



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRDPR)
(An Organization of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030

NOTICE INVITING e-TENDER (NIT)

Online tender is invited from experienced and reputed Firms through two bid system (Technical and Financial Bids) to construct octanorm stalls and other structures (As per Annexure-F) for “RTP-SARAS Mela-2022” to be held from 25th Mar – 6th April 2022 at Rural Technology Park (RTP), NIRDPR, Rajendranagar, Hyderabad(Manual tender will not be accepted).

Tender documents may be downloaded from Central Public Procurement Portal (CPPPortal) i.e.,<https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.

1. Bids shall be submitted online at CPP Portal website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided at instructions to the Agencies/Bidder for e-submission of the bids online through CPPP for e-procurement at <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents. All pages of the bid should be clearly scanned and legible; any pages/information not found to be clear will not be scored by the Committee.

2. Not more than one tender shall be submitted by one contractor or agency having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
3. Bidder who has downloaded the tender from the NIRDPR's website i.e., www.nirdpr.org.in / Central Public Procurement Portal (CPPP) website i.e., <https://eprocure.gov.in/eprocure/app>, shall not modify the tender form including downloaded price bid template in any manner. In case of the same is found to be tampered/modified in any manner, tender will be completely rejected and Bidder is liable to be banned from doing business with NIRDPR.

4. Intending Bidders are advised to visit again NIRDPR's website www.nirdpr.org.in and CPPP website <https://eprocure.gov.in/eprocure.appat> least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.
5. Bids will be opened as per date/time as mentioned in the Tentative Date Sheet. After online opening of Technical-Bid the results of their qualification will be uploaded on the site. The final result of selection of bidder based on the technical and financial bid will also be uploaded on the site.
6. In case Govt. issues any orders to avoid organizing any events/social gatherings due to Covid-19 during the scheduled period and it is not possible to organize RTP SARAS MELA 2022, the tender published will be automatically cancelled. However, if the contract has been awarded and work has been started and if the tender has to be cancelled due to any unforeseen occurrence, the payment will be made proportionately/as per the actual, verified by the Committee.
7. Bidders should keep the entire original documents ready for physical verification, if needed.

TENTATIVE DATES SHEET:

Tender No.	:	NIRDPR/CIAT/RTPSARASMela-2022
Published Date and Time of e-Tender	:	16.02.2022 at 02.00 P.M.
Start Date and Time of download of Tender Document	:	16.02.2022 from 2.00 P.M. onwards
Last date to raise queries	:	18.02.2022
Pre-Bid Meeting Date & Time	:	18.02.2022 At 4.00 PM
Response to queries by NIRD PR	:	19.02.2022
Start Date & Time of submission of e-Tender	:	16.02.2022 02.00 P.M
End Date & Time of submission of e-tender	:	24.02.2022
End date for setting up of demo stall	:	24.02.2022
Date & Time of opening of Technical bid	:	25.02.2022 at 11.00 AM
Date & time of opening of Financial bid	:	01.03.2022

Centre for Innovations and Appropriate Technologies and Skill Jobs (CIAT&SJ)
NIRDPR, Rajendranagar, Hyderabad - 500030
rtp.nird@gov.in

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRDPR)
(An Organization of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad - 500030

The NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRDPR) proposes to hold an Exhibition and Sale of Rural Arts and Craft products, named **“RTP-SARAS MELA - 2022 at Rural Technology Park (RTP), NIRDPR from 25th Mar – 6th April 2022.**The details are as per the enclosed layout of the area at RTP. The thrust of the exhibition cum sale will be to provide a platform to showcase the rural arts and crafts products made by the rural women Self Help Groups (SHGs) members under DeendayalAntyodayaYojana –National Rural Livelihood Mission (DAY-NRLM) scheme of the Ministry of Rural Development, Govt. of India and to publicize and showcase various rural development programmes.

AREA FOR RTP-SARAS MELA - 2022:

As per the enclosed layout plan at Annexure- H (approx. 2162sqm). Increase or decrease in area shall be as per the requirement.

IMPORTANT

The exhibition cum sales Mela is an opportunity for the Ministry of Rural Development, Government of India to reach out to people and position the rural art and craft prepared by rural women/artisans. For this, it is necessary for the Bidder to study and understand the construction area of RTP-SARAS MELA-2022 and make the design and arrangements as per the requirement of the Institute.

