



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
(NIRDPR), Delhi Branch**

(An Organization of the Ministry of Rural Development, Govt. of India)  
Zone-5A (Core-C), 2<sup>nd</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi - 03

**NOTICE INVITING e-TENDER (NIT)**

**Online tenders are invited from experienced and reputed Firms through two bid system for “Event Management for SARAS fair during India International Trade Fair (IITF)-2021” to be held from 14<sup>th</sup>-27<sup>th</sup> November, 2021 at Pragati Maidan, New Delhi and other events like Shishir SARAS Mela -2022, SARAS Surajkund Mela-2022, SARAS Aajeevika Mela -2022 etc (Manual tender will not be accepted). The selection of bidder will be based on “Combined Quality-cum-Cost Based System”.**

Tender documents may be downloaded from CPP Portal <https://eprocure.gov.in/eprocure/app> per the schedule as given in CRITICAL DATE SHEET.

1. Bids shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the instructions to the Agencies/Bidder for the e-submission of the bids online through the Central Public Procurement Portal 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](http://www.nirdpr.org.in), and Central Public Procurement Portal (CPPP) website <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](http://www.nirdpr.org.in) and CPPP website <https://eprocure.gov.in/eprocure.app> at 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 **Tender Critical 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 SARAS Fairs, the tender published will be automatically cancelled. The NIRDPR will have no responsibility for any loss suffered by the Event Management Agencies.
7. Bidders should keep the entire original documents ready for physical verification if needed.

**CRITICAL DATES SHEET:**

<b>Tender No.</b>	<b>:</b>	<b>NIRDPR/DELHI/30-09 / 2021-22/CMPRP (Mkt. Cell) SARAS IITF-2021</b>
<b>Published Date and Time of e-Tender</b>	<b>:</b>	<b>20/09/2021 at 5.00 PM</b>
<b>Start Date and Time of download of Tender Document</b>	<b>:</b>	<b>21/09/2021 at 11.30 AM</b>
<b>Last date to raise queries</b>		<b>25/09/2021 at 5.00 PM</b>
<b>Pre-Bid Meeting Date &amp; Time</b>	<b>:</b>	<b>28/09/2021 at 11.00 AM</b>
<b>Response to queries by NIRD&amp;PR</b>		<b>30/09/2021 at 3.00 PM</b>
<b>Start Date &amp; Time of submission of e-Tender</b>	<b>:</b>	<b>01/10/2021 at 10.00 AM</b>
<b>End Date &amp; Time of submission of e-tender</b>	<b>:</b>	<b>11/10/2021 at 5.00 PM</b>
<b>Date &amp; Time of opening of Technical bid</b>	<b>:</b>	<b>12/10/2021 at 11.00 AM</b>
<b>Date &amp; Time of presentation by eligible bidders</b>	<b>:</b>	<b>12/10/2021 at 2.00 PM</b>
<b>Date &amp; time of opening of Financial bid</b>	<b>:</b>	<b>To be confirmed post presentation.</b>

**Centre for Marketing & Promotion of Rural Products  
NIRDPR, Delhi Branch  
Zone-5A, 2<sup>nd</sup> Floor, India Habitat Centre,  
Lodhi Road, New Delhi - 110 003  
[marketingcapart@gmail.com](mailto:marketingcapart@gmail.com)**

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI  
RAJ (NIRDPR), Delhi Branch**

(An Organisation of the Ministry of Rural Development, Govt. of India)

Zone-5A (Core-C),

2<sup>nd</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi - 110 003

The NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRDPR) proposes to hold an Exhibition and Sale of Rural Arts and Craft products, named **"SARAS" during the forthcoming India International Trade Fair (IITF)-2021 at Pragati Maidan, New Delhi from 14<sup>th</sup>- 27<sup>th</sup> November, 2021 at Pragati Maidan, New Delhi.** The SARAS fair will be held in **Hall No. 7 (A, B, and C) and its adjacent open area near stage** in Pragati Maidan, New Delhi. The details are as per the enclosed layout of the area at Pragati Maidan, New Delhi. 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 Deendayal Antyodaya Yojana –National Rural Livelihood Mission (DAY-NRLM) schemes of the Ministry of Rural Development, Govt. of India and to publicize and showcase various rural development programmes.

**THEME:**

The pavilion will be called the '**SARAS' Pavilion** and will display a wide variety of products produced by the rural artisans from all over the country. Almost all the States and Union Territories are expected to participate in the exhibition cum sale fair. Each participating State/Union Territory will be provided stalls in the exhibition area. A part of the space will be used for highlighting the programme and achievements of the Ministry of Rural Development, Govt. of India and publicize projects of various programme/schemes of Ministry.

**AREA AVAILABLE:**

**As per the enclosed layout plan (approx 3000 sqm) - Annexure-F.** The foyer and outside area will be calculated subject to availability. Area increase or decrease shall be subject to the availability of space.

## **IMPORTANT:**

The exhibition cum sales fair during **IITF at Pragati Maidan, New Delhi** 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. For this, it is necessary to study and understand the profile of visitors, the message to be delivered and the most cost-effective means of communicating the message, etc.

### **1. Scope of the Work (SARAS-IITF Fair, 2021):**

**The scope of the work of the event manager for IITF-SARAS, 2021 will include:**

- i. Construction of gates including designing and decoration.
- ii. Construction of stalls including providing tables, chairs, Racks, Hand Sanitizer, lighting and necessary fittings.
- iii. Construction of stage with backdrop, decoration, seating arrangements, podium, public address systems etc.
- iv. Landscaping of suitable areas in and around the fair premises using natural potted plants and materials.
- v. Designing and installing of Signage's (hoardings, banners, directory, entry gate, pole bunting, standees, backdrops etc.) in and around Pragati Maidan including the Fair premises.
- vi. Designing various creatives, (Print Media (Designing Part only), Social Media, Electronic Media, Press Meets, Press Conference Radio Jingles, etc. to be used for publicity of the event through Social Media, other platforms, apps, etc
- vii. Laying of carpets in the entire area of the Fair.
- viii. Construction of registration counters with proper facilities
- ix. Construction of an air conditioned conference/meeting room.
- ix. Organizing inaugural function, press conferences, and providing an anchor for inaugural function.
- x. Printing of invitation cards and certificates, distribution of invitation cards.
- xi. Photography and videography of the event. One 15 mts video to be created based on video footage, interviews of key stakeholders, etc.
- xii. Preparation and printing of product brochures including photography.
- xiii. Construction of an air conditioned room for monitoring of CCTV cameras.
- xiv. Providing facilities for sanitation/cleaning work at SARAS Pavilion.

