

2026

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

**Request for Quotation (RFQ) for the Selection
of an Event Management Agency (EMA) for
The National Conference on e-Governance
(29th edition) at Jaipur, Rajasthan**



Request for Quotation (RFQ) for the Selection of an Event Management Agency (EMA) for The National Conference on e-Governance (29th edition) at Jaipur, Rajasthan

Reference No. F13(1)/DoIT&C/26/01260/2026

Dated: 30/03/2026

UBN Code: ITC2627SLLB00001

Dated: 01/04/2026

Mode of Bid Submission	Online through eProcurement/ e-Tendering system at http://eproc.rajasthan.gov.in
Procuring Authority	Commissioner & Spl. Secretary, IT&C, DoIT&C, Second Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Date/ Time/ Place of Pre-Bid Meeting	07/04/2026 at 3.00 PM
Last Date & Time of Submission of Bid	20/04/2026 at 4:00 PM
Date & Time of Opening of Technical Bid	20/04/2026 at 5:00 PM
Date & Time of Opening of Financial Bid	To be intimated to the technically qualified bidders

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

Bidding Document Fee: Rs. 2,500/- (Rupees Two Thousand Five Hundred only)

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

Department of Information Technology & Communications (DoIT&C)

2nd Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur
(Rajasthan)

Phone: 0141-2224855 Fax: 0141-2222011

Web: <http://doitc.rajasthan.gov.in>, Email: event.doit@rajasthan.gov.in

ABBREVIATIONS & DEFINITIONS

Act	The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) and Rules thereto
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
BG	Bank Guarantee
Bid/ eBid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder	Any person/ firm/ agency/ EMA/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material
CGST	Central Goods & Service Tax
CMC	Contract Monitoring Committee
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Technical Director & Joint Secy., IT&C, GoR in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
Contract/ Project Period	The Contract/ Project Period shall commence from the date of issue of Work order and until successful completion of the event as per the Scope of Work mentioned in this bidding document.
Day	A calendar day as per GoR/ GoI.
DARPG	Department of Administrative Reforms and Public Grievances, Govt. of India
DeitY, GoI	Department of Electronics and Information Technology, Government of India
DoIT&C	Department of Information Technology and Communications, Government of Rajasthan.
ETDC	Electronic Testing & Development Centre
Event (see NCeG)	The National Conference on e-Governance (29th edition) is proposed to be held during May, 2026 at Jaipur, Rajasthan.
FOR/ FOB	Free on Board or Freight on Board
GoI/ GoR	Govt. of India/ Govt. of Rajasthan
Goods	"Goods" means a tangible physical product that can be contrasted with a service which is intangible i.e. all the products which the bidder is required to supply to Purchaser under the Contract.
GST	Goods & Service Tax
ICT	Information and Communication Technology.
IFB	Invitation for Bids (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
IGST	Integrated Goods & Service Tax
INR	Indian Rupee
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
LD	Liquidated Damages
LoI	Letter of Intent
NCB	A bidding process in which qualified bidders only from within India are allowed to participate
NCeG	The National Conference on e-Governance (29th edition) is proposed to be held during May, 2026 at Jaipur, Rajasthan.
NIB	Notice Inviting Bid
Notification	A notification published in the Official Gazette

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

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

Ref No. F13(1)/DoIT&C/2026/01260/2026

Dated: - 30/03/2026

UBN: - ITC2627SLLB00001

Dated: - 01/04/2026

This RFQ is hereby issued ONLY to the following bidders, who has been empanelled, at the empanelment stage (NIB Issued vide: F13(01)/DoIT&C/2024/ML-4058 dated: 31-01-2024) for one year vide order no. F13(1)/DoIT&C/2024/02082/2024 dated: 12-06-2024 and extended for one year vide order no. F13(1)/DoIT&C/2024/02103/2025 dated: 28-05-2025 for selection of Event Management Agency (EMA), for organizing the event. List of eligible firms is given as follows:

1. M/s Chandra Entrepreneurs Pvt. Ltd, Jaipur.
2. M/s Nagpal's Exhibition & Conference Services, Jaipur.
3. M/s Axis Communications, Delhi.
4. M/s Deepali Designs & Exhibits Pvt. Ltd, Delhi.
5. M/s Impressive Events Hub Pvt. Ltd, Jaipur.
6. M/s Pavilions & Interiors India Pvt. Ltd, NOIDA.
7. M/s Thomas Cook (India) Ltd, Mumbai.
8. M/s Graphisads Limited, Delhi.
9. M/s Expro events & Exhibits, Gurgaon

Name & Address of the Procuring Entity	<ul style="list-style-type: none"> • Name: Commissioner & Spl. Secretary, DoIT&C, GoR • Address: IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)
Name & Address of the Nodal Officer	<ul style="list-style-type: none"> • Name: Sh. Manoj Bishnoi • Designation: ACP (Dy. Director), DoIT&C • Address: New IT Building, Second Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur – 302005 (Rajasthan) • Email: event.doit@rajasthan.gov.in
Subject Matter of Procurement	Request for Quotation (RFQ) for the Selection of an Event Management Agency (EMA) for The National Conference on e-Governance (29th edition) at Jaipur, Rajasthan
Bid Procedure	Single-Stage: One Part (Envelop) Limited Bid (Empanelled Bidder from empanelment stage) e-Bid procedure at http://eproc.rajasthan.gov.in
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS)-L1
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none"> • Websites: http://sppp.rajasthan.gov.in, http://eproc.rajasthan.gov.in, http://www.rajasthan.gov.in, http://doitc.rajasthan.gov.in • Bidding document fee: Rs. 1,000/- (Rupees One Thousand Only) in Cash/ Demand Draft in favour of "Commissioner, DoIT&C" payable at "Jaipur". • RISL Processing Fee: Rs. 2,500/- (Rupees Two Thousand Five Hundred only) payable through single challan on e-GRAS or in the form of Demand Draft (DD)/Bankers Cheque (BC) in favour of "Managing Director, RISL" payable at "Jaipur".
Estimated Procurement Cost	INR 3.50 Crores (Rupees Three Crore Fifty Lacs Only) Taxes Extra
Bid Security and Mode of Payment	<ul style="list-style-type: none"> • Amount (INR): Rs. 7,00,000/- (Rupees Seven Lacs Only) • Mode of Payment: Banker's Cheque (BC) or Demand Draft (DD) in favour of "Commissioner, DoIT&C" payable at "Jaipur" or Bank Guarantee (in specified format)
Date/ Time/ Place of Pre-Bid Meeting	<ul style="list-style-type: none"> • Date: 07/04/2026 at 3.00 PM • Place: DoIT&C Conference Hall, Ground Floor, IT Bldg., Yojana Bhawan, Campus, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> • Manner: Online at eProc website (http://eproc.rajasthan.gov.in) • Start Date/Time: 09/04/2026 at 06.00 PM onwards • End Date/Time: 20/04/2026 up to 04.00 PM

Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	From 09/04/2026 at 06.00 PM onwards to 20/04/2026 at 04.00 PM (Fee should be submitted/ deposited in physical form to project OIC only, as mentioned in this NIB)
Date/ Time/ Place of Bid Opening	<ul style="list-style-type: none"> • Date: 20/04/2026 • Time: 05.00 PM • Place: DoIT&C, Committee Room, Second Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Bid Validity Period	180 days
<p>Note:</p> <ol style="list-style-type: none"> 1) Bidder (authorised signatory) shall submit their offer on-line in electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover. 2) * In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee as specified in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of "Technical Director, DoIT&C" and the RISL Processing Fee in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank. 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again). 4) DoIT&C will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems. 5) Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process. 6) Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoIT&C on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot. Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days) e-mail: eproc@rajasthan.gov.in Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids. 8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder. 9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal. 10) The provisions of RTPP Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the later shall prevail. 	

Sd/-

2. **BACKGROUND INFORMATION:**

1) **About the conference:**

- a) e-Governance is generally understood as the use of Information and Communication Technology (ICT) at all the level of the Government in order to provide services to the citizens, interaction with business enterprises and communication and exchange of information between different agencies of the Government in a speedy, convenient efficient and transparent manner.
- b) The Department of Administrative Reforms & Public Grievances (DAR&PG), Govt. of India (GoI) in association with the Department of Electronics & Information Technology (MeITY), GoI, and one of the State Governments has been organising the National Conference on e-Governance every year since 1997.
- c) Twenty-eight such conferences have been organized so far and now the 29th conference is proposed to be organized by Department of Information Technology & Communications (DoIT&C), Government of Rajasthan (GoR) on May 21st – 22nd, 2026 at Jaipur, Rajasthan, in association with DAR&PG, GoI and MeITY, GoI. **The dates are tentative as the event may be advanced (preponed), postponed or cancelled. The Bidders/ EMA will be informed accordingly.**
- d) GoR has previously successfully hosted the 4th, 13th and 16th Conference in the year 2001, 2010 and 2013 respectively.
- e) The conference, which is expected to be attended by more than 1200 delegates, would be of two days duration (May 21st – 22nd, 2026) and would also include plenary & breakout sessions on selected themes and sub-themes, exhibition, cultural function and other related activities.
- f) The Venue for the conference is either “Rajasthan International Centre (RIC), Jaipur, Rajasthan”.
- g) Hon’ble Chief Minister, Rajasthan, Hon’ble Ministers of Central Government will be the Chief Guests. The event is expected to be attended by Hon’ble Ministers, Govt. of India, Public representatives, Senior Government functionaries and IT functionaries.
- h) During the conference, the Inaugural Ceremony, Sessions and Cultural Evening would be organized on 21st May, 2026 and Closing ceremony and National Awards of e-Governance would be presented by the Hon’ble Chief Guest on 22nd May, 2026.
- i) The details of the event can be seen at <https://nceg.gov.in/>

2) **The Theme:**

- a) The Theme and sub-themes for the 29th National Conference on e-Governance are yet to be decided and will be communicated well before time to the selected EMA.