1. Scope of the Work (RTP-SARAS- MELA-2022):

The scope of the work of the event manager shall include (As per Annexure-F):

- i. Construction of floodlit arches with gates including designing and decoration based on RTP SARAS MELA theme.
- ii. Decoration and Lighting of existing RTP arch at the entrance and fixing of banners etc.
- iii. Construction of approx. 200 well designed octanorm stalls (construction of stalls with aluminum R8 system with powder coated finish with laminated panels, Fascia having name for State and stall number in computer cut out letters). Stalls to be provided with 6 inch wooden platform. Basic furniture required to be provided for standard stall of (3X3) Sqmt. with carpet on

platform (Some stalls may be made of different size depending on requirement of the Institute): Waterproof roofing (to be covered with GI sheets with under cloth ceiling). Front sunshade to protect from direct sun light.

- iv. Providing of Canopy in front of existing room at the entrance of RTP.
- v. Providing of super structure on existing RTP Stage (Pipe-Pandal with back drop curtains of blue/black in colour) over the stage to organize the cultural programmes and other functions including water proof roof for Stage. As per directions of Officer-In-Charge.
- vi. Side walling with cloths of 7 feet high. Barricading at Bund-II, parking area, pathway adjoining to the wall of Sanitation Park, way to training hall, over the retaining wall at RBC And as per directions of Officer-In- Charge.
- vii. To Provide pipe pandals of size 80'x60'- two in front of the stage, one at reception/ entrance/control room and another at catering place and as per directions of the Officer-In-Charge.
- viii. Construction of two Green Rooms/Changing Rooms, for Song & Drama Division with big mirror on both sides of the stage. (100sft each).
- ix. Stalls & Passage Carpeting- (Synthetic Carpet) for whole MELA area (excluding Stalls).
- x. To provide good sound system (with DJ and audio mixer.) arrangements with sound mixers compatible to add DVD players and other audio devices, feedback speakers, wire-less (5 nos.) and wired microphones (5 nos.) at the stage, catering area and food court area on all the days along with mikes. High quality sound boxes at 5 place (@2 boxes per place) at different places in the Mela premises.
- xi. Signage (signage for upper side of stalls, hoardings, banners, directory entry, pole bunting, standees, backdrops etc. made in Flex mounted on frame work).
- xii. To provide Metal Detector and temperature testing at the two each at 2 entrances of the Mela.
- xiii. Total electrification of the area (should run on sound proof generators) with full illumination from 17.00 hours to 23.30 hours (05.00PM to 11.30PM) at Exhibition area, Food court area, Parking area, along the road sides from the entrance of the RTP, Extra lights at entrances and in front of the RTP, as per the direction of Officer-In- Charge.

- xiv. To provide designer series lighting at different Places like Buildings, Arches, Borders, pathways, and other areas directions of the officer in charge. Rocky places and plants along the hedges. Rocks. Illumination with lights at different places with lights each as per directions of the officer in charge.
- xv. Sanitisation of entire MELA Pavilion as per the Covid 19 guidelines.
- xvi. To provide mobile toilets at different places in the Mela premises including attendants for house keeping the toilets. Providing wash basins with water facility should be provided at food court area and catering area. Providing of drinking water facility for the visitors at different places along with dispenser and paper glasses. The empty bottles should be replaced immediately.
- xvii. To provide Sanitizer for 200 Stalls and Staffs deputed for duty (One bottle for each stall) (200 bottles of 500 ml) with refilling facility during entire event. Sanitizer smart Dispenser Machine with refilling facility during entire events 1 for office/control room, 2 for Gates, 1 for health desk and also at different places of the Mela area. Spray of disinfectants or Sanitization of 200 Stalls and Registration office/Help Desk every day (2 times).
- xviii. Selfie point with design and decoration (10x 10 ft approx.).

2. Proposed Stalls Plan:

S. No	Particulars	No. of Stall
1	RTP SARAS MELA -2022 at RTP, NIRDPR, Rajendranagar, Hyderabad (25 th Mar – 6 th April 2022)	200

The agencies are advised to inspect the venue before submitting a layout plan.

3. Pre-Bid Meeting: A pre-bid meeting will be held on 18.02.2022 at 04:00 P.M. at RTP, NIRDPR, Rajendranagar, Hyderabad. The representatives of the interested firms may attend the pre-bid meeting at their own cost and **only one person is allowed to attend the meeting from one agency.** The purpose of the meeting is to provide bidders with information regarding Tender Document/Scope of work. NIRDPR will provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document and event. **In case of any query on the Event Management Tender, the interested bidder may attend the Pre BID meeting.**