- xv. Providing security arrangement.
- xvi. Providing Wi Fi Internet connectivity covering the entire SARAS area for SHG members and NIRDPR Officials.
- xvii. Entire exhibition from start to end will be decorated to provide ethnic look.
- xviii. Construction of Health desk providing Bed, Chair, Table all medical equipment like Oximeter, Thermal scanner, BP Machine, Hand Sanitizer, etc.
- xix. Provision of Sanitizer Dispenser, Sanitizer in Stalls with refilling facility, Sanitization of Stalls, Help Desk Office every day
- xx. Provision of Doctors, Nursing Staff, Thermal Scanner Staff, Staff for checking Oxygen Level, Ambulance etc.
- xxi. Implementation of all standing instructions & guidelines of Government of India for COVID 19 related issues.

[Invitation Cards for inaugural function with envelopes to be made available before two days of inaugural function. Products brochure to be made available, **on or before, 13<sup>th</sup> Nov, 2021.**

- ☐ In SARAS fair IITF-2019 at Pragati Maidan, there would be approx. **130** stalls having a minimum size of 3x3 square meters each, are to be made by the Event Management Agency (EMA) depending on the availability of the space and circumstances and direction of ITPO. Some stalls may be made of size 3x3 square meters depending on availability of space at outside of Hall No. 7 (A, B, and C). **It is also stated that the rates of proposed activities will remain the same for SARAS IITF-2021, SHISHIR SARAS-2022, SARAS Surajkund-2022 & SARAS AAJEEVIKA Mela-2022 and other similar events. The concerned Event Management Companies may take a note while quoting rates of SARAS IITF- 2021 that these rates will be applicable in other proposed similar events of NIRDPR/MoRD as stated in above Para.**
- ☐ The prospective event management agencies are hereby requested to develop concept and design as per Scope of Work. **The agencies are further requested to inspect the venue before submitting a layout plan.**

### **Proposed Stalls Plan:**

<b>S. No</b>	<b>Particulars</b>	<b>No. of Stall</b>
1	SARAS-IITF -2021at Pragati Maidan, New Delhi (14 <sup>th</sup> to 27 <sup>th</sup> November,2021)	<b>130</b>

**2. Pre-Bid Meeting:** A pre-bid meeting will be held on – **28/09/2021 at 11:00 AM at NIRDPR Delhi Branch Conference Room, Zone-5A, 2<sup>nd</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi.** The representatives of the interested firms may attend the pre-bid meeting at their own cost and expense and **only one person is allowed to attend the meeting.**

The purpose of the meeting is to provide bidders with information regarding Tender Documents/Scope of work. NIRDPR will provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender documents and event. **In case of any query on the Event Management Tender, the interested bidder may attend the Pre BID meeting.**

### **3. 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.**

- I.** The agency/firm should be registered under Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
- II.** The agency/bidder should have completed a minimum of **03 (Three) Events/Conferences/Similar nature of events\*** with a participation of minimum **600 participants for Government of India/PSUs/Autonomous Bodies/Federations** of Industries etc. during the past **03 (Three)** financial years. 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 2000 Sq Meter.**

- III.** The firm/agency should have a **minimum average annual turnover of Rs.1.50 Crores during each year for the financial years FY 2017-18, 2018-19 and 2019-20.** Copies of the audited Balance Sheet, Income & Expenditure Accounts/ Profit & Loss and Receipts and Payments accounts of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant be attached in support of this qualification. Details may be enclosed as per **Annexure - D** and furnished along with documentary proof for the same.
- IV.** The agency/firm must be registered with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, VAT/Sales Tax, Service Tax/GSTN and PAN must be enclosed.
- V.** The firm should have at least one office in Delhi/NCR region. Documentary proof must be enclosed.
- VI. 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.**
- VII. Past experience of similar services:** The bidder must have successfully executed/completed at least one single order of 80% of the estimated bid value or 2 orders each of 50% of the estimated bid value or 3 orders each of 40% of the estimated Bid value for similar services in last three years to any Central/State Govt. Organizations/PSU/Public Listed Company. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of past experience of similar services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **4. Bid Submission**

The bid shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>. All the pages of bid compulsorily of all the Annexure/Supporting Documents being submitted must be signed by the bidder and in absence of it, the bids will be rejected. The complete tender under **2-Bid system** is to be submitted online containing the following documents:



## **5.1 Technical Bid:**

**[Scanned copy of Annexure - A, B, C, D, E and address proof of firm having at least one office in the Delhi/NCR region]**

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, Sale Tax No., Service Tax No., /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 **The Bidders are required to submit Bid Security Declaration as per Performa available at Annexure E. Bidders failing to submit the same will be rejected.**

5.1.4 The bidders are required to submit 3-D drawings and action plan of designing of minimum of approx. **130 stalls** having a minimum size of 3X3square meters each are to be made depending on the availability of the space and circumstances and direction of ITPO. Some stalls may be made of size 3x3 square meters depending on availability of space at outside of A, B, and C A registration counter/help desk having sitting capacity for 15 persons, a conference/meeting room, stage for cultural progmmes, designed gates at several entry points (Main Gates and exit gates). The drawings should be made taking all these aspects into consideration. The design should be 3-D drawing of the construction to be done by the agency in physical form in a separate envelope and must be delivered to Marketing Division of NIRDPR, Delhi Branch, NIRDPR, Zone-5A, 2<sup>nd</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003 on or before the last date & time for the submission of the tender. **Bidders failing to submit the same will be rejected.**

5.1.5 Bidders are required to submit designs for brochure. **Scanned copies to be enclosed with Technical Bid.** Bidders failing to submit the same will be rejected.