3) **The EMA:**

- a) In order to successfully organize the event, it has been decided to involve the services of a professional & experienced Event Management Agency which will be selected through a competitive bidding process
 - b) The Event Management Agency will be selected through single stage one part (envelop) limited competitive bidding process among all empanned Event Management Agencies, already empanned by Department of IT&C, Govt. of Rajasthan.
 - c) If required, EMA shall be responsible for tie-up with FM stations for entire event promotional campaign as per the details provided by DoIT&C.
 - d) **EMA shall arrange for one Anchor for covering the entire event duration.**
- 4) Bidders may visit the venue for gaining better understanding about event execution requirements before submitting the bids. The brief overview session about the event execution plan will be part of pre-bid meeting. Thus, it is advisable, that Bidders should plan visit before pre-bid meeting.
 - 5) The details of activities are mentioned in “Scope of Work” of this RFP document. The EMA is expected to execute the work accordingly.










3. Information to Bidders:

- 1) This RFQ is hereby issued ONLY to the following bidders, who has been empanelled, at the empanelment stage (NIB Issued vide: F13(01)/DoIT&C/2024/ML-4058 dated: 31-01-2024) for one year vide order no. F13(1)/DoIT&C/2024/02082/2024 dated: 12-06-2024 and extended for one year vide order no. F13(1)/DoIT&C/2024/02103/2025 dated: 28-05-2025 for selection of Event Management Agency (EMA), for organizing the event. List of eligible firms is given as follows:
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 7. M/s Thomas Cook (India) Ltd, Mumbai.
 8. M/s Graphisads Limited, Delhi.
 9. M/s Expro events & Exhibits, Gurgaon
- 2) Department of Information Technology & Communication (DoIT&C), Rajasthan is inviting commercial electronic (eBid) proposal, from the above mentioned empanelled agencies.
- 3) Based on the technical and financial selection criteria, defined in this RFP document, DoIT&C will identify the successful bidder from the above shortlisted bidders who will be responsible for organizing 29th National Conference on e-Governance.
- 4) The Empanelled Bidders who qualify the technical qualification criteria as mentioned in this RFP shall be eligible for opening of Financial Bids. The date for the same shall be intimated in due course of time.
- 5) In addition to the successfully managing and conducting the event, the selected EMA will have to perform following important tasks:
 - a. Arrangements of flight/ train tickets for approx. 150 speakers, awardees & other delegates (to be paid as per actuals)
 - b. AI Creative Festival executing agency – see Annexure-6 for details)
 - c. Design & Creative Work (see Annexure-5 for details): Theme design, integrated media and communications strategy focusing on promoting the projects. The agency engaged should have enough experience and calibre to deliver the creative art and designing at par with the standards and congruence with the theme of the event. The agency should have experience in government events delivering the activities mentioned in this RFQ.

4. SCOPE OF WORK, DELIVERABLES & TIMELINES

- 1) The selected Event Management Agency (EMA) will be required to undertake the below mentioned tasks under the supervision of designated officers of DoIT&C for successful conduction of the two days event.
- 2) The selected EMA will be required to make complete arrangements with respect to various aspects of the event in consultation with designated officers of DoIT&C and as per the details below:

SNo	Activity	Scope of Work
1	Concept & Plan	<ol style="list-style-type: none"> 1) Conceptualize the overall event based on the Venue and nature of event. 2) Maintain a universal theme for all aspects of the event execution in accordance with government's vision for the event. 3) Design the event flow which would include seating plans, inaugural ceremony, various parallel programs, business discussions, publicity events, conferences, exhibitions, transportation, Breakfast & lunch, closing ceremony etc. 4) Design & Creative Work: Theme design, integrated media and communications strategy focusing on promoting the projects. The agency engaged should have enough experience and calibre to deliver the creative art and designing at par with the standards and congruence with the theme of the event. 5) For the above points, the selected EMA would be required to depute dedicated team of 2 senior executives within 2 days of issue of Work order to coordinate with DoIT&C team to ensure timely and smooth execution of the event.
2	Printing, Marketing & Promotions	<ol style="list-style-type: none"> 1) Flex printing with (pasting on wooden wall/ Iron Frame, etc.) approximately 35,000 Sq. ft. in different sizes (3x6 ft., 4x8 ft., 12x8 ft., 16x10 ft., 24x12 ft., 10X20 ft., 10X40 ft. Box Welcome Gate, etc.) as per requirement. 2) Vinyl print pasted on sun board and standees approx. 5,500 Sq. ft. in different sizes (3x6, ft. 4x8 ft. etc.) as per requirement. 3) Complete design, fabrication, printing, setup & deployment of flex welcome hoardings, stage backdrop, standees, directions, sign-boards etc. in conjunction with the theme provided by DoIT&C across the venue covering the following major areas well before the time of start of event/activity: <ul style="list-style-type: none"> • Main Auditorium • Session Halls at first & Second Floor • Lobbies (fountain area, etc.) • Road Side Entry Gates • RIC Entrance • Pathways covering the Event site and Road side surrounding these locations • Food Court/Lunch Areas • Expo zone 4) Design, Printing & Deployment of 50 Satin cloth Flags (4' X 3' on 13' pole height) inside venue premise along with pathway. 5) Printing & Distribution of badges (plastic & untearable) both side printing – Name/ Details colour printed badge & lanyard to the organizing team, Speakers, volunteers, and all the participants (approx. 1,200 Nos. of 5-6 types in different colour). Back side print of QR code for conference schedule. 6) Placards for seating plan and name plates (50 nos.)