4. Eligibility Criteria (To form part of the Technical Bid):

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

1. The agency/firm should be registered under Companies Act/Indian Partnership /Proprietorship Act. The copy of certificate of incorporation with registration number should be enclosed.
2. The agency/bidder should have completed a minimum of **03 (Three) Events/Conferences/Similar nature of events*for Government of India/PSUs/Autonomous/Statutory Bodies/State Governments** during last five financial years i.e. between 2016-17 to 2020-21. Details of events organized along with documentary proof to be enclosed as per **Annexure - C. (*Similar nature of events would mean managing Melas, conferences, large scale events that include provision of hangars/stalls with minimum area of 2200SqMeter.)**
3. The firm/agency should have a **minimum average annual turnover of Rs.50 Lakhs during last five financial years (FY 2016-2017 to 2020-2021)**. Copies of the audited Balance Sheet, Income &Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of the same period or the Certification from Chartered Accountant (**Annexure - D**) should be enclosed. Income Tax Returns of the same period to be attached in support of this qualification.
4. The agency/firm must provide furnish copies of certificates of Incorporation, GSTN and PAN.
5. The firm should have at least one office in Hyderabad. Documentary proof must be enclosed (Registration Certificate/ Rent agreement/ Lease agreement).
6. The bidder should not be under liquidation, Court Receivership or Similar Proceedings and should not be Bankrupt. Bidder has to furnish undertaking to this effect with the bid document.
7. The bidders should erect a demo stall at their cost which should be ready on or before 23.02.2022 5.P.M. at RTP, NIRDPR, Hyderabad. One empowered committee will check the demo stall and marks will be given based on the design, quality and appearance (**As per point No. 4 of Annexure - F**) of the stall. The modifications if any should be added or removed at the bidders'

cost. The successful bidder should erect all the stalls as per the demo stall approved and the unsuccessful bidders should remove the demo stall on intimation immediately without any further delay else NIRDPR will not be responsible for any damage after wards the materials in the demo stall.

5. Bid Submission:

The bid shall be submitted online at CPPPortal i.e., <https://eprocure.gov.in/eprocure/app>. All the pages of bid should be legible and signed by the bidder. The complete tender (Technical and Financial Bids) is to be submitted online containing the following documents:

5.1 Technical Bid:

[Scanned copy of Annexure and address proof of firm having at least one office in Hyderabad must be uploaded with the bid]

5.1.1 Tender Acceptance Letter as per **Annexure-A**.

5.1.2 Information/documents furnishing details of the agency to be submitted as per Proforma at **Annexure - B**. These should include self-attested copies of Registration Certificate, /GSTN, PAN/TIN No., Experience certificates of carrying out similar nature of work, Income Tax Returns, Balance Sheet/Audited Statements of Accounts.

5.1.3 Bidders are required to submit designs for brochure. **Scanned copies of brochure to be enclosed with Technical Bid.**

5.2 Financial Bid:

5.2.1 The duly filled financial bid as per Performa given in the tender document at **Annexure-F** will have to be submitted electronically/online. Conditional price bid shall be summarily rejected. If the financial bid file is found to be modified by the bidder, the bid will be rejected.

5.2.2 The bidders are required to submit a Financial Bid undertaking as per format at **Annexure-E**.

5.2.3 **EMD of Rs. 1,20,000/- shall be given by way of Demand Draft payable at Hyderabad favoring NIRDPR along with Financial Bid. The financial bid shall not be evaluated without EMD.**

Note: The Financial Bids of only those agencies who have qualified in the Technical bid Evaluation shall be opened.

6. Performance Guarantee:

A security deposit of an amount equivalent to 3% of the total value of the contract amount, in the form of Bank Guarantee (as per **Annexure-G**) valid for a period more than two months beyond the expiry of contract period, from a Nationalized Bank, should be deposited by the successful bidder with NIRDPR's account towards Performance Guarantee, which shall be refunded within two months of date of expiry/completion of the contract without any interest payable thereon. In the event of the agency failing to comply with any provision of the contract, Performance Guarantee shall stand forfeited.

Note: The work order will be issued after depositing Performance Guarantee.

7. Mode of Selection

Two bid system: Those who qualify in the technical bid only are eligible to be evaluated for the financial bid and the **L1 agency/bidder** will be awarded the Contract as per the terms and conditions mentioned in the tender document. In the event of more than one L1 bidder emerging in the financial bid, the bidder who has scored higher marks in the technical evaluation shall be considered for award of contract.

8. Technical Evaluation (100 marks):

- The technical proposals of the Bidders who fulfill the eligibility criteria will be evaluated as per the parameter indicated at **Annexure - 1**. The agencies scoring 60 marks and above will be declared as technically qualified.
- The financial bid of only those agencies will be considered, who have qualified technically.
- The decision of NIRDPR with regard to selection will be final and no communication in this regard will be entertained. It may be noted that NIRDPR reserves the right to reject any or all the bids without assigning any reason whatsoever.
- The bidders may visit the site proposed and understand the scope of work properly before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. The agency should not be in dispute (like forfeited) earlier with NIRDPR, either directly or indirectly through any other agency.