5.1.6 Details of the Qualifications, Experience and numbers of Core team of Technical /Professional Manpower trained in Event Management Agency should be enclosed in structured manner.

## **5.2 Financial Bid:**

5.2.1 The duly filled financial bid as per Performa given in the tender document at **Annexure-H** will have to be submitted electronically/online. Conditional pricebid 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-G**.

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-J**) 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.

**The work order will be issued after depositing Performance Guarantee.**

## **7. Mode of Selection**

**Selection of bidder will be based on the Combined Quality-and-Cost Based System with 60:40 weightage i.e. 60% weightage to the Technical proposal and 40% weightage to the financial proposal.**

### **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 - I**. 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.

Technical and commercial scores obtained by all the bidders would be summed and the vendor with highest score would be awarded the bid.

Total scores of the vendors would be calculated as per the following formulas:

**Technical Bid Financial Bid (Techno Commercial ratio 60:40)**

1.  $(T1/T_{max}) * 0.6 + (L_{min}/L1 * 0.4)$
2.  $(T2/T_{max}) * 0.6 + (L_{min}/L2 * 0.4)$
3.  $(T3/T_{max}) * 0.6 + (L_{min}/L3 * 0.4)$

**Illustration:**

				A				B	A+B	
Bidder	Technical Score (out of 100)	Relative Technical Score	Relative Technical Score	Final Technical Score (Relative Tech Score *100) - Out of 100	Commercial Quote (in INR)	Relative Commercial Score (Lmin/L1) * 0.4 calculation	Relative Commercial Score	Final Commercial Score (Relative Comm Score *100) - Out of 100	Final Techno Commercial Score	Ranking
		(T1/Tmax) * 0.6 calculation								
A	70	70/80*0.6	0.525	53	10,00,00,000.00 (Lmin)	10 Cr/10 Cr*0.4	0.4	40	93	H1
B	80 (Tmax)	80/80*0.6	0.6	60	15,00,00,000.00	10 Cr/ 15 Cr*0.4	0.27	27	87	H2
C	75	75/80*0.6	0.563	56	20,00,00,000.00	10 Cr/ 20 Cr*0.4	0.20	20	76	H3

Bidder with the highest marks computed above on cost and quality basis will be awarded the bid.

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 are required to 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. NIRDPR reserves the right to assess bidder's capacity to perform the contract should the circumstances warrant such assessment. Party should not be in dispute (like forfeited) earlier with NIRDPR, either directly or indirectly through any other agency.

## **8. 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 by **13<sup>th</sup> November, 2021** latest and one day before for other events, 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 13<sup>th</sup> November, 2021. Failure to meet the schedule will invite penalty @ 5% of the contract value for each day of delay.

## **9. TERMS OF PAYMENT for SARAS IITF, SHISHIR SARAS, SARAS SURAJKUND & SARAS AAJEEVIKA Mela.**

- ☐ **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 before completion of the Fair.
- ☐ The balance 50% will be released within one month after completion of the SARAS IITF Fair, SHISHIR SARAS, SARAS SURAJKUND & SARAS AAJEEVIKA Mela and submission of the bills and necessary 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/VIP lounge/Conference/meeting room/Registration Counter/Help Desk/Stage size / 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 Verification Team/Committee.**

## **10. GENERAL TERMS AND CONDITIONS GOVERNING THE CONTRACT**

### **(a) DEFINITION OF TERMS**

- 10.1 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.
- 10.2 Within the SARAS IITF-2021Fair,& other events the Party's personnel shall not carry out any private work not connected with NIRDPR.
- 10.3 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.
- 10.4 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.
- 10.5 Party shall be fully responsible for theft, burglary, fire, any mischievous deeds by his staff.
- 10.6 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.
- 10.7 The Event Manager should monitor the upkeep of the works carried out by them NIRDPR will not be responsible for any damages/losses.
- 10.8 The Event Manager shall be fully responsible for any casualty in case of fire due to any fault in fire planning and will have to submit an Affidavit in this regard.
- 10.9 The Event Management Company also declare that the rates of items quoted for SARAS IITF-2021(at ANNEXURE – H) will also be

applicable for SHISHIR SARAS-2022, SARAS SURAJKUND Mela-2022& SARAS AAJEEVIKA Mela- 2022 according to the requirement in the events..

**(b) OTHER TERMS AND CONDITIONS**

1. Successful bidder shall complete the entire work by **6.00 PM on 13<sup>th</sup> November, 2021**. In addition to this, the other events like SHISHIR SARAS-2022, SARAS SURAJKUND Mela- 2022 & SARAS AAJEEVIKA Mela- 2022 bidder will complete their work one day before the event. 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 ITPO and MoRD/NIRDPR during the fair.
6. The Event Manager shall clear site and leave it in the most befitting condition after the completion of Fair by **11:30 p.m. of 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.**
8. The rates for all the items of the selected bidder will also be valid for one year for any such type of event/fair (like SHISHIR SARAS Mela-2022, SARAS Aajeevika Mela-2022, SARAS Surajkund Mela-

2022 etc.) organized by NIRDPR from the date of acceptance of offer of engagement by the selected bidder. **The sub-committee will be formed to identify the items and requirement and quantum of work of SARAS AAJEEVIKA- 2022 and other events if needed, the same committee will increase/decrease the items as required in SARAS - AAJEEVIKA 2022 and other events if needed.**

## **11. TERMINATION OF CONTRACT**

11.1 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.

11.2 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.

11.3 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.

**12. Force Majeure:** In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the contract, Flood and Acts and

Regulations of respective government of the two parties, namely NIRDPR and the contractor. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NIRDPR shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

### **13. ARBITRATION**

- a. 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.
- b. There will be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view 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.
- ☐ **Applicable Law:** The contract shall be interpreted in accordance with Laws applicable in India and subject to jurisdiction of the court in Hyderabad only.