SNo	Activity	Scope of Work																										
3	Supply Kit Bag, and Distribution material	<p>The EMA is required to complete supply of all distribution material by 15th May 2026 at event location and would manage distribution of same to the delegates/ participants between 21st May 2026 and 22nd May 2026 as per directions of DoIT&C officers.</p> <p>1) Kit Bag:</p> <table border="1" data-bbox="528 421 1477 1010"> <tr> <td data-bbox="528 421 746 456">Quantity</td> <td data-bbox="746 421 1477 456">1,200 Nos.</td> </tr> <tr> <td data-bbox="528 456 746 524">Type</td> <td data-bbox="746 456 1477 524">Jute/ Cotton Bag with logo print on front cover or similar</td> </tr> <tr> <td data-bbox="528 524 746 560">Misc.</td> <td data-bbox="746 524 1477 560">with Pen-Gel, Writing Pad, other material</td> </tr> <tr> <td data-bbox="528 560 746 1010">Sample</td> <td data-bbox="746 560 1477 1010">  </td> </tr> </table> <p>2) Memento (for speakers/ sessions):</p> <table border="1" data-bbox="528 1043 1477 1585"> <tr> <td data-bbox="528 1043 746 1079">Quantity</td> <td data-bbox="746 1043 1477 1079">130 nos.</td> </tr> <tr> <td data-bbox="528 1079 746 1146">Material</td> <td data-bbox="746 1079 1477 1146">Clear Crystal/ Acrylic (White), Blue Tinted Crystal/ Acrylic/ wooden with printing or similar</td> </tr> <tr> <td data-bbox="528 1146 746 1214">Size (approx.)</td> <td data-bbox="746 1146 1477 1214">Height: 5 inches, Width: 4.50 inches, Depth: 2.00 inches</td> </tr> <tr> <td data-bbox="528 1214 746 1585">Samples (bidder to submit samples for approval)</td> <td data-bbox="746 1214 1477 1585">  </td> </tr> <tr> <td data-bbox="528 1585 746 1621">Packaging</td> <td data-bbox="746 1585 1477 1621">Bubble wrap, pack in box</td> </tr> </table> <p>3) Memento (for dias):</p> <table border="1" data-bbox="528 1655 1477 2033"> <tr> <td data-bbox="528 1655 746 1691">Quantity</td> <td data-bbox="746 1655 1477 1691">20 nos.</td> </tr> <tr> <td data-bbox="528 1691 746 1727">Material</td> <td data-bbox="746 1691 1477 1727">Blue pottery (Camel, etc.)</td> </tr> <tr> <td data-bbox="528 1727 746 2033">Samples (bidder to submit samples for approval)</td> <td data-bbox="746 1727 1477 2033">  </td> </tr> <tr> <td data-bbox="528 2033 746 2069">Packaging</td> <td data-bbox="746 2033 1477 2069">Bubble wrap, pack in box</td> </tr> </table>	Quantity	1,200 Nos.	Type	Jute/ Cotton Bag with logo print on front cover or similar	Misc.	with Pen-Gel, Writing Pad, other material	Sample		Quantity	130 nos.	Material	Clear Crystal/ Acrylic (White), Blue Tinted Crystal/ Acrylic/ wooden with printing or similar	Size (approx.)	Height: 5 inches, Width: 4.50 inches, Depth: 2.00 inches	Samples (bidder to submit samples for approval)		Packaging	Bubble wrap, pack in box	Quantity	20 nos.	Material	Blue pottery (Camel, etc.)	Samples (bidder to submit samples for approval)		Packaging	Bubble wrap, pack in box
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SNo	Activity	Scope of Work														
		<p>4) Program Details(M2M)– 1,200 nos. (A4 size, both side, multi-color, two versions)</p> <p>5) Invitation Card with Envelope – 800 nos. (A4 size, multiple pages (5-6), both sides, Multi Color, 300GSM)</p> <p>6) Notepad: 1,200 nos. (10 sheets, Single Line/ Blank sheets, A5 Size/14 cm x 22 cm, hard cover & back multi-color print, White Comb Binding, 70 GSM or higher)</p> <p>7) Punching Machines (Card): 4 nos. for punching badges during food</p> <p>8) Printing of IT brochure- 1,000 Nos. – A4 size, colored, print on 180 GSM paper, approx. 4 internal pages (divided into 8 leaf), Front & Back Page 270 GSM</p> <p>9) Pens – 1,200 nos. (good quality gel pens)</p> <p>10) Pocket Folder for Dais: 20 nos., 4 pages/ single fold (with spine), Paper:280 GSM NE White, size: 18.2” x 12 Open; 9”x 12” Close (approx.), printing: 4 Color (Single Side)</p> <p>11) Red Carpet – 10,000 Sq. ft.: from A Block Stairs to Stage (via VIP Safe House)</p> <p>12) Car Pass Sticker – 250 nos.: For VIP parking</p> <p>13) Seating Arrangement Signages – 20 nos. in the inaugural hall</p> <p>Note: - Bidders are advised to visit DoIT&C office to inspect the Sample of Delegate Kit and Memento any time during working hours on working days up to last date & time of submission of bid. Bidders may also suggest better alternatives of these items before or during Pre bid meeting for consideration of Purchasing Authority.</p> <p>The theme & designs proposed for the conference should be original and innovative. Sub-standard quality will not be accepted at all. Also, no other content, design & location for displaying of flex welcome hoardings, stage backdrop, flags, badges, standees, directions, sign-boards, placards, mementos will be permitted other than those approved by DAR&PG, Gol and as indicated by DoIT&C.</p>														
4	Venue Design, Development & Management	<p>Major event set up areas and requirements are as below:</p> <ol style="list-style-type: none"> 1. Registration Area 2. Help Desk Setup 3. Inauguration, Closing Ceremony and sessions in Main Auditorium 4. Media Centre 5. Conference/ Sessions Rooms 6. IT Exhibition 7. Food Court 8. Pathways & Lobby across venue and surrounding area <p>1. Registration Area Setup:</p> <table border="1" data-bbox="475 1668 1474 2045"> <tbody> <tr> <td>Setup Location</td> <td>PFA of Convention Hall</td> </tr> <tr> <td>Purpose</td> <td>Registration activity for the conference</td> </tr> <tr> <td>Activity Start Date-Time</td> <td>21st May 2026 – 08:00 AM</td> </tr> <tr> <td>Activity End Date-Time</td> <td>22nd May 2026 – 02:00 PM</td> </tr> <tr> <td>Set-Up Ready by Date-Time</td> <td>20th May 2026 – 10:00 PM</td> </tr> <tr> <td>Setup Type</td> <td>Setting-up of 5 Counters with 10 seat Registration cum Help Desk counters</td> </tr> <tr> <td>Working Mechanism</td> <td>Pre-Registration will be done on NCeG portal (www.nceg.gov.in) by DARPG, Gol Every guest will receive a personalized QR code on</td> </tr> </tbody> </table>	Setup Location	PFA of Convention Hall	Purpose	Registration activity for the conference	Activity Start Date-Time	21st May 2026 – 08:00 AM	Activity End Date-Time	22nd May 2026 – 02:00 PM	Set-Up Ready by Date-Time	20th May 2026 – 10:00 PM	Setup Type	Setting-up of 5 Counters with 10 seat Registration cum Help Desk counters	Working Mechanism	Pre-Registration will be done on NCeG portal (www.nceg.gov.in) by DARPG, Gol Every guest will receive a personalized QR code on
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SNo	Activity	Scope of Work		
			WhatsApp. At the venue, they will show that code — it is scanned, label is printed instantly, and placed/ pasted on the delegate badge.	
Indicative Requirements are listed below:				
Srl	Category	Item Description	Unit	Quantity
1	Setup	Queue Manager	Nos.	30
2		Box Welcome Gate (at the entry)	Nos.	1
3	Electrical / Electronic	Spike Busters (15 amp/5 amp) with min. 4 socket	Nos.	5
4		Laptops Wi-Fi enabled	Nos.	5
5		Multi-Function Printer	Nos.	1
6		QR Code Scanners (tap based) with inbuilt printer	Nos.	10
7	Furniture	Banquet Chair (with Cover)	Nos.	20
8	Decoration	Plants for Decoration	Nos.	5
9	Miscellaneous	Bowls for collection of visiting cards	Nos	2
10		Staple & Punching Machine	Nos.	1 each
11		Scissors	Nos.	2
12		Printing Stationary/ Papers (A4 & Legal-Size Ream)	Nos.	1 each
13		Large size Dustbins [Green and Blue]	Nos.	2 each
14	Staff Requirement	Support Staff	Nos.	7
2. Help Desk Setup:				
Setup Location		At Airport, Railway Station, RIC and respective hotels.		
Purpose		Help Desk (Meet & Greet Services) for the delegates attending the conference		
Activity Start Date-Time		20th May 2026 – 09:00 AM		
Activity End Date-Time		22nd May 2026 – 10:00 PM		
Set-Up Ready by Date-Time		19th May 2026 – 10:00 PM		
Working		Round the clock (from 21st May to 22nd May 2026)		
Indicative Requirements are listed below:				
1	Setup of Help Desk Counters at Railway Station, Airport, Hotels, etc.	Setting-up of Help Desk Counters at Railway Station (1 no.), Airport (1 no.) and at Venue (1 no.) from 20th May to 22nd May 2026. The Help Desk shall act as a single point of contact for delegates and guests arriving & departing from Railway Station, Airport & Venue. The help desk counter executive(s) shall have the arrival and departure details of each Guest and his/ her Hotel Booking details. They shall also manage the transportation of Guests to their respective Hotels/ Venue/ other destination. In case of any problem, the		

SNo	Activity	Scope of Work		
				issue would be escalated to the respective DoIT&C team/ officials.
				Deployment of 1 Help Desk Executive round the clock from 20th May to 22nd May at respective Hotels (Min. 03) to co-ordinate/ manage transportation of Guests to & from Railway Station, Airport, Venue or other source/ destination. In case of any problem, the issue would be escalated to the respective DoIT&C team/ officials.
3. Inauguration, Sessions, Cultural Program and Closing ceremony:				
Setup Location		Main Audi, RIC, Jaipur		
Purpose		Inauguration, Plenary Sessions, Cultural Program and Closing ceremony, etc.		
Activity Start Date-Time		21st May 2026 – 09:00 AM		
Activity End Date-Time		22nd May 2026 – 05:00 PM		
Set-Up Ready by Date-Time		20th May 2026 – 06:00 PM		
Indicative Requirements are listed below:				
Srl	Category	Item Description	Unit	Quantity
1	Stage	Coffee-Table setup for 11 persons at stage (incl. 6 center tables, 11 dais chairs, etc.)	Nos	1
2		Sufficient Lighting and Sound system		as per requirement
3		Carpeting on Stage	Sq Ft.	5000
4		Large size LED wall of size approx. 14'X44' managed by watch-out	Nos	1
5		Podium with 2 nos. of Goose Neck Mic, vinyl sun board masking 3 side and Chowki	Nos	2
6		Riser & Masking for operating Audio/ Video Console	Nos.	1
7		Tilted LED TV Screen of size 55" in front of dais with remote and masking	Nos.	2
8		Table of size 2'X6' for back stage with cover	Nos.	4
9	Decoration	Flower Vase	Nos.	15
10		Fresh Bouquet	Nos.	20
11		Floral Decoration	Nos	As required
12		Plants for Decoration	Nos.	100
13	Miscellaneous	Lamp	Set	1
14		Ghee		
15		Batti		
16		Matchbox		
17		Candle		
18	Tray	Nos.	4	
19	Staff Requirement	Female Ushers (in Saree) at Stage	Nos.	6

