agree to be bound to certain confidentiality obligations with respect to the terms of the Contract and any information obtained during the course of the arbitration proceedings.

Annexure 1: Format Covering Letter

<On the letter head of the Applicant>

Date: _____ .

To,
Registrar,
Gujarat Biotechnology University, Nr. GIFT City,
GIFT City Road, Shahpur Village,
Gandhinagar- 382355.

Ref: Tender for Engagement of an Agency for Event Management for upcoming event at Gujarat Biotechnology University, Gandhinagar

Sir,
Being duly authorized to represent and act on behalf of (herein after referred to as “the Applicant”) and having reviewed and fully understood the terms and conditions, entire document and information provided, the undersigned hereby apply in response to the TENDER document for Engagement of an Agency for Event Management for upcoming event at Gujarat Biotechnology University, Gandhinagar.

We are enclosing our Tender details as per the requirements of the Tender document, for your evaluation.

Yours faithfully,

(Signature of Authorized Signatory)
(Name, Title and Address)

Annexure 2: Description of the Applicant

1. Name, country of incorporation, address of the registered office, corporate headquarters, and its branch office(s), if any, in India and date of incorporation and/or commencement of business*.

2. Brief description of the Applicant including details of its main lines of business and proposed role and responsibilities in this Project and profile of Bidder

3. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:

Name :	
Designation :	
Company :	
Address :	
Telephone Number:	
E-Mail Address :	
Fax Number :	
Mobile Number :	

*Relevant documents/ chartered documents/ constitutional documents related to incorporation/ partnership/ proprietorship nature of the company must be attached along with this Annexure

Annexure 3: Technical Capability of the Bidder

The Applicants would be evaluated for meeting the Evaluation Criteria as mentioned in snapshot of the TENDER document. Bidders should provide their technical qualification details as indicated below.

a) Similar work execution experience as sought in clause 3.11 (1)

Sr. No	Name of Project	Name of the Client	Role of Bidder/ Description of Work	Project Cost (in Rs lakhs)	Year of completion
1					
2					
3					

General Instruction:

- The technical details should be duly supported by certificates from the respective clients for work order as well as completion.
- The proof of the total Project cost, services offered, scope of work, extent of completion, completion year must be provided by the Bidder for consideration as a sufficient proof of experience.
- At least 5 Photographs of the work executed shall be attached.

Annexure 4: Financial Bid Format

To
Registrar,
Gujarat Biotechnology University, Nr. GIFT City,
GIFT City Road, Shahpur Village,
Gandhinagar- 382355.

Dear Sir,

I/We hereby bid for Work, as per the Terms of Reference given in this Tender Document of the GBU, Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The price bid is filled in the given separate sheet.

Note:

- The price is inclusive of all applicable taxes except GST.
- The agency will have to work accordingly as per the scope of work and will have to strictly follow the terms and condition of the tender.
- The rate quoted will be applicable across India.
- The quoted rate shall be inclusive of travelling, accommodations, food and any other related expenses to be incurred.
- The bidder will have to operate the item at the requirement of GBU. GBU shall have the right to add/delete or can make variation in the work scope depending upon its requirement and decision.

Annexure 5: Form of Bank Guarantee

(As per Clause 8 - Performance Security)

To,
Registrar

WHEREAS:

- A. (hereinafter called the "Service Provider ") and the "Gujarat Biotechnology University" or "GBU"(hereinafter called the "Authority") have entered into an agreement (hereinafter called the "Agreement") for the Works of the; subject to and in accordance with the provisions of the Agreement.
- B. The Agreement requires the Service Provider to furnish a Performance Security for due and faithful performance of its obligations; under and in accordance with the Agreement; during the term (as defined in the Agreement) in a sum of INR.....lakhs (Rupees lakhs) (the "Guarantee Amount").
- C. We; through our branch at¹(the "Bank") have agreed to furnish this bank guarantee (hereinafter called the "Guarantee") by way of Performance Security.