#### **14. DEVIATION**

The party must comply with the tender specifications and all terms and conditions of the contract. No deviation shall be entertained.

#### **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 selected agency shall not assign the contract in whole or part without obtaining the prior written consent of NIRDPR.
- (ii) (ii) The selected agency shall not sub-contract the contract in whole or part to any entity without obtaining the prior written consent of NIRDPR.
- (iii) (iii) The selected agency 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 IITF-2021 from 8:00 a.m. to 9:00 p.m. during the Fair. Out of these, two persons should be identified by the agency for coordination during the entire Fair. If above condition is violated a serious view will be taken against the agency by NIRDPR.

**19.** The arrangement of tentage and stage should be ready before 12 hrs. from the time of inaugural function for SARAS. Since opening ceremony is a prestigious event of fair, which will be attended by Cabinet Minister, Senior Government Officers therefore, the agency may 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-I

### Criteria for Evaluation of Technical bids

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

Sl.	Details	Max Marks	Evidence Required
1.	<p>Number of similar nature* of events organized For Government of India/ PSUs/Autonomous Bodies/Federations of Industries/Corporate etc. during the past <b>03 (Three)</b> financial years. (*Similar nature of events would mean managing melas, conferences, large scale events that include provision of hangars/stalls with minimum area of 2000 Sq Meter. The event should have comprised of more than 600 delegates/participants in each event. <b><i>Experience of managing at least 3 events is required.</i></b></p>	<b>25</b>	<p>Work orders, Completion Certificate, Contracts, any other documentation that provides all the evidence as required in the Criteria</p>
	<i>03 - 06 events:</i>	<i>10</i>	
	<i>For more than 6 events:</i>	<i>25</i>	
2.	<p><b>Total Turnover of the agency:</b>  (Average annual turnover during last three financial years i.e2017-18, 2018-19&amp;2019-2020)  <b><i>Average Annual Turnover of at least 1.50 Crores is required.</i></b></p>	<b>10</b>	<p>Copies of the audited Balance Sheet, Income &amp;Expenditure Accounts/ Profit &amp; Loss and Receipts and Payments accounts of last three financial years and Income Tax Returns of the same period or the Certification from Chartered Accountant</p>

	<i>Average Annual Turnover between 1.50 to 5.00 Crore</i>	<i>05</i>	
	<i>Annual Turnover more than 5.00 Crore</i>	<i>10</i>	
3.	Familiarity with the venue and had held exhibition(s) in last 5 years at the venue <b>(ITPO, Pragati Maidan)</b> with value of more than Rs.50.00 lakhs for each event. Experience of managing at least 1 event is required.	<b>10</b>	Work orders, Completion Certificate, Contracts, any other documentation that provides all the evidence as required in the Criteria
	<i>No. of events with value of over INR 50 lakhs managed during last 5 years: 1 to 2</i>	<i>5</i>	
	<i>No. of events with value of over INR 50 lakhs managed during last 5 years: more than 2</i>	<i>10</i>	
4.	<i>Experience of managing similar events in abroad (such as large fair with 100 stalls, more than 250 delegates).</i>	<b>5</b>	Work orders, Completion Certificate, Contracts, any other documentation that provides all the evidence as required in the Criteria
	<i>One international event</i>	<b>3</b>	
	<i>More than one international event</i>	<b>5</b>	
5	Qualifications and Experience and numbers of Core team of Technical/Professional Manpower that will be deployed.	<b>15</b>	Short profile highlighting educational qualifications and only the relevant experience for this assignment
6	Experience of designing and printing of product brochures for events managed. This will be evaluated based on the designs to be submitted as part of the technical proposal (copies/pictures may	<b>5</b>	Work orders, Completion Certificate, Contracts, any other documentation that

	be included the technical proposal) <b>Experience of 1 event... 1 mark (1 mark for each additional event upto a maximum of 5 marks)</b>		provides all the evidence as required in the Criteria
7	<b>Methodology and Approach.</b> Bidders to share their Methodology and Approach based on the requirements of the RFP. The Presentation should include emphasizing the following: <ul style="list-style-type: none"> <li>Detailed plan from inception to closure of assignment;</li> <li>Role of each deployed staff and backend leadership and support staff inputs;</li> <li>Component wise plan and outputs (Media and Outreach, Branding and related outputs, Security, Social Media Planning etc).</li> <li>Social Media has to be done by the event Management.</li> </ul> <b>Presentation of layout needs to be with 3-D drawings.</b> <b>The presentation should substantiate a complete understanding of the event, its profile, timeline schedule, Design (Stalls/Gates/Registration Counter/Conference/Meeting Room/Stage) requirements, execution strategy, imperatives for ensuring a safe &amp; secure event exercising economy etc.</b> (A complete power point presentation of 10 minutes to be made before the evaluation Committee)	<b>30</b>	Documented format in the Technical Proposal and PPT during presentation stage.  The PPT for presentation should also include experience and evidence <b>as provided in the technical proposal</b> for all other criteria as well.
	<b>Total Mark</b>	<b>100</b>	
	<b>Passing Marks required to be eligible for Financial Proposal Opening</b>	<b>60</b>	

**Note:** The Core team of Technical/Professional Manpower indicated in the bids should not be changed during the fair.

**Checklist**

<b>SINo .</b>	<b>Contents</b>	<b>Included Yes/No</b>	<b>Page Nos. where documents are included</b>
1	Bid Security Declaration (as per format at <b>Annexure E</b> )		
2	Work Experience (as per format at <b>Annexure - C</b> )		
3	Annual Turnover details (As per format at <b>Annexure -D</b> )		
4	Methodology & Approach including 3D presentation of layout		
5	Evidence related to events managed in last 5 years at the venue <b>(ITPO, Pragati Maidan)</b> with value of more than Rs.50.00lakhs for each event.		
6	Experience of managing similar events in other countries (such as large fair with 100 stalls, more than 250 delegates).		
7	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)		
8	Details of Core team with their qualifications and experiences.		
9	Address of office of the Firm in the Delhi/NCR region. Documentary proof.		