9. AWARD AND COMPLETION OF JOB

The work shall be carried out on the basis of specific items of works and quantities mentioned in the work orders issued by NIRDPR to the agency selected. The billings and payments shall only be as per the actual works carried out as per the work orders issued. Time is of essence in this event and the selected agency is required to ensure adherence to the stipulated time lines. The agency selected for the execution of the job is required to complete the arrangements and trial run by **22nd March 2022** to enable NIRDPR to fine-tune the arrangements. However, the Officer-in-charge will have the right to make necessary modifications/alterations till the last moment and even after date. Failure to meet the schedule will invite penalty @ 5% of the contract value for each day of delay.

10. TERMS OF PAYMENT for RTP SARAS MELA 2022.

- **Advance payment of 20%** of the total contract value after award of the work and acceptance of Terms and Conditions by the agency.
- **Bank Guarantee:** Bidder is required to submit a bank guarantee for an equivalent amount paid as advance.
- 30% of the total contract value after completion of erection and trial run.
- The balance 50% will be released within one month duly following the statutory norms after completion of the RTP SARAS 2022 MELA, on submission of the tax invoice and necessary supporting documents, etc.
- **The payment will be made to the agency on actual quantity/service carried out against the work-order and as verified by the verification team/Committee of NIRDPR. In case of the area of construction of stalls/stage/carpet/staff member/branding etc. increases or decreases the payment would be made proportionately (actual basis). The event management agency will have to take written approval with justification from the officer in-charge.**

11. GENERAL TERMS AND CONDITIONS GOVERNING THE CONTRACT

(a) DEFINITION OF TERMS

- 11.1 Party shall mean the bidder whose bid will be accepted by the NIRDPR for the award of the work specified and shall include such successful bidder's legal Representatives, successors and premised assigns.
- 11.2 Within the RTP SARAS MELA - 2022, the Party's personnel shall not carry out any private work not connected with NIRDPR.

- 11.3 Party shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep NIRDPR indemnified against all losses, damages and claims arising thereof.
- 11.4 Party shall be solely responsible for payment of wages/salaries and allowances to his personnel that are applicable under the law in force including any new Act or Order of the Government that may become applicable. NIRDPR shall have no liability whatsoever in this regard.
- 11.5 Party shall be fully responsible for theft, burglary, fire, any mischievous deeds by his staff.
- 11.6 All consumable items and materials used by the Party shall be of standard make and approval of officer-in-charge of NIRDPR shall be taken for the same by the Party.
- 11.7 The Event Manager should monitor the upkeep of the works carried out by them NIRDPR will not be responsible for any damages/losses.
- 11.8 The Event Manager shall be fully responsible for any casualty in case of fire due to any fault in electrical works provided by the party.

(b) OTHER TERMS AND CONDITIONS

- 1. Successful bidder shall complete the entire work on or before **7.00 PM on 22nd March 2022, including the trial run.** Therefore, the bidder shall stipulate clearly the dates for completion of work.
- 2. In case of any delay, liquidated damages at the rate of 5% of the contract value would be levied for each day of delay.
- 3. The Event Manager will make his own arrangement for watch and ward till the completion of the work.
- 4. Insurance of goods during the execution of the contract will be the responsibility of the event manager and NIRDPR will have no responsibility in case of fire, theft or burglary of goods etc.
- 5. The Event Manager has to comply all the directions given by the Officer-in-Charge, NIRDPR during the Mela.
- 6. The Event Manager shall clear site and leave it in the most befitting condition after the completion of Mela within 3 days from **the last day of the event.**
- 7. In case of cancellation of event due to Covid-19, the NIRDPR will have no responsibility for any physical as well as financial loss. The Event Management Agency will bear the financial loss, if any. However, if the contract has been awarded and work has been started and if the tender has to be cancelled due to any unforeseen occurrence, the payment will be made proportionately/as per the actual, verified by the Committee.

12. TERMINATION OF CONTRACT

- 12.1 If at any point time the party makes any default in proceeding with the work or fails to exercise due diligence and continues to do so even after the same has been brought to its notice in writing or commits any default in completing any of the terms and conditions, even after the notice in writing is given to him on that behalf by the Officer-in-charge, NIRDPR may without prejudice to any other right to remedy accruing to the party or accruing thereafter to the NIRDPR may by written notice terminate the contract as a whole or part of the contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expenses, considerations, etc. incurred by NIRDPR on account of termination of the contract with the party.
- 12.2 All instructions, notices and communications, etc., under the contract given in writing and if sent to the last known place of the business of the party shall be deemed to have been served on the date if in ordinary course of post these would have been delivered to the Party.
- 12.3 NIRDPR reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason and without any financial consideration/implication.