NOW; THEREFORE; the Bank hereby; unconditionally and irrevocably; guarantees and affirms as follows:

1. The Bank hereby unconditionally and irrevocably guarantees the due and faithful performance of the Service Provider 's obligations during the term under and in accordance with the Agreement; and agrees and undertakes to pay to the Authority; upon its mere first written demand; and without any demur; reservation; recourse; contest or protest; and without any reference to the Service Provider ; such sum or sums up to an aggregate sum of the Guarantee Amount as the Authority shall claim; without the Authority being required to prove or to show ground or reasons for its demand and/or for the sum specified therein; under this Performance Security encashable at any of our branches including our _____² branch at Gandhinagar as our primary obligation.
2. A letter from the Authority; [.]; that the Service Provider has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the Agreement shall be conclusive; final and binding on the Bank. The Bank further agrees that the Authority shall be the sole judge as to whether the Service Provider is in default in due and faithful performance of its obligations during and under the Agreement and its decision that the Service Provider is in default shall be final and binding on the Bank; notwithstanding any differences between the Authority and the Service Provider ; or any dispute between them pending before any court; tribunal; arbitrators or any other authority or body; or by the discharge of the Service Provider for any reason whatsoever.
3. In order to give effect to this Guarantee; the Authority shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Service Provider and/or the Bank; whether by their absorption with any other body or corporation or otherwise; shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
4. It shall not be necessary; and the Bank hereby waives any necessity; for the Authority to

¹ Insert name of branch in Gandhinagar

² Insert name of branch in Gandhinagar

proceed against the Service Provider before presenting to the Bank its demand under this Guarantee. We undertake to make the payment on receipt of the Authority' notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.

5. The Authority shall have the liberty; without affecting in any manner the liability of the Bank under this Guarantee; to vary at any time; the terms and conditions of the Agreement or to extend the time or period for the compliance with; fulfillment and/ or performance of all or any of the obligations of the Service Provider contained in the Agreement or to postpone for any time; and from time to time; any of the rights and powers exercisable by the Authority against the Service Provider ; and either to enforce or forbear from enforcing any of the terms and conditions contained in the Agreement and/or the securities available to the Authority; and the Bank shall not be released from its liability and obligation under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the Service Provider or any other forbearance; indulgence; act or omission on the part of the Authority or of any other matter or thing whatsoever which under any law relating to sureties and guarantors would but for this provision have the effect of releasing the Bank from its liability and obligation under this Guarantee and the Bank hereby waives all of its rights under any such law.
6. This Guarantee is in addition to and not in substitution of any other guarantee or security now or which may hereafter be held by the Authority in respect of or relating to the Agreement or for the fulfillment; compliance and/or performance of all or any of the obligations of the Service Provider under the Agreement.
7. Notwithstanding anything contained hereinbefore; the liability of the Bank under this Guarantee is restricted to the Guarantee Amount and this Guarantee will remain in force for the period specified in paragraph 8 below and unless a demand or claim in writing is made by the Authority on the Bank under this Guarantee all rights of the Authority under this Guarantee shall be forfeited and the Bank shall be relieved from its liabilities hereunder.
8. The Guarantee shall cease to be in force and effect on ****. Unless a demand or claim under this Guarantee is made in writing before expiry of the Guarantee; the Bank shall be discharged from its liabilities hereunder.
9. The Bank undertakes not to revoke this Guarantee during its currency; except with the previous express consent of the Authority in writing; and declares and warrants that it has the power to issue this Guarantee and the undersigned has full powers to do so on behalf of the Bank.
10. Any notice by way of request; demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred branch; which shall be deemed to have been duly authorised to receive such notice and to effect payment thereof forthwith; and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice; when given by post; it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the Authority that the envelope was so posted shall be conclusive.
11. This Guarantee shall come into force with immediate effect and shall remain in force and effect for up to the date specified in paragraph 8 above or until it is released earlier by the Authority pursuant to the provisions of the Agreement.

Signed and sealed this day of; 20..... at

SIGNED; SEALED AND DELIVERED

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES:

- i. The bank guarantee should contain the name; designation and code number of the officer(s) signing the guarantee.
- ii. The address; telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Annexure 6: Format for Bid Security

(As per clause 3.1)
(To be executed on Stamp Paper of Appropriate Value)

B.G. No.