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

**ANNEXURE - A**

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

Date:

To,

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:** -Event Management for SARAS Fair during IITF-2021 at the Hall No. 7 (A, B, and C) and its adjacent open area near stage at Pragati Maidan, New Delhi and other forthcoming events like SHISHIR SARAS-2022, SARAS Surajkund Mela-2022 & SARAS AAJEEVIKA Mela-2022 during one year.

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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/ organization 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 Govt./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 Registration No.	:	
8	Sales Tax No. (Please attach necessary documents)		
9	Service Tax No./GSTN (Please attach necessary 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 three financial years (Please attach necessary documents)	:	

## **ANNEXURE - C**

### **DETAILS OF COMPLETED WORKS OF SIMILAR NATURE**

(During last three financial years ending March 31<sup>st</sup>2021)

Criteria: Number of similar nature\* of events organized For Government of India/ PSUs/Autonomous Bodies/Federations of Industries/Corporate etc. during the past **03 (Three)** financial years.

(\*Similar nature of events would mean managing melas, conferences, large scale events that include provision of hangars/stalls with minimum area of 2000 Sq Meter. The event should have comprised of more than 600 delegates/participants in each event.

<b>S.N</b>	<b>Name of the Event</b>	<b>Name of the Client</b>  <i>Should be for Government of India/ PSUs/Autonomous Bodies/Federations of Industries / Corporates etc</i>	<b>Brief Description of the Event</b>	<b>Hanger/Stall with area Covered in the Event Managed (Sq. Meter)</b>  Minimum area of 2000 Sq Meter.	<b>Number of Participants/Delegates in the Event Managed</b>  The event should have comprised of more than 600 delegates/participants in each event).	<b>Date/Duration of Event</b>  during the past <b>03 (Three)</b> financial years  17-18 or 18-19 or 19-20	<b>Value (Rs.)</b>


**Note:**

- Please attach supporting documents with work-order, photographs for the above furnished information.
- Please attach brief profile of proposed Core Team.

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

## **ANNEXURE - D**

### **ANNUAL TURN OVER**

The firm/agency should have a minimum average annual turnover of Rs. 1.5.00 Crore in each year for the three financial years 2017-18, 2018-19 and 2019-20:

<b>Financial Year</b>	<b>Annual Turnover as per the profit and loss account</b>
2017-18	
2018-19	
2019-20	
<b>Total</b>	

**Note:** The above data is to be supported by copies of the audited balance sheet, income & expenditure accounts and receipts and payments accounts of last three financial years duly audited by Chartered Accountant.

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

**Bid Security Declaration**

To  
The Director General  
National Institute of Rural Development & Panchayati Raj,  
Rajendra Nagar, Hyderabad  
Pin: 500030

Reference: Tender No. \_\_\_\_\_ date

I/We, .....irrevocably declares as under:

I/We understand that, as per Clause of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of **Three years** from the date of disqualification as may be notified by you (without prejudice to NIRDPRs rights to claim damages or any other legal recourse) if,

1. I am/We are in a breach of any of the obligations under the bid conditions,
2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
3. On acceptance of our bid by NIRDPR, I/we failed to deposit the prescribed Security Deposit or fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

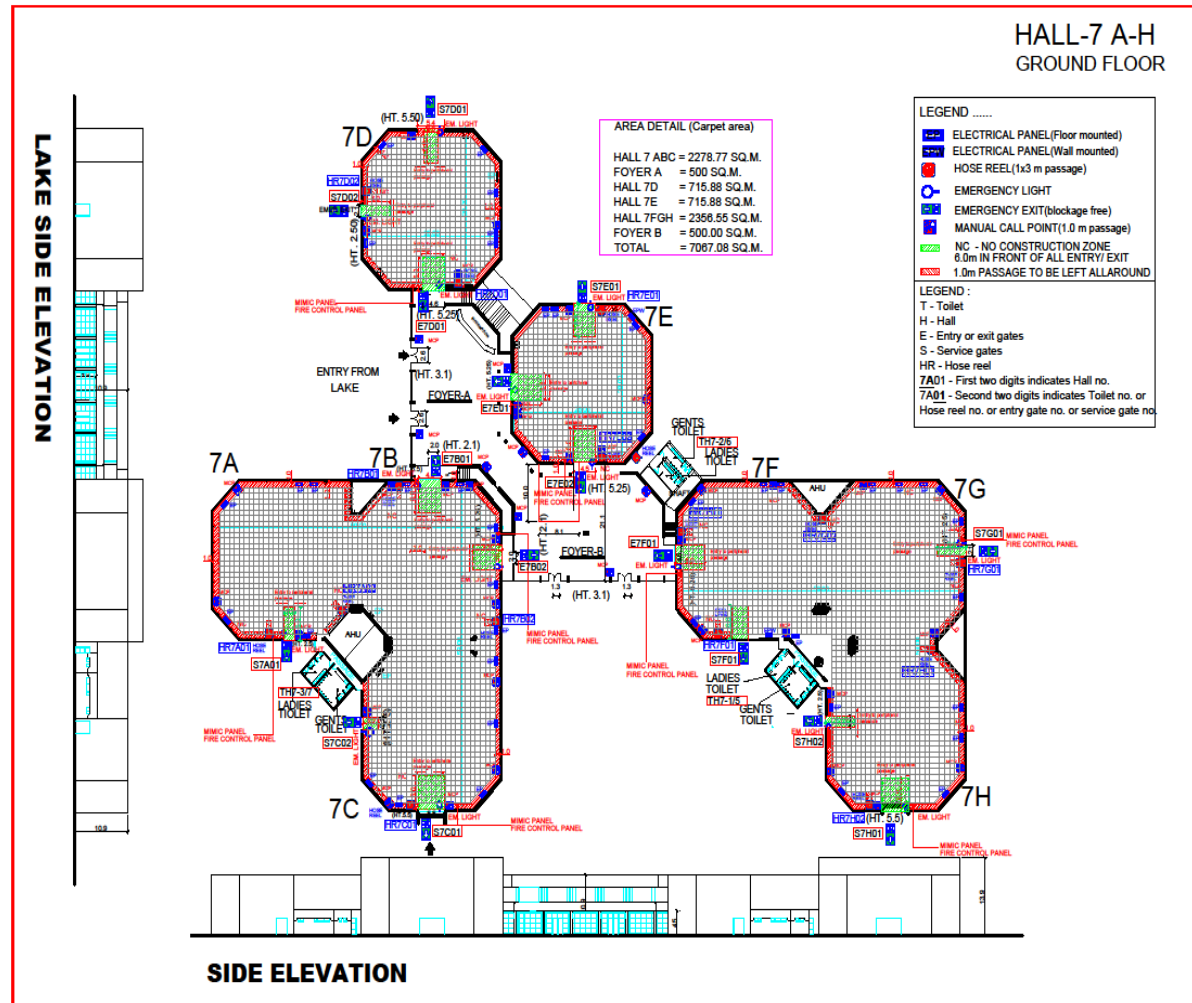
Duly authorized to sign the bid for and on behalf of: (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