13. ARBITRATION

- In case of dispute (if any) all matters shall be referred to the Director General, NIRDPR for appointing sole arbitrator under the Indian Arbitration & Conciliation Act 1996, as applicable to the parties and the decision given by the arbitrator shall be binding on both the parties. Both the parties shall bear the cost of arbitration in equal proportion. Both the parties (i.e.NIRDPR and the agency) shall make all effort to resolve any dispute by way of reconciliation. There will be no objection that the Arbitrator is a person who has dealt with the matter to which the contract relates and /or in the course of his duties he has expressed any views on any matters in dispute or differences. The award of the arbitrator shall be final and binding on the parties.
- Not - withstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms and conditions of the contract.
- The Arbitrator shall give speaking and reasoned award with respect to the matter referred to him by either of the parties.

14. DEVIATION

The party must comply with the tender specifications and all terms and conditions of the contract. In the event of deviation necessitated, prior permission must be obtained from the Officer-in-Charge, NIRDPR.

15. TAX DEDUCTION AT SOURCE

Taxes shall be deducted at source from the running bills as per applicable Tax rules by NIRDPR.

16. RISK & COST

If the agency does not carry out the work in full or part thereof at the stipulated time, the same may be got done by NIRDPR at the risk & cost of the agency.

17. SUBLETTING

Subletting of the contract is not permitted.

(i) The seller/service provider shall not assign the contract in whole or part without obtaining the prior written consent of NIRDPR. (ii) The seller/service provider shall not sub-contract the contract in whole or part to any entity without obtaining the prior written consent of NIRDPR. (iii) The seller/Service provider shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to NIRDPR together with the assignee/sub-contractor, for and in respect of the due performance of the contract and the sellers obligation there under.

18. Any point of time during the event, a minimum of **04 persons** including supervisor from the Event Management agency should be present in SARAS 2022 during the Mela. Out of these, two persons should be identified by the agency for coordination during the entire Mela. If above condition is violated a serious view will be taken against the agency by NIRDPR.

19. The arrangement of stage should be ready before 12 hrs from the time of inaugural function for SARAS. Since opening ceremony is a prestigious event of Mela, which will be attended by Cabinet Minister, Senior Government Officers, agency should be cautious in this matter. During the event, many senior Ministers and Senior Government officers will be visiting, the agency should take a note of this seriously that the manpower mentioned in point should be round the clock available.

ANNEXURE - 1

Criteria for Evaluation of Technical Bids

The evaluation of technical bids will be on the following parameters:

Sl.	Details	Max Marks	Evidence Required
1.	Number of similar nature* of events organized For Government of India/ PSUs/Autonomous / Statutory Bodies/State Governments during last five financial years (i.e.; FY 2016-17 to 2020-21). (*Similar nature of events would mean managing Melas, conferences, large scale events that include provision of hangars/stalls with minimum area of 2200 Sq Meter. Experience of managing at least 3 events is required.	50	The work completion certificate/proof from previous clients must indicate minimum area covered i.e., 2200 Sq Meter.
	03 event	25	
	04 - 05 events:	35	
	06 events	45	
	For more than 6 events:	50	
	Total Turnover of the agency:		
2.	(Average annual turnover during last five financial years i.e., <u>FY 2016-2017 to 2020-2021.</u> Minimum average annual turnover of Rs.50 Lakhs during the financial years <u>FY 2016-2017 to 2020-2021.</u>	15	Balance Sheet, Income & Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of last three financial years or the Certification from Chartered Accountant must be furnished. Further, Income Tax Returns of the same period must be furnished.
	Average Annual Turnover between 50 Lakhs to 1 Crore	5	

	Average Annual Turnover above 1 Crore to 1.5 Crore	10	
	Annual Turnover more than 1.5 Crore	15	
3	Erection of Demo stall with all specifications as per the item no. 3 of Annexure - F	30	
4	Experience of designing and printing of product brochures, selfie point for events managed. This will be evaluated based on the designs to be submitted as part of the technical proposal (copies/pictures may be included the technical proposal) Experience of 1 event... 1 mark (1 mark for each additional event upto a maximum of 5 marks)	5	Work Completion Certificates, Designs/ Pictures of previous events
	Total Mark	100	
	Minimum marks required to be eligible for opening of financial bid	60	

Note: The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the Mela without the approval of the Officer In-charge.

Checklist

SNo	Contents	Included Yes/No	Page Nos. where documents are included
1	Work Experience (as per format at Annexure - C)		
2	Annual Turnover details (As per format at Annexure - D)		
3	Experience of designing and printing of product brochures for events managed. Designs submitted as part of the technical proposal (copies/pictures as part of the technical proposal)		
4	Details of Core team with their qualifications and experiences.		
5	Documentary proof of the office address of the Firm in Hyderabad (Registration Certificate/ Rent agreement/ Lease agreement).		