Dated:

In consideration of you, the Gujarat Biotechnology University, having its office at Gandhinagar, Gujarat (hereinafter referred to as the “Authority”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of {a Company registered under the provisions of the Companies Act/a society registered under Societies Registration Act, 1860 or any other Indian law for registration of societies/ a trust registered under the Indian Trusts Act, 1882 or any other Indian law for registration of public trust or a sole proprietorship or partnership registered under the relevant laws of incorporation or any other entity or any combination of them} and having its registered office at (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its/their executors administrators, successors and assigns), for..... (hereinafter referred to as the “Project”) pursuant to the Tender Document dated ***** issued in respect of the Project and other related documents (hereinafter collectively referred to as “Bidding Documents”), we [Name of the Bank] having our registered office at _____ and one of its branches at _____³ Gandhinagar (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Bidding Documents (including the RFP) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. (Rupeesonly) as bid security (hereinafter referred to as the “Bid Security”) encashable at any of our branches including our _____⁴ branch at Gandhinagar as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Bidding Documents.

1. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the Bidding Documents including interalia the failure of the Bidder to:
 - a. Keep its Bid valid and open during the period of validity of the Bid, as set forth in the said Bidding Documents, for any reason whatsoever.
 - b. sign the Letter of Award and/or the Contract, within the specified time limit;
 - c. furnish the Performance Security within the period prescribed thereof in the Contract;Any such demand made on the Bank shall be conclusive as regards amount due and payable

³ Insert name of branch in Gandhinagar

⁴ Insert name of branch in Gandhinagar

by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs..... (Rupees only).

3. This Guarantee shall be irrevocable and remain in full force for a period of 90 (Ninety) days from the Bid Due Date inclusive of a claim period of 60 (sixty) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the period of validity of the Bid set forth in the said Bidding Documents. The decision of the Authority, that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
4. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
5. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the period of validity of the Bid or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
6. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
7. We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
8. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
9. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
10. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

Signed and Delivered by _____ Bank

By the hand of Mr. /Ms. _____, its _____ and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Annexure 7: Financial Capacity of the Applicant

(to be certified by the statutory auditor/ chartered accountant)

(refer Clause 3.10(b))

S. No.	Financial Year	Annual Revenue (In Rs. lakhs)
1	2021-22	
2	2020-21	
3	2019-20	

Certificate from the Statutory Auditor^{\$}

This is to certify that (name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorised signatory)

^{\$} In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Note: Please do not attach any printed Annual Financial Statement.

Annexure 8: Financial Bid

Sr. No.	Item	Unit	Rate (Rs/unit)
1.	Providing material and labour for fixing the MS pillars less dome with necessary steel structure and required foundation with top and bottom covering with SRF fabric (water proof and Fire Retardant) and side covering and back covering with back drop with approved quality fresh cloths with height 23' to 35' feet as directed which is measured as flat and not in slop in dimension with all labours and materials as directed by the -in-charge etc. complete. Including dismantling the same after completion of the event including all transportation, carriage, lead, lift, etc. complete	Sq.ft	
2.	Providing material and labour for fixing Truss Mandap structure with setps and slope covered with Taraulin (water poof and fire Retardant) white cloth ceiling has to be provided below the covers. Including dismantling the same after completion of the event including all transportation, carriage, lead, lift, etc.	Sq. ft	
3.	Providing Material and labour for Stage and install with carpet and Backdrop with necessary framing work of average height 0.40 m upto 2.5m and the height of the stage shall be from 0.40 m to 2.5 mtr in height. and 2.0 mtr to 30mtr width. with providing necessary steps both sides of stage. Including Fire Retardant Paint on Stage plywood. including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge	Sq.ft	
4.	Providing Material and labour for Decorative Barrier/Partition consist of wooden frame work made from bamboos and Bullies with neat washed white cloth as per instructed of organizer.	Rft	
5.	Providing Material and labour for Barricades with necessary wooden/steel framing work etc of average height 1000 mm, on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Rft	
6.	Boundary wall, barricading (single side covered), M.S./G.I. Railing/wooden framing, Chain link fencing P/F Tin plates covered shall be stainless and wall shall be in 5ft-6ft' high. This shall be used to isolate the venue from surrounding structures and restrict the entry, as required, Railing shall not permit easy movement across. It is proposed to weld/erect MS members and chain-link fence. All the railing shall be in proper alignment and of uniform height. Barricading shall be decorated as per directions without any extra cost. Necessary camouflaging of existing structures of venue shall be	Rft	