# ANNEXURE – F

## Layout Plant of Hall No. 7 (A, B, and C)



**ANNEXURE - G**

**FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

1. I submit the Price Bid for **"Event Management for SARAS Fair during India International Trade Fair (IITF)-2021"** to be held from 14<sup>th</sup>-27<sup>th</sup> November, 2021 at Pragati Maidan, New Delhi" **and** related activities 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.
4. I also declare that the rates of items quoted for SARAS IITF- 2021 will also be applicable for other similar events like SHISHIR SARAS Mela- 2022, SARAS SURAJKUND Mela- 2022, SARAS AAJEEVIKA Mela- 2022 etc. according to the requirement in the events.

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

**ANNEXURE - H****Financial Bid:****These rates of all Items will be applicable for SARAS IITF 2021(130 Stalls)**

<b>S. No</b>	<b>Details of Items for Event Manager</b>	<b>Tentative Quantity Required</b>	<b>Units</b>	<b>Rate per unit (without tax) in Rs.</b>	<b>Total Price (without tax) (Rs.)</b>
1.	Construction of flood lit Gates/Well Decorated & Lightened based on Rural Theme with SARAS logo (Artistic Design, Decoration (3 Main gates + 2 gates at Exit ) (Approx Size 12 feet x17 feet)( <b>14<sup>th</sup> to 27<sup>th</sup> Nov., 2021</b> )	5	Nos.		
2.	Construction of approx. 130 well designed 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). Outdoor stalls to be provided with 3 inch flooring platform. Basic furniture required to be provided for standard stall of (3X3) Sqmt. (Some stalls may be made of size 3x3 Sqmt depending on availability of space): (a) Table - 1, (b) Chairs - 2 (c) Shelves - as per requirement of artisans (d) Spot light (use CFL/LED light) with hooks etc. - 3 nos. (e) Waste paper basket - 1 no. (f) Socket 5/15 amp - 1 no. ( <b>14<sup>th</sup> to 27<sup>th</sup> Nov., 2021</b> )	1000 approx.	Sq. Meter		
3.	Construction of one Registration Counter/Help Desk with seating	20	Sq. Meter		



	arrangement for 15 persons covering with canopy shade, fans and one steel almirah with lock and key. <b>(12<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>				
4.	Construction of one air conditioned <b>Conference/ Meeting room</b> with flooring platform including the following arrangements: 02 air <input type="checkbox"/> conditioner <input type="checkbox"/> flower decoration (every day) <input type="checkbox"/> two-seater sofas (06 nos.) <input type="checkbox"/> centre glass table (02 nos.) <input type="checkbox"/> side glass table (02 nos.) <input type="checkbox"/> fancy cushion chairs (10 nos.) <input type="checkbox"/> fridge (01 no) <input type="checkbox"/> crockery for min. 20 persons <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	48	Sq. Meter		
5.	Construction of well designed <b>Theme Area</b> with proper display and lighting systems including the following: i. Parker lights ii. Fancy lights iii. Wooden platform iv. <b>12 nos.</b> of size (37 or 42) inch LED screen - <b>front and Back</b> v. Female facilitators -04 nos. <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	60	Sq. Meter		
6.	Construction of one room with octanorm for monitoring of CCTV cameras etc. and for staff with chairs and table. <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	12	Sq. Meter		
7	Construction of two Green Room/Changing Room for Song & Drama Division with big mirror. <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	06	Sq. Meter		
8.	Canopy for outdoor stalls and other required area (water resistance) <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	1000	Sq. Meter		
9.	Stall & Passage Carpeting- (Synthetic Carpet). <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	2500	Sq. Meter		

10.	Stall & Passage Carpeting - (Coir). <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	1000	Sq.Meter		
<b>11.</b>	<b>Inaugural Function (Only for one day for item No.11.1 to 11.9 except 11.2)</b>				
11.1	Stage (stage, backdrop and sound system, Anchor, 10 bouquet and floral decoration of stage and diyas) <b>(only for one day but Stage and Backdrop will be for entire event).</b>	40	Sq. Meter		
11.2	200 chairs with white covers <b>(for 14 days)</b> for inauguration & cultural programmes <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	200	Nos.		
11.3	Two rows sofas with white covers- 08 sofa (3 seater) <b>(only for one day)</b>	08	Nos.		
11.4	<b>300 snacks</b> packets with water bottles (small)thesewill be distributed during or after the inauguralfunction <b>(only for one day)</b>	300	Nos.		
11.5	High-tea in VIP Room <b>(only for one day)</b>	30	Nos.		
11.6	Food and snacks for 50 (Aprox) per day deputed on official duty from <b>12<sup>th</sup> Nov. to 27<sup>th</sup> Nov.2021</b> . This includes Tea, Green Tea & Coffee, Snacks (like Samosa, Pakoda,Idli, SamberWada, dhokla,Greeledsand witch, Masala Dosa, biscuits, Cutlets, Pastry,wafers etc.) per day two times. Packed Mineral Water for deputed duty staff. (The food committee will verify the above items supply on daily basis. If the items increase/decrease the payment will be made on pro data basis certified by the Food Committee)	16 day	Days		
11.7	Shwal-5, Bookeque-5, Tulsi Plant-5 for inaugural function	05 Each	Nos.		
11.8	Tentage for covering the area <b>(only for one day)</b>	100	Sq. Meter		