Note: Please provide the details and enclose the relevant formats, annexure and mention page numbers.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - RTP-SARAS Mela-2022 at RTP, Rajendranagar,
NIRDPR, Hyderabad.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), proforma(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.
6. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
7. The bidder should not be under liquidation, Court Receivership or Similar Proceedings and should not be Bankrupt. Bidder has to furnish undertaking to this effect with the bid document.
8. We are not blacklisted by any Central Government/Central Autonomous Bodies.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
(Name and Designation of the authorized signatory)

ANNEXURE - B

Details of the Firm/Agency

1	Name of the firm/agency	:	
2	Address	:	
3	Telephone No(s).	:	
4	Fax No(s).	:	
5	Email and Website	:	
6	Name, Address, Phone number and e-mail id of the Proprietor/Partners	:	
7	Date of Registration of the Firm/Agency and	:	
8	Registration No.		
9	GSTN (Please attach supporting documents)		
10	PAN No. of the firm/agency	:	
11.	Bank accounts number with branch name and IFCCode of the Bank	:	
12	RTGS/NEFT No. of the Bank	:	
13	Copies of the Income Tax Returns of the firm for the last five financial years i.e., <u>(FY 2016-2017 to 2020-2021).</u> (Please attach supporting documents)	:	
14	Turnover details as per the Audited Statements of Accounts <u>(FY 2016-2017 to 2020-2021).</u>	:	

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE

(During last five financial years ending March 31st2021)

Criteria: Number of similar nature* of events organized for Government of India/ PSUs/Autonomous/Statutory Bodies/ State Governments during the past **05 (Five)** financial years (F.Y. 2016-17 to 2020-21).

(*Similar nature of events would mean managing Melas, conferences, large scale events that include provision of hangars/stalls with minimum area of 2200 Sq Meter.).

S.N	Name of the Event	Name of the Client	Brief Description of the Event	Hanger/Stall with area Covered in the Event Managed (Sq. Meter) Minimum area of 2200 Sq Meter.	Date/Duration of Event <u>During last five financial years</u> (FY <u>2016-17 to 2020-21</u>)	Value of the contract (Rs.)

Note: Please attach supporting work Completion Certificates as supporting documents.

Seal and Signature of bidder
(Name and Designation of the authorized signatory)

Annexure – D

Annual Turnover

The firm/agency should have a minimum average annual turnover of Rs. 50 Lakhs during the financial years.

Financial Year	Annual turnover as per audited statement of accounts (in Rupees)
2016-2017	
2017-2018	
2018-2019	
2019-2020	
2020-2021	
Total	
Average of Five Years	

Note: Copies of the audited Balance Sheet, Income & Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of last three financial years or the Certification from Chartered Accountant must be furnished. Further, Income Tax Returns of the same period must be furnished.

Seal and Signature of bidder
(Name and Designation of the authorized signatory)

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for **“RTP SARAS MELA-2022”** to be held from 25th Mar– 6th Apr 2022 at RTP, NIRDPR, Rajendranagar, Hyderabad, as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price bid.

(Signature of the Bidder, with Official Seal)
(Name and Designation of the authorized signatory)

Financial Bid:

These rates of all Items will be applicable for “RTP SARAS MELA -2022” (Approx. 200 Stalls)

S. No.	Details of Items for Event Manager	Tentative Quantity Required	Units	Rate per Unit (without tax) in Rs.	Total price (without tax) (Rs.)
1.	Construction of floodlit Arches with Gates/Well Decorated & Light based on RTP SARAS Mela Theme (Artistic Design, Decoration (2 gates) (Approx Size 12 feet x17 feet) and fixing of banners etc.	2	Nos.		
2	Decoration and Lighting of existing RTP arch at the entrance and fixing of banners etc.	1	Nos.		
3	Construction of approx. 200 well designed octagonal stalls (construction of stalls with aluminum R8 system with powder coated finish with laminated panels, Fascia having name for State and stall number in computer cut out letters). Stalls to be provided with 6 inch wooden platform. Basic furniture required to be provided for standard stall of (3X3) Sqmtr. with carpet on platform (Some stalls may be made of different size depending on the requirement of the Institute): Waterproof roofing (to be covered with GI sheets with under cloth ceiling). Front sunshade to protect from direct sun light.	200	Nos.		
	(a) Tables with frills-2.				
	(b) Chairs - 2.				
	(c) Shelves - as per requirement of artisans.				
	(d) 24 watts LED light with hooks etc. -01 nos.				
	(e) Waste paper basket - 1 no.				
	(f) Socket 15 amp - 1 no. (Food stalls) (g) Socket 5 amp - 1 no. (Display stalls)				
4.	Providing of Canopy in front of existing room at the entrance of RTP.	6000	Sft.		
5	Providing of super structure on existing RTP Stage (Pipe-Pandal with back drop curtains of blue/black in colour) over the stage to organize the cultural programmes and other functions including water proof roof for Stage. As per directions of Officer-In-Charge.	One job	One job		