	included in scope.		
7.	Tea-Coffee vending machine along with consumable and operating personnel	Nos.	
8.	Design, Providing, making and arranging Hanging Props/ Pylon/ Box Gate/ Banner/ Podium Masking/ Backdrop/ Entry – Exit Gates and other branding as required on MS pipe with color flax printing and making as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by in charge.	Sq.ft	
9.	Design, Providing, making and arranging Signage/ Standee (6'*3') and other branding as required on MS pipe with color flax printing and making as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by in charge.	Nos.	
10.	Providing Material and labour for Ceiling Fans with necessary Fixture, Stand of height as required, including all necessary electrical connections, cable, switches, safety switches, etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
11.	Providing Material and labour for Pedestal Fans with necessary Fixture, Stand of height as required, including all necessary electrical connections, cable, switches, safety switches, etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
12.	Poles for flags fixing and mounting halogen lights, etc.: Providing, erecting and fixing Decorative flags in good quality satin/silk cloth fixed on 2"dia. M.S. Pipe poles newly painted having. 20 ft. height.	Nos.	
13.	Providing and arranging Ambiance LED par light on tree, or on plant or other places as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by in charge	Nos.	
14.	Providing and installing CO2 gas type ISI marked Fire Extinguishers- 10 Nos, Sand Buckets, Fire Stand and Water Barrel along with fire safety personnel's	Job	
15.	Inaugural Setup: Providing and arranging, (1) Real Fresh flower garland of Rose, Lily, etc. (2) Flowers Bouquets (3) Ribbon (4) Scissor (5) Agarbatti, Match Stick (6) Ghee, Diwet (7) Wax candles (8) Cordless doorbell (9) Traditional Toran and other materials for inaugural function shall be arranged and provided about 4 hours prior to the inauguration.	Job	
16.	Providing Material and labour for arranging Red Carpet	Sqm	

	of Clean and good conditions of color as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.		
17.	Providing Material and labour for colored (other then red) carpeting work for Flooring on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -incharge.	Sqm	
18.	Designing and Providing Material and labour for arranging natural Flower and rangoli decoration of Clean and good conditions of color as specified by in charge fixing at required height, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Rmt	
19.	Providing Material, Labour and equipment's for Making VVIP Lounge with meeting area of Size 50 Sq.mtr at location as per in-charge. The lounge Consist of Air-condition room with one Refrigerator filled with drinks and eatables. The lounge shall be fully equipped with sofa set and attached chemical toilet, Good Writing Table and Chair.	Sq.m	
20.	Providing Material and labour for CCTV camera Unit with necessary Fixture, Stand of height full HD camera with night vision and 30 mtr range cameras shall be placed as required, including all necessary electrical connections, cable, switches, safety switches, etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by - incharge. including Providing Full Soft Copy in DVD (2 Copies) for recording(s) of the Event	Nos.	
21.	Providing Material and labour for Good quality Sound System for Public Addressable with necessary Fixture, Stand of height as required, including all necessary electrical connections, cable, switches, cordless mic, podium Mikes, safety switches, Modules/digital Mixtures, controllers etc. on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge. Along with 1 Audio-video technician and 2 electricians.	Set	
22.	Supplying and providing Air Cooler Big size on hire basis including all necessary electrical connections, cable, switches, safety switches, including all transportation, carriage, lead, lift, etc complete with technician to support internal air circulation system as directed by -in charge.	Nos.	
23.	Supplying and providing Roof Top/Split units and Tower AC units ranging from 7.5 TR up to 30 TR as per the requirement of the area including all necessary electrical connections, cable, switches, safety switches, including	Ton	