11.	ShahnaiVadan- one group with 9 complete arrangements <b>(only for one day)</b>	1	Nos.		
12.	Music System with 16 mikes and equalizer for cultural programme <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	1	Nos.		
13.	Signage (signage on upper side of stalls,hoardings, banners, directory entry, pole bunting,standees, backdrops etc. made in Flex mounted onframe work) <b>(14<sup>th</sup> to 27<sup>th</sup> Nov., 2021)</b>	10000	Sq. Feet		
14.	Metal Detector <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	4	Nos.		
15.	Staff to monitor Metal Detectors <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	4	Nos.		
16.	CCTVs (50 Cameras) <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	50	Nos.		
17.	Monitors [for CCTV Cameras] <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	3	Nos.		
18.	Recording DVR [ For CCTV Cameras] <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	3	Nos.		
19.	Security Supervisors (2 male and 2 female) <b>(9:00 am to 9:00 pm)</b> <b>(From 13<sup>th</sup> to 27<sup>th</sup>Nov,2021)</b>	4	Nos.		
20.	Security Guards <input type="checkbox"/> 30 Guards <b>(9 am to 9 pm)</b> and <input type="checkbox"/> 10 Guards <b>(9 pm to 9 am)</b> (The Event Manager should ensure that securityagency should have the valid license/documentsi.e. PASAR license from Home Department Prescribed by the authorities. If any clause oflabour lawis violated, or any criteria is notfulfilled, the penalty will be borne by the EventManager/Security Agency. NIRDPR will notbe responsible for any lapses) <b>(From 13<sup>th</sup> to 27<sup>th</sup> Nov., 2021).</b>	40	Nos.		

21.	Fire planning with staff (Fire Extinguishers,necessaryequipments as per plan and approval of the fire authority).(14 <sup>th</sup> to 27 <sup>th</sup> Nov., 2021)	1	Nos.		
22.	Emergency Lighting System (14 <sup>th</sup> to 27 <sup>th</sup> Nov., 2021)	5	Nos.		
23.	Public Address System (should be audible in the entire SARAS fair area) for making important announcement etc. (14 <sup>th</sup> to 27 <sup>th</sup> Nov.,2021)	1	Nos.		
24.	<b>Printing of :</b>				
24.1	a) Certificates for artisans and State Coordinators (A4 size, four color, 300 gsm Imp. Art Card – gloss)	300	Nos.		
24.2	<b>Invitation Cards</b> for inaugural functionwith envelopes (5x7 inch, 300 gsm. Imp.Art Card, four color, printed in both side(English and Hindi) [before two days ofinaugural function]	300	Nos.		
24.3	c) <b>Brochure:</b> No. of pages: 12 Size: 5.5x11 inch of each page Paper: 240 gsm. Imp. Art paper (gloss) Color: Four color Photographs: around 10 Binding : Folded [delivery of brochure on 17 <sup>th</sup> Nov. , 2021 for SARAS IITF]	2000	Nos.		
25.	Landscaping of suitable areas in and around thefair premises with natural potted plants andmaterials etc. (14 <sup>th</sup> to 27 <sup>th</sup> Nov., 2021)	1	Nos.		
26.	Desk Top Computers ( Computers with TFT monitor and high speed internet connection-Dongle) (From 12 <sup>th</sup> to 27 <sup>th</sup> November,2021)	4	Nos.		

27.	Laser Printer <b>(From 12<sup>th</sup> to 27<sup>th</sup> November,2021)</b>	4	Nos.		
28.	Plasma TV (42") & DVD player or USB withall required accessories <b>(14<sup>th</sup> to 27<sup>th</sup>Nov., 2021)</b>	2	Nos.		
29.	Photocopy Machine (Small Size or Portable) <b>(From 12<sup>th</sup>to 27<sup>th</sup> November,2021)</b>	1	Nos.		
30.	Photocopy Machine Operator <b>(From 12<sup>th</sup>to 27<sup>th</sup> November,2021)</b>	1	Nos.		
31.	Waste paper basket (big size) <b>(14<sup>th</sup> to 27<sup>th</sup>Nov., 2021)</b>	5	Nos.		
32.	LED High Mass light - 500 watt <b>(14<sup>th</sup> to 27<sup>th</sup>Nov., 2021)</b>	20	Nos.		
33.	LED High Mass Light- 400 watt <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	15	Nos.		
34.	LED High Mass Light- 150 watt <b>(14<sup>th</sup> to 27<sup>th</sup>Nov., 2021)</b>	30	Nos.		
35.	Construction of one pantry room with chairs <b>(14<sup>th</sup> to 27<sup>th</sup>Nov., 2021)</b>	15	Sq. Meter		
36.	Construction of one Security Guard Room <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	6	Sq. Meter		
37	Construction of one State Coordinator Room <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	18	Sq. Meter		
38.	<b>Manpower: (Duty time 9 am to 8:00 pm)</b> <input type="checkbox"/> MTS (Multitasking Staff) : 04 <input type="checkbox"/> Announcer ( Female) : 01 <input type="checkbox"/> Female attendant for conference/meeting room : 02 • Female Staff to attend the VIPs/Dignitaries having the experience to attend the dignitaries for protocol duties etc. :04 <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	11	Nos.		