6	Side walling with cloths of 7 feet high.	1000	RFT		
7	Barricading at Bund-II, parking area, pathway adjoining to the wall of Sanitation Park, way to training hall, over the retaining wall at RBC And as per directions of Officer-In- Charge	1000	RFT		
8	Providing pipe pandalsof size 80'x60'- two in front of the stage, one at reception/entrance/control room and another at catering place and as per directions of the Officer-In-Charge.	20000	Sft		
9	Construction of two Green Rooms/Changing Rooms, for Song & Drama Divisionwith big mirror on both sides of the stage. (100sft each).	2	Nos.		
10	Stalls & Passage Carpeting- (Synthetic Carpet) for whole MELA area (excluding Stalls).	45000	Sft.		
11	Good sound system (with DJ and audio mixer.) arrangements with sound mixers compatible to add DVD players and other audio devices, feedback speakers, wire-less (5 nos.) and wired microphones (5 nos.)at the stage, catering area and food court area on all the days along with mikes. High quality sound boxes at 5 place (@2 boxes per place) at different places in the Mela premises. One amplifier and sound system is to be provided at Mela office/control room with microphone (2 nos.) for announcements. This should be ready two days before the starting of the event. 10 bouquet and floral decoration of stage and diyas)(only for two days (inauguration and valedictory) but Stage and Backdrop will be for entire event).	1	1 Job		
12.	Plastic chairs – same color (for all days)	700	Nos.		
13.	Two rows sofas with white covers- (16 single seaters).	16	Nos.		
14	Signage (signagefor upper side of stalls, hoardings, banners, directory entry, pole bunting, standees, backdrops etc. made in Flex mounted onframe work).	2000	Sft.		

15	Metal Detector and temperature testing at the two each at 2 entrances of the Mela.	4	Nos.		
16	Staff to monitor above (Sl. No. 15)	4	Nos.		
17	Brochure: No. of pages: 12 (Tentative) Size: 5.5x11 inch of each page Paper: 240 gsm. Imp. Art paper (gloss) Colour: Multi-Colour Binding : Folded and laminated [delivery of brochure before 10 days of starting RTP Mela)	500	Nos.		
18	LED TV(55") with all required accessories	4	Nos.		
19	Dust bins(200liters drums)	50	Nos.		
20	LED Lights - 100 watt	800	Nos.		
21	Power LED Colour cans to be placed at back side of the stage facing to the water fall and over the stage	120	Nos.		
22	Total electrification of the area (should run on sound proof generators) with full illumination from 17.00 hours to 23.30 hours (05.00PM to 11.30PM) at the following places including the required fuel to run the Generators (as per load requirements). Exhibition area, Food court area, Parking area along the road sides from the entrance of the RTP, Extra lights at entrances and in front of the RTP, as per the direction of Officer-In- Charge.	8	Nos.		
23	Designer series lighting at different Places like Buildings, Arches, Borders, pathways, and other areas directions of the officer in charge. Rocky places and plants along the hedges. Rocks Illumination with lights at different places with lights each as per directions of the officer in charge.	60000	Nos.		
24	Sanitisation of entire MELA Pavilion as per the Covid 19 guidelines.	1	1 Job work		

25	Providing mobile toilets (8 beds in each toilet) at different places in the Mela premises Including attendants for house keeping the toilets.	3	Nos.		
26	Providing wash basins with water facility should be provided at food court area and catering area.	10	Nos.		
27	Providing of drinking water facility for the visitors at different places along with dispenser and paper glasses. The empty bottles should be replaced immediately.	15	Nos.		

28	Sanitizer for 200 Stalls and Staffs deputed for duty (One bottle for each stall) (200 bottles of 500 ml) with refilling facility during entire event.	200	Nos.		
29	Sanitizer smart Dispenser Machine with refilling facility during entire events 1 for office/control room, 2 for Gates, 1 for health desk and also at different places of the Mela area.	12	Nos.		
30	Spray of disinfectants or Sanitization of 200 Stalls and Registration office/Help Desk every day (2 times)	13	days		
31	Selfie point with design and decoration (10x 10 ft approx.)	1	Nos.		
	TOTAL AMOUNT (Rs.)				