SNo	Activity	Scope of Work																																
		<p>4. Media Centre Room & Lobby setup:</p> <table border="1"> <tr> <td>Setup Location</td> <td>LG- Exhibition Hall 3, RIC, Jaipur</td> </tr> <tr> <td>Purpose</td> <td>Media Centre Room & Fountain Lobby setup</td> </tr> <tr> <td>Activity Start Date-Time</td> <td>21st May 2026 – 08:00 AM</td> </tr> <tr> <td>Activity End Date-Time</td> <td>22nd May 2026 – 10:00 PM</td> </tr> <tr> <td>Set-Up Ready by Date-Time</td> <td>20th May 2026 – 06:00 PM</td> </tr> </table> <p>Indicative requirements are mentioned below:</p> <table border="1"> <thead> <tr> <th>Srl</th> <th>Category</th> <th>Scope of Work</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Setting up of Media Centre</td> <td> Setting-up a Media Centre Room available at the Venue) with following: <ul style="list-style-type: none"> • Laptops: 04 nos. • Photocopy Machine: 01 no. • B&W Laser MFP: 01 no. • Color Laser Printer: 01 no. • Printing Stationary/ Papers (A4 & Legal Size): 02 reams of each size. • Staple: 01 nos. • Punching Machine: 01 nos. • Scissor: 01 nos. • Spike Buster: 4 nos. • Banquet Chair (with Cover): 10 nos. • Tables with cover (2'x6'): 02 nos. • Sofa (2 Seater): 06 nos. • Center Table: 6 nos. • Flower Vase: 2 nos. • Flower decoration (rangoli, rose petals decoration of the fountain area) </td> </tr> </tbody> </table> <p>5. Conference Rooms:</p> <table border="1"> <tr> <td>Setup Location</td> <td>Conference Room, FF, RIC, Jaipur</td> </tr> <tr> <td>Purpose</td> <td>Sessions, Discussions & Networking</td> </tr> <tr> <td>Activity Start Date-Time</td> <td>21st May 2026 – 09:00 AM</td> </tr> <tr> <td>Activity End Date-Time</td> <td>22nd May 2026 – 05:00 PM</td> </tr> <tr> <td>Set-Up Ready by Date-Time</td> <td>20th May 2026 – 06:00 PM</td> </tr> </table> <p>Indicative requirements are mentioned below:</p> <table border="1"> <thead> <tr> <th>Srl</th> <th>Category</th> <th>Scope of Work</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Setting up of 2 Conference Rooms (of at least 130 pax capacity)</td> <td> Two Conference Rooms setup. Detailed requirement of each room is as under: <ul style="list-style-type: none"> • Banquet Chair (with Cover): 130 nos. • Laptop: 01 nos. with slider • White Board on stand with Marker & Duster: 01 no. • Indoor LED wall 8'X10': 01 no. • Sound: As required • Fresh Flower Vase: 5 nos. • Flower Decoration: As required. • Support Staff: 2 nos. </td> </tr> </tbody> </table>	Setup Location	LG- Exhibition Hall 3, RIC, Jaipur	Purpose	Media Centre Room & Fountain Lobby setup	Activity Start Date-Time	21st May 2026 – 08:00 AM	Activity End Date-Time	22nd May 2026 – 10:00 PM	Set-Up Ready by Date-Time	20th May 2026 – 06:00 PM	Srl	Category	Scope of Work	1	Setting up of Media Centre	Setting-up a Media Centre Room available at the Venue) with following: <ul style="list-style-type: none"> • Laptops: 04 nos. • Photocopy Machine: 01 no. • B&W Laser MFP: 01 no. • Color Laser Printer: 01 no. • Printing Stationary/ Papers (A4 & Legal Size): 02 reams of each size. • Staple: 01 nos. • Punching Machine: 01 nos. • Scissor: 01 nos. • Spike Buster: 4 nos. • Banquet Chair (with Cover): 10 nos. • Tables with cover (2'x6'): 02 nos. • Sofa (2 Seater): 06 nos. • Center Table: 6 nos. • Flower Vase: 2 nos. • Flower decoration (rangoli, rose petals decoration of the fountain area) 	Setup Location	Conference Room, FF, RIC, Jaipur	Purpose	Sessions, Discussions & Networking	Activity Start Date-Time	21st May 2026 – 09:00 AM	Activity End Date-Time	22nd May 2026 – 05:00 PM	Set-Up Ready by Date-Time	20th May 2026 – 06:00 PM	Srl	Category	Scope of Work	1	Setting up of 2 Conference Rooms (of at least 130 pax capacity)	Two Conference Rooms setup. Detailed requirement of each room is as under: <ul style="list-style-type: none"> • Banquet Chair (with Cover): 130 nos. • Laptop: 01 nos. with slider • White Board on stand with Marker & Duster: 01 no. • Indoor LED wall 8'X10': 01 no. • Sound: As required • Fresh Flower Vase: 5 nos. • Flower Decoration: As required. • Support Staff: 2 nos.
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SNo	Activity	Scope of Work	
2	Setting up of 2 Auditoriums (of at least 160-170 pax capacity)	Two already existing Conference (Mini Audi 1 & 2) Rooms, Detailed requirement of each room is as under:	<ul style="list-style-type: none"> • Coffee table setup for 5 persons with 3 center tables (with center tables, dais chairs, etc.) • Indoor LED wall 8'X10': 01 no. • Podium (with 3 side branding) & 2 nos. goose neck mics: 1 nos. • Laptop with Slider (on podium): 01 nos. • White Board on stand with Marker & Duster: 01 no. • Fresh Flower Vase: 3 nos. • Flower Decoration: As required. • Support Staff: 2 nos.
3	Setting up of 3 Lecture Rooms (each of at least 30-40 pax capacity)	Hiring of executing agency for AI Creative Festival in three already existing Lecture Rooms (Second Floor). Detailed requirement of each room is as under:	<ul style="list-style-type: none"> • Coffee table setup for 3 persons with 1 center tables (with center tables, dais chairs, etc.) on stage (height ½ ft with carpeting) • Indoor LED TV 55" on stand: 01 no. • Fresh Flower Vase: 1 nos. • Laptop – 1 nos. • 4k Projector - 1 nos. • Support Staff: 1 nos. • Carpeting as required (approx 900 sq. ft.) • Blackout curtains for all open windows – approx. 400 sq. ft. • Banquet Chairs – 35 nos. • Spot Lights – 5 nos. • see annexure-6 for indicative requirements for conducting agency and other works
4	PFA Area		<ul style="list-style-type: none"> • 4k Projector – 1 no. • Support Staff- 1 no. • Laptop – 1 no.
6. Control Room (at Venue):			
Setup Location		LG- Exhibition Hall - 4, RIC, Jaipur	
Purpose		Event Control Room: This room shall serve as control room for Medical, Security Staff, etc.	
Activity Start Date-Time		21st May 2026 – 09:00 AM	
Activity End Date-Time		22nd May 2026 – 09:00 PM	
Set-Up Ready by Date-Time		20th May 2026 – 06:00 PM	
Indicative requirements are mentioned below:			
Srl	Category	Scope of Work	
1	Setting up of Control Room	Setting-up a Control Room at the Venue with following: <ul style="list-style-type: none"> • Laptops: 02 nos. • B&W MFP: 01 no. • Printing Stationary/ Papers (A4 & Legal Size): 01 	

SNo	Activity	Scope of Work		
				<p>reams of each size.</p> <ul style="list-style-type: none"> • Stapler: 01 nos. • Spike Buster: 2 nos. • Banquet Chair (with Cover): 10 nos. • Tables with cover (2'x6'): 02 nos. • Sofa (2 Seater): 04 nos. • Center Table: 2 nos. • Flower Vase: 2 nos. • Deploy 2 nos support staff with appropriate IT skill sets i.e. to be able to operate the equipment.
7. IT Exhibition Area Setup:				
Setup Location		Convention Hall, GF, RIC, Jaipur		
Activity Start Date-Time		21st May 2026 – 09:00 AM		
Activity End Date-Time		22nd May 2026 – 08:00 PM		
Set-Up Ready by Date-Time		20th May 2026 – 04:00 PM		
Setup Type		Mainly Octanorm structure with Carpeting (as per finalised design) with sufficient power & lighting		
Approx. Size		8,000 Sq. Ft.		
Indicative requirements are mentioned below:				
S. No.	Category	Item Description	Unit	Qty.
1		Octanorm Structure with power & sufficient lighting for at least 25-30 stalls of 3 mtr x 3 mtr	Sq. Ft.	3000
2		Construction of one pavilion at Exhibition area (high end fabricated, plywood and MDF with acrylic back light logos)	Sq. Ft.	600
3		Carpeting	Sq. Ft.	8000
4		Display Panel	Nos.	10
5		Queue Manager	Nos.	50
6	Electrical / Electronic	Spike Busters (15 amp/ 5 amp) with min. 4 socket	Nos.	60
7		Plasma/ LED TV size 42" with stand, HDMI Cable, etc.	Nos.	25
8		Plasma/ LED TV 55" or higher with HDMI Cable, stand/ with riser with masking as required	Nos.	5
9		Setup of Indoor LED Wall 3.0 P in various sizes with riser with masking as required	Sq. ft.	240
10		Outdoor LED Wall (10'x12') with riser with masking as required	Sq. ft.	240
11		Laptops Wi-Fi enabled	Nos.	5
12	Furniture	Exhibition tables of size – (3'x2')	Nos.	30
13		Exhibition Chair	Nos.	60
14	Decoration/	Flower Vase	Nos.	30
15		Fresh Bouquet	Nos.	2
16		Plants for Decoration	Nos.	100