39.	High Resolution outdoor full color LED Screen (10x10 Feet) with all required equipments and operators to show the schemes and programs of the Ministry. <b>Note:</b> Agency is requested to provide operators for the LED screen. <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	4	Nos.		
40.	<b>Video Coverage/Film (Format HD film) and Still Photography</b>				
40.1	Video Coverage (Format HD Film of 15 to 20 minutes with proper editing by Professional Camera Man) of entire events, Inaugural Function and all other major events/functions during the fair and video coverage of SARAS stalls (02 copies of hard disk must be provided to NIRDPR with proper mixing and editing in addition to source media) <b>(14<sup>th</sup> to 27<sup>th</sup>Nov.,2021)</b>	1	Job		
40.2	Still photography coverage (600 selected photos in size 5x7 inch with <b>04 numbers of albums</b> i.e. 2 for 100 photographs and other 2 for 200 photographs in addition to all the photographs in digital format must be provided to NIRDPR). <b>[Photographer should be available with camera in the entire period of Mela 14 -27 Nov.,2021 at the Venue Site]</b>	600	No.		
41.	<b>Sanitation/Cleaning services (From 12-27 November 2021) Minimum 3 time per day Sanitization of entire</b>				

	<b>Saras Pavalian with reference to Covid 19 guidelines</b>				
41.1	Charges for 15 numbers of sanitation/cleaning workers for 16 days with Cleaning materials wearing Caps and T-shirts with printed logo of Swachh Bharat Abhiyan and name of Ministry of Rural Development, Govt, of India and NIRDPR. <b>Time: 08:00 a.m. to 08:00 p.m.</b> <b>[12-27 Nov., 2021]</b>	15	Nos.		
41.2	Charges for 02 numbers of sanitation/cleaning supervisors for 16 days -wearing Caps and T-shirts with printed logo of Swachh Bharat and name of Ministry of Rural Development, Govt, of India and NIRDPR. <b>Time: 08:00 a.m. to 08:00 p.m.</b> <b>[12-27 November, 2021]</b>	02	Nos.		
42.	Caps for artisans with printed name of SARAS, Ministry of Rural Development and NIRDPR.	300	Nos.		
43.	Printed cloth bags with the name of Ministry, SARAS IITF and its Logo (Size 15 X 17)" inch. (No Plastic Bags, only Cloth Bags)	30,000	Nos.		
44	Taxi service: Innova(14 hours & 200 km per day) for marketing team (taxi will be provided from <b>01<sup>st</sup> November to 27<sup>th</sup> November 2021</b> ). <b>[01<sup>st</sup> -27<sup>th</sup> November, 2021]</b>	1	Nos.		
45	Taxi service: Innova(14 hours & 200 km per day) for marketing team (taxi will be provided from <b>12<sup>th</sup> November to 27<sup>th</sup> November, 2021</b> ). <b>[12<sup>th</sup> -27<sup>th</sup> November, 2021]</b>	3	Nos.		
46	Taxi service: Innova(14 hours & 200 km per day) for staff & female artisans (taxi will be provided from <b>14<sup>th</sup> November to 28<sup>th</sup> November, 2021</b> )[14 <sup>th</sup> -	4	Nos.		

	<b>28<sup>th</sup>November, 2021]</b>				
47	Wi Fi based high speed Internet Connectivity for covering entire Saras Pavalian	1 unit	Units		
<b>Health Desk (Time 9 AM to 8 PM)</b>					
48	Health Desk with all basic amenities like Bed-1, Wheel Chair-1, Chair-5, Table-2 Oximeter-2, Thermal Scanner-2, BP Check-1 etc. <b>(Note: A stall will be provided inside Pragati Maidan for making Health Desk)</b> <b>(13<sup>th</sup>to 27<sup>th</sup>November,2021)</b>	1	No		
49	Nursing Staff -2 (1 Male and 1 Female) (Time:11 AM to 9 PM) (To check BP, Oxygen Level) <b>(13<sup>th</sup>to 27<sup>th</sup>November, 2021)</b>	2	Nos.		
50	Thermal Scanning Staff with thermal Scanner (3 Male and 3 Female) (Time:11AM to 9 PM) <b>(13<sup>th</sup>to 27<sup>th</sup>November, 2021)</b>	6	Nos.		
51	Ambulance with basic life support along with two Staffs (Time:11 AM to 9 PM) <b>(13<sup>th</sup>to 27<sup>th</sup>November, 2021)</b>	1	No		
52	<b>Sanitizer</b> for 130 Stalls and Staffs deputed for duty (One bottle for each stall) (200 bottles of 500 ml) with refilling facility during entire events.	200	Nos.		
53	Sanitizer Dispenser Machine with refilling facility during entire events (1 for office, 2 for Gates, 1 for health desk) <b>(13<sup>th</sup>to 27<sup>th</sup>November, 2021)</b>	4	Nos.		
54	Spray of disinfectants or Sanitization of 160 Stalls and Registration office/Help Desk every day <b>(13<sup>th</sup>to 27<sup>th</sup>November, 2021)</b>	1	Job		
55	<b>Mask</b> for 130 Stalls and Staff deputed for duty with printed name & logo of SARAS, Ministry of Rural Development and NIRDPR	4000	Nos.		
56	<b>Media Planning- (Print Media (Designing Part only), Social Media,</b>	16	Days		



	<p><b>Electronic Media, Press Meets, Press Conference etc. The following task will have to be covered :</b></p> <ul style="list-style-type: none"> <li><b>Press Conference/Press Meet -2, Minimum 10 write ups every day on social media (facebook, Instagram, whatsapp groups etc.), Press Release Every Day, Publicity on different You tube channels and arrangement of visits of influencers and bloggers, Making Radio Jingle and interviews of dignitaries, Sufficient number of SMS of events, emails etc. Agency will have to submit every day one to two minute of small videos of success stories of SHGs for the purpose of social media</b></li> </ul> <p>(Note: Agency will have to set up a Media Desk with minimum three qualified staff members having the background of journalism/print media/electronic media)</p> <p>(The above work will be monitored by a Committee of officials of NIRDPR &amp; MoRD and the payment will be made based on recommendations of this Committee. So Event Agency will have to produce all documentary evidence/electronic evidence of publicity to the Committee).</p>				
	<b>TOTAL AMOUNT (Rs.)</b>				

**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.

**ANNEXURE - J**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**

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

To,  
NIRDPR  
Zone-5A, 2<sup>nd</sup> Floor, India Habitat Centre,  
Lodhi Road, New Delhi – 110 003

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 % (Three) 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 till .....and 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 there under.

Dated .....day of .....2021.

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 colored (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.