- Note:**
1. The rates quoted should be **exclusive** of all taxes. The taxes/GST as applicable will be paid as per Govt. norms.
 2. Same Financial Bid format is provided along with the tender document in (.rar) format on the portal. Bidders are advised to download the same file, fill the rates and upload it on the portal.
 3. The quantities are tentative and may increase or decrease based on actual. Payment will be as per actual on proportionate basis.
 4. If the items not indicated above found to be required for the event, the same shall also be executed on mutually agreed terms and rates.

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(On stamp paper of appropriate value from any Nationalized Bank)

To,

The National Institute of Rural Development and Panchayati Raj
Rajendranagar, Hyderabad - 500030

Dear Sir,

In consideration of National Institute of Rural Development and Panchayati Raj
(hereinafter called as NIRDPR which expression shall include his

successor and assigns) having awarded to
.....

..... (hereinafter referred to as the Agency
or Agencies when expression shall wherever the subject of context so permits include
its successors and assigns) a contract no. in terms inter-alia, of the
NIRDPR's letter no. dated and the General Conditions of Contract
and upon the condition of the Agency's furnishing security for the performance of the
Agency's obligations and discharge of the Agency's liability thereunder in connection
with the said contract up to a sum of Rs..... (Rupees..... only)
amounting to 3 % (Five) percent of the total contract value.

1. We. (hereinafter called the Bank which
expression shall include its successors and assigns) hereby jointly and severally
undertake to guarantee the payment to NIRDPR in Rupees forthwith on demand in
writing and without protest or demur or any and all moneys anywise payable by the
Agency to NIRDPR in respect of or in connection with the said contract inclusive of all
NIRDPR's losses and damages and costs (inclusive between attorney and client)
charges and expenses and other moneys anywise payable in respect of the above to
this guarantee up to an aggregate limit of
Rs.....(Rupees.....only).
2. We the Bank further agree that NIRDPR
shall be the sole judge of and as to whether the said Agency has committed any
breach or breaches of any of the terms and conditions of the said contract and the
extent of loss, damage, cost, charges and expenses caused to or suffered by or that
may be caused to or suffered by NIRDPR on account thereof and the decisions of
NIRDPR that the said Agency has committed such breach or breaches and as to the

amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by NIRDPR from time to time shall be final and binding on us.

3. NIRDPR shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Agency's obligations and liabilities hereunder or to vary the contract or the work to be done thereunder vis-à-vis the Agency or to grant time or indulgence to the Agency or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security(ies) now or hereafter held by NIRDPR and no such dealing(s), reduction(s), increase(s) or other indulgence(s) or arrangement(s) with the Agency or release or forbearance whatsoever shall absolve the Bank of the failed liability to NIRDPR hereunder or prejudice the rights of the NIRDPR against the Bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Agency but shall in all respects and for all purposes be binding and operative until payment of all monies payable to NIRDPR in terms thereof.
5. The Bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Agency stopping or preventing or purporting to stop or prevent any payment by the Bank to NIRDPR in terms hereof.
6. The amount stated in any notice of demand addressed by NIRDPR to the Bank as liable to be paid to NIRDPR by the Agency or as suffered or incurred by NIRDPR on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to NIRDPR of suffered or incurred by NIRDPR as the case may be and shall be payable by the Bank to NIRDPR in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of NIRDPR and liabilities of the Agency arising up to and until midnight of.....
8. This guarantee shall be in addition to any other guarantee or security whatsoever that NIRDPR may now or at any time anywise may have in relation to the Agency's obligations or liabilities thereunder and/or in connection with the said contract and NIRDPR shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which NIRDPR may have or obtain and no forbearance on the part of NIRDPR in

enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.

9. It shall not be necessary for NIRDPR to proceed against the said Agency before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which NIRDPR may have obtained or obtain from the Agency shall at the time when proceedings are taken against the said Bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of NIRDPR in writing and agree that any change in the constitution of the said Agency or the said Bank shall not discharge our liability hereunder.
11. We.the said Bank further state that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs..... (Rupees.....) and this guarantee shall remain in force tilland unless a claim is made on us within three months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Datedday of2022.

For and on behalf of Bank.

Issued Under Seal

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link

“Online bidder Enrollment” on the CPP Portal which is free of charge.

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “MyTenders” folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification /help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) As per the DoE OM No. F-9/4/2020-PPD dated 12.11.2020, Govt. of India has given relaxation in bid security by bid security declaration as mentioned in Annexure E for a specific period i.e. up to 31.12.2021 in view of pandemic due to covid-19. However, if any new instruction regarding bid security comes during the tender submission process, the Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) If applicable, Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard") will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk 0120-4200462, 0120-4001002.

R T P – SARAS 2022 STALLS ARRANGEMENT

at RTP NIRDPR, RAJENDRANAGAR, HYDERABAD – 500030