SNo	Activity	Scope of Work			
17		Miscellaneous	Bowls for collection of visiting cards	Nos.	2
18			Small size Dustbins	Nos.	30
19			Red ribbon with Scissors (for inauguration)	Nos.	1
20	Staff		Support Staff - Supervisor	Nos.	1
21	Requirement		Support Staff	Nos.	5
8. Food Facilities:					
a. Food Court Setup:					
Setup Location		LG-1&2, RIC, Jaipur (for delegate) Multipurpose Hall, FF, RIC (for VIP)			
Activity Start Date-Time		21st May 2026 – 01:00 PM			
Activity End Date-Time		22nd May 2026 – 10:00 PM			
Set-Up Ready by Date-Time		20th May 2026 – 04:00 PM			
Indicative total requirements are mentioned below for both the rooms:					
Srl	Category	Item Description	Unit	Qty.	
1	Security	Set up of Cycle barricading	Running Ft.	100	
2	Furniture	Round Table [with covers] with 6 Banquet Chair (with Cover) on each table i.e. 8 table in each hall	Nos.	16 (8 table each)	
3	Miscellaneous	Flying Insect Killer (Electronic)	Nos.	4	
4		Carpeting	Sq. Ft.	15,000	
5	Staff Requirement	Serving / Attending Staff for VIP lounge, etc.	Nos.	10	
6		Serving / Attending Staff for rest delegates/ guests	Nos.	25	
7	General	<ul style="list-style-type: none"> ▪ VIP Dining Area will have to be aesthetically designed. ▪ For Guests/ Delegates, dedicated serving/ attending staff needs to be setup with appropriate Tea/ Coffee & dining arrangements. ▪ The deployed staff should be well dressed and trained staffs, which shall be capable of efficiently handling the responsibilities assigned to them. ▪ All the ingredients/ items used for cooking & serving should be of five-star standards. ▪ All the tables/ Banquet Chair (with Cover) should be properly covered with theme-based linen/ frills. ▪ Adequate lighting and sufficient electric points at each counter/ stall/ kiosk. 			
b. Food Arrangements: EMA should ensure timely arrangements for Breakfast, Lunch, Dinner, High Tea, etc. as per the following schedule:					
Date	Type	Pax	Time	Menu Items	
21st May	Breakfast	800	08:30 AM – 09:30 AM	As per Menu (a)	
	Lunch	1,500	01:00 PM – 02:00 PM	As per Menu (c)	
	High Tea	800	04:00 PM – 05:00 PM	As per Menu (b)	
	Dinner	1,200	08:00 PM – 10:00 PM	As per Menu (d)	
22nd May	Breakfast	800	08:30 AM – 09:30 AM	As per Menu (a)	
	Lunch	1,200	01:00 PM – 02:00 PM	As per Menu (c)	
	High Tea	800	04:00 PM – 05:00 PM	As per Menu (b)	
Note:					

SNo	Activity	Scope of Work
		<ol style="list-style-type: none"> 1. The timings indicated above are indicative and may get changed as per program finalized. 2. Set up of 5 nos. of water stations, across event venue, each with 800 nos. (200 ml water bottle) per day. 3. Setup of 1 no. of Tea, Coffee & Lemonade/ Jal jeera counter with cookies at the venue during entire event for three days (20th – 22nd May 2026) incl. one preparation day. 4. Setup of 1 no. of Tea & Coffee counter BTH during entire event for three days (20th – 22nd May 2026) incl. one preparation day 5. Setup of 1 no. of Food Counter (Buffet type) at Cafeteria, BTH for 150 pax per day (during lunch time) for three days (20th – 22nd May 2026) incl. one preparation day. As per Menu (e). 6. Setup of 1 no. of Food Counter (Buffet type) at Cafeteria, BTH for 100 pax (during dinner time) for two days (20th – 21st May 2026). As per Menu (e). <p>a) <u>Proposed Menu for Breakfast (21st – 22nd May 2026)</u></p> <ul style="list-style-type: none"> ▪ Tea, Coffee, Juice (Regular) + two types of Cookies ▪ Mix Pakora/ Kachori/ Samosa/ Kofta (any one) ▪ Veg. Sandwich/ Mayonnaise Sandwich/ Cutlet (any one) ▪ Idli/ Vada with Sambhar and chutneys ▪ One Sweet <p>b) <u>Proposed Menu for High Tea (21st – 22nd May 2026)</u></p> <ul style="list-style-type: none"> ▪ Tea, Coffee, Juice (Regular) + two types of Cookies ▪ Mix Pakora / Kachori/ Samosa/ Kofta (any one) ▪ Veg. Sandwich/ Mayonnaise Sandwich/ Cutlet/ fried idli (any one) <p>c) <u>Proposed Menu for Lunch (21st – 22nd May 2026)</u></p> <ul style="list-style-type: none"> ▪ One Soup (Veg) & Jeera Chach/ juice/ mocktail ▪ Four Salads ▪ Two Pickles ▪ Three Veg-Curry (Paneer, Mix Seasonal, Dum Aloo) ▪ One Daal ▪ Curd Raita/ Dahi Vada ▪ Two Chutneys ▪ Rice Pulao ▪ Roasted Papad ▪ Three types of Roti ▪ Any one live counter dish (pasta/ noodles/ thai curry) ▪ Three types of Deserts (2 Indian, 1 Western) ▪ Drinking Water bottles <p>d) <u>Proposed Menu for dinner (21st May 2026)</u></p> <ul style="list-style-type: none"> ▪ One Welcome drink ▪ One Soup (Veg) ▪ Four Salads ▪ Two Pickles ▪ Three Veg-Curry (Paneer, Mix Seasonal, Dum Aloo) ▪ Daal ▪ Curd Raita/ Dahi Vada ▪ Two Chutneys ▪ Rice Pulao ▪ Roasted Papad ▪ Four types of Roti ▪ Two types of Deserts (Jalebi/ Daal Halwa/ Chocolate Soufflé/ Gulab jamun/ Apple Strudel/ Pie) ▪ One Ice-cream/ Matka Kulfi ▪ Live counter of any one dishes of Continental/ Italian/ Chinese

SNo	Activity	Scope of Work													
		<ul style="list-style-type: none"> ▪ Lice chaat counter ▪ One Rajasthan stall with Bajra Roti, Gud, Ghee, Bajra Khichada, Ker Saangri, Gatta Veg. ▪ Tea/ Coffee/ Milk kadai ▪ Drinking Water bottles <p>e) Proposed Menu for counter at BTH from 20th May to 22nd May</p> <ul style="list-style-type: none"> ▪ One Paneer Veg. ▪ One Daal ▪ One Mix-Veg ▪ One Rice Pulao ▪ Roti – 2 types ▪ Curd Raita ▪ Salad/ Pickle ▪ One Desert/ Sweet ▪ One Water Bottle 200 ml. <ul style="list-style-type: none"> • The Caterer should have a valid Food License issued by the competent authority. • The caterer shall be with prior approval of DoIT&C. • The no. of pax for a particular day (MG) will be decided & communicated to the selected EMA one day before. • Crockery- <ul style="list-style-type: none"> ○ The crockery (suggestive bone china or equivalent) & cutlery being used should be light weight and of five-star quality/ standard. ○ Food-serving sets and spoon/ forks should be of high quality. ○ Napkins should be of Cotton White colour of min. size 15"x15". ○ The quality of crockery, cutlery, tea, coffee, sugar cubes, cookies, linen and other related items shall be first got approved, well advance in time, by designated DoIT&C officers. Only the approved samples are to be served during the event. ○ Please note that the above menu shall be changed on each consecutive serving. Menu must be shared and approved with DoIT&C team at least 12 hours before serving along with MG of each meal. 													
5	Photography, Videography, Webcasting	<p>a) Complete Professional Photography (including Group Photographs), HD Videography, Live Webcast (Internet), Live Bhashini Translation of various activities across the entire event area.</p> <p>b) The EMA shall also provide a Live Feed Input to DoIT&C/ RISL team for their internal broadcasting</p> <p>c) The EMA shall also provide the two sets of Digital versions of all the captured photos and video External Hard disk drives to DoIT&C.</p> <p>d) One Drone Camera shall be deployed for covering various events from 09:00 AM of 21st May 2026 till 22nd May 2026</p> <p>e) Date wise breakup of requirement of Photographer and Videographer:</p> <table border="1" data-bbox="475 1675 1473 1854"> <thead> <tr> <th data-bbox="475 1675 1026 1709">Date & Time</th> <th data-bbox="1026 1675 1289 1709">Description</th> <th data-bbox="1289 1675 1473 1709">Qty. [Nos.]</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1709 1026 1783" rowspan="2">21st May 2026 (09AM to 10PM)</td> <td data-bbox="1026 1709 1289 1749">Photographer</td> <td data-bbox="1289 1709 1473 1749">5</td> </tr> <tr> <td data-bbox="1026 1749 1289 1783">Videographer</td> <td data-bbox="1289 1749 1473 1783">5</td> </tr> <tr> <td data-bbox="475 1783 1026 1854" rowspan="2">22nd May 2026 (09AM to 08 PM)</td> <td data-bbox="1026 1783 1289 1823">Photographer</td> <td data-bbox="1289 1783 1473 1823">5</td> </tr> <tr> <td data-bbox="1026 1823 1289 1854">Videographer</td> <td data-bbox="1289 1823 1473 1854">5</td> </tr> </tbody> </table>	Date & Time	Description	Qty. [Nos.]	21st May 2026 (09AM to 10PM)	Photographer	5	Videographer	5	22nd May 2026 (09AM to 08 PM)	Photographer	5	Videographer	5
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6	Taxi/ Cab/ Bus/ Truck Arrangements/ Conveyance Arrangement	<p>a) The EMA would be responsible for providing all logistics support for comfortable stay of delegates including the pick and drop from Airport/ Railway Station/ Bus stand to the place of stay / event site as per the given schedule The guest would be accommodated in the respective hotels as decided by DoIT&C.</p> <p>b) The tentative plan of team movement is given below:</p>													