	all transportation, carriage, lead, lift, etc complete with technician to support internal air circulation system as directed by -in charge.		
24.	Supply labour for the complete housekeeping, unkeep management and cleanliness of the premises 2 days before event, during the event and 1 day after event.	Nos.	
25.	Supplying of branded ISI mark Mineral water bottle as per instruction of engineer in charge (Make to be approved by Authority) 200 ml	Nos.	
26.	Supplying of branded ISI mark Mineral water bottle as per instruction of engineer in charge (Make to be approved by Authority) 500 ml	Nos.	
27.	Providing, Installing, arranging & dismantling after completion of program Q manager having brass pole & chains / links covered with velvet type covering etc. complete.	Nos.	
28.	Provide and installation of colored flag pole (approx. height 15ft) including dismantling the same after completion of the event, including all, lead, lift, labours etc complete as directed by -incharge.	Nos.	
29.	Provide and installation of Country flag pole including dismantling the same after completion of the event, including all, lead, lift, labours etc complete as directed by -incharge.	Nos.	
30.	Design, print and supply Invitation Card with cover/ Brochure as required on handmade paper as per direction of Authority.	Nos.	
31.	Design, print and supply Invitation Card with cover/ Brochure as required on high GSM paper as per direction of Authority.	Nos.	
32.	Design, print and supply Car Parking Pass as required as per direction of Authority.	Nos.	
33.	Design, print and supply Id/Badges with strip as required as per direction of Authority.	Nos.	
34.	Provide and place flower pots at various locations inside GBU for beautification as per the direction of in-charge	Nos.	
35.	Supply, erection and manning of 1 No. Octonorm structure to be used as First Aid counter/ Medical lounges (6 m x 3 m) and raised 150 mm above ground with: <ul style="list-style-type: none"> a. Wooden flooring using 19mm thick Fire Retardant Plywood, synthetic carpet, roof covered from top with waterproof material. b. Partitions shall be made in prefabricated aluminium sections (ht. up to 2.50 Mts.) with laminated panels and arrangement of doors. c. Providing four no. padded chairs, 1 Nos laminated tables. d. Required table/bed for medical treatment and racks. e. Proper internal lighting, fans, ventilation to be provided. 	Job	

36.	Dustbins – decorative and covered with flap having capacity 20 lit.	Nos.	
37.	Provide 1 Videographer, 1 photographer, 1 HD video mixer, required support staff and other necessary items for photo and Video coverage with live social media coverage of the event using high quality equipment as directed by Authority.	Job	
38.	Provide 1 Videographer with required support staff and other necessary High-quality equipment's.	Per day	
39.	Provide 1 Photographer with required support staff and other necessary High-quality equipment's.	Per day	
40.	Provide drone for shooting as directed by Authority with professional operator and all statutory approvals.	Nos.	
41.	Design, Supply and installation of temporary hoardings at various locations in Ahmedabad and Gandhinagar. Specifications of the hoardings shall be as follows: •Size of each Hoarding: 20 x 15 sq ft •Metal Framing/ Truss structure as per requirement. •Flex printing of banners with approved creative •Printing and mounting is responsibility of agency •The location of the hoardings to be provided/ approved by the Authority	Nos.	
42.	Design, Supply and installation of temporary hoardings at various locations in Ahmedabad and Gandhinagar. Specifications of the hoardings shall be as follows: •Size of each Hoarding: 20 x 30 ft or 30 x 15 ft •Metal Framing/ Truss structure as per requirement. •Flex printing of banners with approved creative •Printing and mounting is responsibility of agency •The location of the hoardings to be provided/ approved by the Authority	Nos.	
43.	Plastic Moulded VVIP Chair with decorative high density u foam as per design approved of Clean and good conditions of color for dias(Supreme black or Equivalent ISI) (Thick body)	Nos.	
44.	Providing & fixing VVIP Glass tepoi with / without wooden framing for dias and green rooms on hire basis with accessories.	Nos.	
45.	Plug Points: 5 Amp/15 Amp Plug Points: Providing and fixing temporary point with 5 Amp/15 Amp Plug with switch with modular Box power connection complete as directed.	Nos.	
46.	Providing Material and labour for LED Screen 55"with necessary framing work, Stand / Stage of height as required, including all necessary electrical connections, cable, switches, safety switches, AV Modules etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
47.	Providing Material and labour for High resolution LED	Sq.ft	