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7	Guest Stay Arrangements and Hotel Room Bookings	<p>i. The selected bidder shall provide accommodation in any of the below mentioned hotels or equivalent hotels with prior approval of DoIT&C:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Hotel Name (indicative)</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>• Lalit / Marriot</td> </tr> <tr> <td>A</td> <td>• Lalit / Marriot / Radisson Blu</td> </tr> <tr> <td>B</td> <td>• Hyatt Place / Royal Orchid / Fern</td> </tr> <tr> <td>C</td> <td>• Red Fox / Clarion Bella Casa</td> </tr> </tbody> </table> <p>Total indicative number of approx. room nights required are as under:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>A+ (Suite)</th> <th>A (S/D)</th> <th>B (S/D)</th> <th>C (S/D)</th> <th>Total Room nights (approx.)</th> </tr> </thead> <tbody> <tr> <td>18-May</td> <td>0</td> <td>2</td> <td>5</td> <td>5</td> <td>12</td> </tr> <tr> <td>19-May</td> <td>0</td> <td>5</td> <td>11</td> <td>5</td> <td>21</td> </tr> <tr> <td>20-May</td> <td>10</td> <td>75</td> <td>120</td> <td>30</td> <td>235</td> </tr> <tr> <td>21-May</td> <td>8</td> <td>70</td> <td>100</td> <td>30</td> <td>208</td> </tr> <tr> <td>22-May</td> <td>2</td> <td>9</td> <td>9</td> <td>4</td> <td>24</td> </tr> <tr> <td>Total</td> <td>20</td> <td>161</td> <td>245</td> <td>74</td> <td>500</td> </tr> </tbody> </table> <p>i. The requirement of rooms mentioned above is indicative and is provided to assist the bidders in giving a quote. However, the actual requirement of rooms can differ from the indicated number of rooms on each day and the successful bidder will have to provide the</p>	Category	Hotel Name (indicative)	A+	• Lalit / Marriot	A	• Lalit / Marriot / Radisson Blu	B	• Hyatt Place / Royal Orchid / Fern	C	• Red Fox / Clarion Bella Casa	Date	A+ (Suite)	A (S/D)	B (S/D)	C (S/D)	Total Room nights (approx.)	18-May	0	2	5	5	12	19-May	0	5	11	5	21	20-May	10	75	120	30	235	21-May	8	70	100	30	208	22-May	2	9	9	4	24	Total	20	161	245	74	500
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		<p>required number of rooms. Payment will be made on actual, subject to payment for the minimum confirmed rooms.</p> <ul style="list-style-type: none"> ii. All rooms are to be booked under complimentary breakfast – CP Package inclusive model. Complimentary Breakfast must be from 7.30 am – 8.30 am every day during complete stay period. iii. For the days (i.e. 21st May, 22nd May & 23rd May) the food charges at the hotel, if any, will be paid individually by the occupant and is not covered under this RFQ. iv. For rooms occupied on 19th May & 20th May, the food charges (lunch & dinner) shall be paid as per actual number of quantity consumed by the occupants for Veg. Buffet food only. The EMA will submit bills duly verified by the DoIT&C hotel team. v. The services availed by guests, other than those mentioned in this document shall be paid by the guests and the DoIT&C shall not be responsible for payment for these extra services. vi. The no. of rooms required for a particular day (MG) will be decided & communicated to the selected EMA one day before. vii. Water shall be unlimited it shall be included in hotel food. No extra charges will be paid. viii. The requirement is indicative and payment shall be made on actual basis. However, payment for the no. of minimum confirmed room nights mentioned shall be made. ix. Ideally hotel check in/out times are 12 noon to 12 noon but the check in & check-out time from the hotel for some delegates might get preponed or extended respectively by 2-3 hours. In such cases, no extra payment shall be made for such extended hours in the hotel. x. Arrangements of flight/ train tickets (flight/ train to-from Jaipur) for approx. 160 speakers, awardees & other delegates. The DoIT&C team shall share the itinerary of the delegates well in advance for booking of tickets and hotel rooms. The re-imburement of the ticket bookings to EMA shall be done as per actuals.
8	Cultural Evening	Purchaser, in co-ordination with Tourism Department, Govt. of Rajasthan, has scheduled a Cultural Evening on 21 st May 2026 The selected EMA shall be required to setup the Electronics, Tech-Rider, Sound, stage and provide other requisite equipment accordingly for the cultural program.
9	Wall of fame	To design/ fabricate 3-D Wall of Fame structure to highlight various awards in different categories and award recipients. The structure should be such that it highlights the contents in a 3-D view and can be executed with the use of technology, LED/ touch screen panels and rotating mechanism. The purpose of Wall of Fame is to honour individual/ groups who have made significant contributions in the field of e-Governance. The EMA shall be required to propose a creative/ innovative idea for Wall of Fame structure. However, the final design shall be approved by DAR&PG, GoI
10	Electrical and Electronics arrangements with cable covers	<ul style="list-style-type: none"> a) Selected EMA shall be responsible for making sufficient lighting arrangements with required power backup (track lights, metal halide lights, LED light, halogen lights, concealed lights, Genset with Diesel) as per requirement at the entire venue locations covering Pathways and any other places as per requirement. b) Selected EMA should make the required earthing arrangements for DG sets and at all distribution boards, sub panels, main panels etc. Wires/ cables should be used with proper current ratings as per load requirements without overloading. No Jointed wires should be used which, may result in short circuit and other faults. Power points with sufficient capacity should be provided for LED walls / laptops and other power consuming devices. The Electrical design should be made as per load requirements with main Panel / Sub panels / Distribution Boards with

SNo	Activity	Scope of Work
		<p>required protecting MCCBS / MCB/ HRC fuses etc as per load requirement.</p> <p>c) EMA has to bear electrical or any other charges levied by Venue Owner or Nagar Nigam authorities pertaining to event (during preparation period, event duration and dismantling period).</p> <p>d) Electrical set up should be made in such a manner that fault of one area should not interrupt the power supply of other area. The EMA should take all precautionary measures and NOC from electrical inspector/ local bodies for temporary set up made.</p> <p>e) Extending Power and providing Spike Busters at all locations as indicated in venue setup at various event venue locations and to the Switches/Wi-Fi Equipment setup by DoIT&C across venue. Lighting work shall be in conjunction with the theme provided by DoIT&C and should give an aesthetic look at key locations at venue.</p> <p>f) Laptops: Selected EMA shall be responsible to provide WiFi enabled Laptops with good power backup.</p> <p>g) Laptops, Switchers, Mixer and any other equipment/ accessories required for display (Indoor/ Outdoor LED, LFD, Live-feed, etc.) purposes shall be provided by EMA.</p> <p>h) The sessions should run live on the outdoor LED walls.</p> <p>i) Walky-Talky along with chargers (covering entire event area) – 15 Nos. To be made available from 19th May 2026 to 22nd May 2026 [to be allocated to DoIT&C/ RISL Teams as per plan finalized by DoIT&C]</p> <p>j) Sufficient provisioning of Genset including fuel for smooth execution of the event and during duration of site preparation and during event. The different genset should be provided with separate operators and sufficient Diesel supply arrangements should be made so that power supply is not interrupted in want of diesel/ fuel.</p> <p>The selected EMA shall also be responsible to provide, setup and operation support of items like LED walls, Plasma wall, floor LED, Plasma TV, seamless plasma TV, sound system, speakers, mic (cordless microphone, collar microphone), Switcher & Mixer, Spike Busters etc. EMA would also arrange for necessary cables of required length, connectors, switchers, mixers etc. and ensure testing of same well before the start of event/ activities.</p>
11	Water Proof Temporary structures and Truss Structure	<ul style="list-style-type: none"> • Selected EMA shall complete designing, fabrication, installation, setup & deployment of Temporary structures like Pagoda, Canopy and Truss Structure with setting up of requisite entry/ exit/ emergency exit Gates as per requirement. • Setting up of Iron /Truss Structure Large Welcome Gates on various activities entry/exit roads – 2 Nos • MDF cut-outs 3D selfie points – 2 Nos across the venue • The EMA would be required to setup Wooden Work/ wooden structures at venue location for accomplishing various types of works like flooring, panelling, various support structures, platforms, structures for affixing flexes, direction panels, and various other wooden work in conjunction with the theme provided by DoIT&C.
12	Flower, Plants and other Decorations	<p>Selected EMA shall complete designing, setup & deployment of flowers, plants, bouquets, flower vase etc. at venue location for accomplishing various types of works like flower decoration, stage decoration, dais decoration and various other places at venue location in conjunction with the theme provided by DoIT&C.</p>