	Wall (8' x 8' tentative) with necessary framing work, Stand / Stage of height as required, including all necessary electrical connections, cable, switches, safety switches, AV Modules etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -incharge.		
48.	Providing Material and labour for Metal Halide lamps with necessary Fixture, Stand of height as required, including all necessary electrical connections, cable, switches, safety switches, etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
49.	Plaque as per the requirement of GBU	Nos.	
50.	AV Film including curtain raiser films in all or any language (English/ Hindi/ Gujarati) for 10-15min as directed and approved by Authority.	Nos.	
51.	AV Film including curtain raiser films in all or any language (English/ Hindi/ Gujarati) for 3-5min as directed and approved by Authority.	Nos.	
52.	AV Film about event/ curtain raiser films in all or any language (English/ Hindi/ Gujarati) for 30sec- 1min as directed and approved by Authority.	Nos.	
53.	View Cutter as per the requirement of authority.	Sq.ft.	
54.	Provide Hostess/ Ushers/ Que makers/ Valet as required.	Nos.	
55.	Cultural programme with team of 5-10 artist with musical instruments.	Job	
56.	Branding as per theme as per requirement of Authority.	Sqft.	
57.	Providing Material and labour for DG Sets of 500 KVA with Diesel with necessary Panels, Fixture, Stand of height as required, including all necessary electrical connections, cable, switches, safety switches, Fuels/lubricants, attendant etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge. Hire Charges for three Complete Day.	Nos.	
58.	Providing Leather Sofa Set of Clean and good conditions of color with labour for arranging as specified by in charge (3 seated) on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
59.	Providing Leather Sofa Set of Clean and good conditions of color with labour for arranging as specified by in charge (2 seated) on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	

60.	Providing Material and labour for arranging Table set of Clean and good conditions with white fabric top cover and frills as specified by in charge of required height on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
61.	Providing Material and labour for arranging Plastic Chairs with Cover of good conditions of color as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
62.	Providing Material and labour for arranging Banquet Chairs with Cover of good conditions of color as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
63.	Providing Material and labour for erecting Mobile Toilet (Ladies + Gents) Chemical Toilet as required on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Set	
64.	Providing Material and labour for arranging Wooden/ acrylic/ steel Podium for Dias as per design approved along with branding as per theme of Clean and good conditions of color as specified by in charge on Hire Charges including good condition podium mike for addressing and removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
65.	Providing Material and labour for arranging counter table with cloth or white masking as per design approved of Clean and good conditions of color as specified by in charge on Hire Charges including removing the same after completion of the event, including all transportation, carriage, lead, lift, etc complete as directed by -in charge.	Nos.	
66.	Providing and arranging Gadla Set with Chaddar	Nos.	
67.	Insecticides (During entire event) Providing and spraying (Fogging) Insecticides to all area for making Venue non-allergic, odorless, nontoxic, VOC free, non-carcinogenic, and earth friendly clear on regular basis for every day and whenever required right from beginning of mobilization to last day of event.	Job	
68.	Providing Generator of 50-100 KVA capacity with Material and labour with Diesel with necessary Panels, Fixture, Stand of height as required, including all necessary electrical connections, cable, switches, safety switches, Fuels/lubricants, attendant etc on Hire Charges including dismantling the same after completion of the event, including all transportation, carriage, lead, lift, etc	Nos.	

	complete as directed by -in charge. Hire Charges for three Complete Day.		
69.	Conference Kit: Notepad, File folder, Pen as per specification by Authority.	Nos.	
70.	Panels for installation and display of infographics/ poster A1/A0 size	Nos.	
71.	Installation and Supply of LAN cable as per requirement given by Authority	Rmt.	
72.	The Service Provider shall supply and erect the exhibition stalls with Octonorm structure, on as-needed basis by the Exhibitors. The Exhibitors may/may not opt to obtain the exhibition stall services from the Service Provider. The rate and amount for design, development, supply, erection and dismantling of exhibition stall.	Sq.ft	
73.	3D Model display shelf/ case of acralic/ plastic/ wood as per requirement of the authority.	Nos.	