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		<ul style="list-style-type: none"> Fresh Flower decoration- before Dais sitting with approx. 1,000 Sq. ft. in sizes of approx. to be changed every day for two days 21st & 22nd May 2026 Garland – Mala decoration as per requirement – 1,000 running Ft. to be changed every day for two days 21st & 22nd May 2026 																																											
13	Bouncers/ Security Setup	<p>The selected bidder shall provide Security Guard and Bouncers from 20th to 22nd May 2026 as per below (list of staff shall be provided and duty shall be allotted by DoIT&C staff):</p> <table border="1"> <thead> <tr> <th rowspan="2">Date</th> <th rowspan="2">Time</th> <th colspan="2">Bouncers</th> <th colspan="2">Security Guard</th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td rowspan="2">20th May</td> <td>9:00 AM to 9:00 PM</td> <td>--</td> <td>--</td> <td>5</td> <td>--</td> </tr> <tr> <td>9:00 PM to 9:00 AM</td> <td>--</td> <td>--</td> <td>3</td> <td>--</td> </tr> <tr> <td rowspan="2">21st May</td> <td>9:00 AM to 9:00 PM</td> <td>10</td> <td>2</td> <td>10</td> <td>4</td> </tr> <tr> <td>9:00 PM to 9:00 AM</td> <td>1</td> <td>--</td> <td>2</td> <td>--</td> </tr> <tr> <td rowspan="2">22nd May</td> <td>9:00 AM to 9:00 PM</td> <td>10</td> <td>2</td> <td>10</td> <td>4</td> </tr> <tr> <td>9:00 PM to 9:00 AM</td> <td>1</td> <td>--</td> <td>2</td> <td>--</td> </tr> </tbody> </table> <p>(Food arrangements for the Security, Support, Cleaning and all other EMA staff should be arranged separately by the EMA)</p>	Date	Time	Bouncers		Security Guard		Male	Female	Male	Female	20th May	9:00 AM to 9:00 PM	--	--	5	--	9:00 PM to 9:00 AM	--	--	3	--	21st May	9:00 AM to 9:00 PM	10	2	10	4	9:00 PM to 9:00 AM	1	--	2	--	22nd May	9:00 AM to 9:00 PM	10	2	10	4	9:00 PM to 9:00 AM	1	--	2	--
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14	Sound Setup	<p>Indicative requirements for various sets of sound system required for the event are mentioned as below:</p> <table border="1"> <thead> <tr> <th>Sound System Set</th> <th>Est. Qty.</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Set 1</td> <td>07 Nos.</td> <td>For Audi 1, 2, Conference Room 1 & 2 , LT1, 2 & 3</td> </tr> <tr> <td>Set 2</td> <td>01 No.</td> <td>For Inaugural Hall</td> </tr> <tr> <td>Set 3</td> <td>10 Nos.</td> <td>Entire Event area, IT Expo, with LED walls, etc.</td> </tr> </tbody> </table> <p>I. Set 1 consists of</p> <ul style="list-style-type: none"> 2 Monitor 15" 1 Amplifier 1 Mike Mixer 2 Cordless Mike <p>II. Set 2 consists of</p> <ul style="list-style-type: none"> 2 Top 2 Bass 4 Monitor Live Mixer 4-5 Mikes on stand 1 Collar Mike 2 cordless mikes for audience Different cables for Instrument out to Mixer Electric points <p>III. Set 3 consists of</p> <ul style="list-style-type: none"> 2 speakers 12" on stand with amplifier 	Sound System Set	Est. Qty.	Area	Set 1	07 Nos.	For Audi 1, 2, Conference Room 1 & 2 , LT1, 2 & 3	Set 2	01 No.	For Inaugural Hall	Set 3	10 Nos.	Entire Event area, IT Expo, with LED walls, etc.																															
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15	Miscellaneous	<ul style="list-style-type: none"> First aid Kit – 1 set at venue setup location (at Control room) Emergency lights – 2 nos. Big Umbrellas – 2 nos. Focus Lighting of BSDC and BTH on 21st May 2026 (one Day) Complete Housekeeping covering entire venue locations EMA should depute dedicated electrician throughout the event duration at all event locations, genset deployment area. Area where main panels and gensets are deployed and 2 electric supervisors should be available during entire event duration 1 Sound expert & 1 LED Expert at Expo location 																																											

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		<ul style="list-style-type: none"> • Sufficient Housekeeping staff with garbage bags and trolleys • Security Guards for parking arrangements from 08:00 AM to 9:00 PM on each day of the event • Minimum 50 nos. of Fire extinguishers of ABC class or as per class of fire required as per site conditions should be placed across venue (covering all event locations). In kitchen and cooking areas and near DG sets Class K & foam type (minimum 10 nos. of both) fire extinguishers should be provided. • All the required Mantling and dismantling of civil structures should be carried out as per requirement. Payment towards the same would be made as per the cost determined by CMC.
16	LAN infrastructure	<ul style="list-style-type: none"> • EMA is required to lay LAN cable (CAT-6, OFC, etc.) in the event premises approx. 35 LAN points. LAN cable shall be arranged by EMA as required. • EMA has to install & manage network equipment like Switches/End points (access point) etc. at event location and ensure that these work properly at the time of event. The network equipment like Racks and Active Devices (Switches and Access Points) shall be provided by DoIT&C. EMA has to get all the required Active devices issued from the DoIT&C. EMA has to ensure the safety & security of all Active devices and other components issued by DoIT&C and return back all the items to DoIT&C Store Office after completion of the Event. Estimated Switches: 15 nos. and Wi-Fi Access Points: 30 nos. • EMA has to ensure Temporary Wiring/Fixing of Modular accessories for electrical wiring to supply electric power to LAN points etc. • Internet Bandwidth shall be provided by DoIT&C and the same will be terminated at the core switch. • To ensure seamless and un-interrupted power to the switches EMA shall deploy 10 nos. UPS (min. 1 KVA) i.e. one UPS along with each switch. • The scope under EMA includes all the activities like survey, supply of materials, laying electrical/ OFC/ CAT-6 cables, splicing & fixing, crimping, mounting the I/O ports, Patch Cords and access points and putting the network services up. • EMA has to deploy at least 1 technical resource during the entire time of the event for support, issue handling & resolution.
<p>Note: For all event activities, "Activity Start Date-Time" may vary by 12 hours [Prepone/ Postpone] from the time as mentioned in below sub-sections. DoIT&C shall inform EMA about the change of schedule well in advance.</p>		

- 3) The quantities indicated in above Scope of work are minimum indicative quantities. The bidder shall quote the lumpsum cost of complete event execution/management as per the scope of work and quantities specified for each item under different line items. Order to the selected EMA shall be placed on agreed value of total quoted cost incl. taxes towards execution of the event.
- 4) **Other Miscellaneous activities/tasks:**
- a) The above list is a tentative/indicative list and the bidder would be required to undertake any other relevant activity as required by the tendering authority for smooth and successful completion of the overall event.
 - b) Additional goods and/ or related services, if any, provisioned by the EMA during the event shall be paid on mutually agreed terms and as per the decision by CMC. The decision of the CMC, for payments towards additional goods and/ or related services, shall be final and binding upon the EMA.
 - c) The detailed schedule of the event would be provided to bidder at appropriate time. The quality of each and every item of the scope of work as mentioned above should be got approved by the tendering authority. The standard of each item should be of five /four star ratings.
 - d) Conduct the event keeping in mind the best interest of the growth of the industry in the

State of Rajasthan.

- e) The theme & designs proposed for the conference should be original and innovative. Sub-standard quality will not be accepted at all.
- f) Samples of kit bags, and mementoes have been given to ensure standardisation and will not be ordinarily changed. But, if a bidder has an alternative and better idea in keeping with the overall theme and design of the conferenc event, they can be changed with prior approval from the tendering authority provided financial benefit, if any, due to this, is passed to the Purchaser.
- g) Obtain necessary permissions and NOCs, if required and as applicable.
- h) Ensure the execution of works in accordance with the provisions of this document and as per the instructions from the designated officers of DoIT&C.
- i) Arrange for crowd management activities and undertake enough measures to handle an emergency situation
- j) Arrange for appropriate on-site medical facilities and first aid arrangements at Venue
- k) Coordinate with the Medical Department, Police Department, RTO, fire and emergency services, for suitable permissions/ arrangements.

l) Civil Infrastructure Services-

- a. All the required Mantling and dismantling of civil structures should be taken care of.
- b. Designs should be harmonious to the existing culture of Rajasthan.
- c. The quality of designs, workmanship and services should be the best consistent with an International Event.
- d. All the materials shall be conforming to IS codes or as per the samples approved by DoIT&C. Defective, cracked materials shall not be used.
- e. All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
- f. The structure shall be engineered structures erected under competent engineering supervision.
- g. Structures shall be designed and executed considering adverse weather conditions.
- h. Joinery and supports should be properly engineered, firm and with good finish.
- i. Colour shall be finished well before to avoid the odour smell and eye burn.
- j. Wall panels, wherever used, shall be clean, should be in plumb and properly fixed without swing or sway.
- k. The EMA shall not wilfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the Venue, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc., other than the samples approved by DoIT&C.
- l. Carpet should be new, clean, patch-free and joint shall be covered with tape of matching colour.
- m. Colors of carpets, cloth masking and curtains color should be in sync with the overall theme of the event and shall get approved by DoITC
- n. False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
- o. All outdoor lighting fixtures should be waterproof.
- p. Signage height and letter size should be visible and placed in prominent and strategic locations.
- q. EMA shall clean/ clear the entire venue site before start of an event and also after the completion of the event.
- r. Emergency exit and fire precaution shall be taken care of.
- s. Flowers and plants shall be fresh, well groomed and should be replaced on a daily basis.
- t. All the furniture, wherever provided, should be firm and comfortable.
- u. Circulation, wherever applicable, should be easy, should not create blockage.
- v. There must be smooth entry and exit to the structure. The movement within the venue shall be barrier free and friendly to physically challenged people.
- w. EMA shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the venue area.
- x. All empty cartons and crates, if any, must be labelled and removed from the exhibition

- grounds.
- y. No overnight parking of trucks or tempos is permitted at the exhibition area/ property during move-ins, show hours and move-outs.
- m) Mechanical/ Electrical Materials & Power Source
 - a. All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
 - b. In any case, PWD electrical specifications for material and workmanship should be followed as a minimum requirement.
 - c. Where explicit specifications are not available, the work shall be executed as per the Industry standards and on approval of the samples by DoIT&C.
 - d. No electrical control/ switch room shall be used to store/ dump exhibits/ packing material and enough space be available for movement.
 - e. Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
 - f. All fuse used must be properly rated. Rewiring of damaged fuses is not allowed.
 - g. All power distribution boards, if any, should be properly earthed.
 - h. The EMA, as per load requirement, will draw the power from the main power available in the Venue. However, EMA shall make use of DG Sets (available at the Venue) in case of additional backup power requirements. Diesel required, if any, for DG Sets should be provided by the selected EMA.
 - i. Lighting & Sound System
 - i. Outdoor lighting fixtures should be waterproof.
 - ii. Each plug points should have properly connected earth wire.
 - iii. Each plug should be properly fixed.
 - iv. Appropriate Sound System with CD Players, Microphones, Speakers etc. should be used to distribute sound through entire pavilion.
 - v. Provision should be made for additional requirement of equalizers, additional echo system, cordless microphone, etc.
- 5) The quality of each and every item under the Scope of Work, as mentioned above, should be first got approved by the designated officers of DoIT&C and then deployed at the Venue.
- 6) The standard of each item should be of five /four star ratings.

5. INSTRUCTION TO BIDDERS (ITB)

1) Sale of Bidding/ Tender Documents

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

2) Pre-bid Meeting/ Clarifications

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

3) Changes in the Bidding Document

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

4) Period of Validity of Bids

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

is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

5) **Format and Signing of Bids**

- a) Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>.
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory.
- c) A Single stage Two part/ cover system shall be followed for the Bid: -
 - a. Technical Bid, including fee details, eligibility & technical documents
 - b. Financial Bid
- d) The technical bid shall consist of the following documents:-

Table 5.1 :- Technical Bid Documents		
S. No.	Documents Type	Document Format
Fee Details		
1.	Bidding document Fee (Tender Fee)	Proof of submission (PDF)
2.	RISL Processing Fee (eProc)	Instrument/ Proof of submission (PDF)
3.	Bid Security	Instrument/ Proof of submission (PDF)
Technical Bid		
4.	Technical Bid – Covering Letter	On bidder's letter head duly signed by authorized signatory (PDF)
5.	All the documents mentioned in the "Technical Evaluation Criteria"	Technical Presentation (PDF)
6.	EMA should submit an engagement/ association letter (on engaged agency's letter head) for the agencies being engaged/ proposed for the Digital Art & Creative Work and AI Creative Festival with an undertaking of fulfilling the scope of work & eligibility conditions as per Annexure-5 & 6.	

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

Table 5.2 :- Financial Bid Documents		
S. No.	Documents Type	Document Format
1.	Financial Bid – Covering Letter	On bidder's letter head duly signed by authorized signatory as per Annexure-1 (PDF)
2.	Financial Bid – Format	As per BoQ (.XLS) format available on e-Procurement portal

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

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

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

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

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

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

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

10) **Withdrawal, Substitution, and Modification of Bids-**

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

11) **Opening of Bids-**

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

12) **Selection Method-**The selection method is Least Cost Based Selection (LCBS or L1). The L1 bidder would be arrived by calculating the total cost incl. taxes towards execution of an event (as per the entire scope of work) quoted by bidder in BoQ. **However, the order would be placed for execution of the event as per scope of work at the cost/ negotiated cost towards execution of an event (as per the entire scope of work).**

13) **Clarification of Bids-**

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

- d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

14) Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of technical criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
 - i. "deviation" is a departure from the requirements specified in the bidding document;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
 - i. if accepted, shall:-
 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract;or
 - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

b) Non-material Non-conformities in Bids

- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

c) Tabulation of Technical Bids-

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.
 - b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- d) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.

- e) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

15) Evaluation & Tabulation of Financial Bids-

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids:-

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

16) Correction of Arithmetic Errors in Financial Bids-

The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

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

17) Negotiations-

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

18) Exclusion of Bids/ Disqualification-

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

19) Lack of competition-

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - a. the price quoted by the bidder is assessed to be reasonable;
 - b. the Bid is unconditional and complete in all respects;

- c. there are no obvious indicators of cartelization amongst bidders; and
 - d. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
 - b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
 - c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
 - d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.
- 20) **Acceptance of the successful Bid and award of contract-**
- a) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee, has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
 - b) Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
 - c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
 - d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
 - e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
 - f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
 - g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within three days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
 - h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
 - i) The bid security of the bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.
- 21) **Information and publication of award-**Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.
- 22) **Procuring entity's right to accept or reject any or all Bids-**The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.
- 23) **Performance Security-**
- a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central

Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

- b) The amount of performance security shall be 5% of the amount of supply order in case of procurement of goods and services. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.
- c) Performance security shall be furnished in any one of the following forms: -
 - a. Bank Draft or Banker's Cheque of a scheduled bank;
 - b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
 - c. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
 - d. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- d) Performance security furnished in the form specified in clause [b.] to [e.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.

24) Execution of agreement-

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 3 days from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder..
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.
- e) After signing of procurement contract/agreement and submission of required performance security, Purchaser will issue the Work Order to successful bidder.

25) Confidentiality-

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -

- a. impede enforcement of any law;
 - b. affect the security or strategic interests of India;
 - c. affect the intellectual property rights or legitimate commercial interests of bidders;
 - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
 - c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
 - d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

26) Cancellation of procurement process-

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

27) Code of Integrity for Bidders-

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
 - a. Prohibiting
 - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - iii. any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - iv. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
 - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - vii. any obstruction of any investigation or audit of a procurement process;

- b. disclosure of conflict of interest;
 - c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -
- a. exclusion of the bidder from the procurement process;
 - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
 - c. forfeiture or encashment of any other security or bond relating to the procurement;
 - d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
 - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
 - f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

28) Interference with Procurement Process-

A bidder, who: -

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

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

29) Appeals-

- a) Subject to "Appeal not to lie in certain cases" below, if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:
 - a. Provided that after the declaration of a bidder as successful in terms of "Award of Contract", the appeal may be filed only by a bidder who has participated in procurement proceedings;
 - b. Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that subsection within the period specified in (b) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (b) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :
First Appellate Authority: Principal Secretary, IT&C, GoR
Second Appellate Authority: Secretary (Budget), Finance Department, GoR

- f) Form of Appeal:
- a. Every appeal under (a) and (c) above shall be as per Annexure-4 along with as many copies as there are respondents in the appeal.
 - b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
 - c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
- a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - b. The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
- a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
 - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - i. hear all the parties to appeal present before him; and
 - ii. peruse or inspect documents, relevant records or copies thereof relating to the matter.
 - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
 - d. The order passed under (c) shall also be placed on the State Public Procurement Portal.
- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.
- 30) **Stay of procurement proceedings**-While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.
- 31) **Vexatious Appeals & Complaints**-Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.
- 32) **Offenses by Firms/ Companies-**
- a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:
Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.
 - b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.

- c) For the purpose of this section-
 - a. "company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and
 - b. "director" in relation to a limited liability partnership or firm, means a partner in the firm.
- d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

33) Debarment from Bidding-

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
 - a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
 - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.
- d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

34) Monitoring of Contract-

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be inspected.
- c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery. If still there is an delay in the delivery or quality of goods and services during and before the event and having a direct/indirect adverse impact on any event activity, attributable to the selected EMA.
- d) In case of non-delivery of goods and services or non-acceptance of good and services by the purchaser, before and during the event , the same shall lead to "Non Performance".
- e) In case EMA fail to deliver services in time or as per desired quality, the CMC will carry out the impact assessment of same and accordingly determine the penalty to be imposed on EMA, the penalty amount will be deducted from the amount payable to EMA.
- f) Delay in performance/ delivery of good and services for reasons non-accountable to the IA or due to reasons beyond control, may be dealt with accordingly.
- g) The Purchaser may also forfeit the Performance Security Deposit and also debar the selected bidder from bidding (for all types and form of bids) for at least three years in DoIT&C.

- h) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- i) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- j) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.

6. GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

The Procurement process under this bidding document, terms & conditions mentioned herein are governed by the RTPP Act, 2012. Bidders should read these conditions carefully and comply strictly while sending their bids.

Definitions

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

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

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

1) Contract Documents-

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

2) Interpretation-

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

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

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

articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder.

- b) Technical Specifications and Drawings
 - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
 - ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
 - iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

14) Packing and Documents-

- a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.

15) Transportation-

- a) The supplier/ selected bidder shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

16) Inspection-

- a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the supplier's/ selected bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided. Inspection shall be made at supplier's/ selected bidder's godown at Jaipur/ Jaipur (at supplier's/ selected bidder's cost).
- b) The supplier/ selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
- c) After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.

17) Samples-

- a) When notified by the Purchaser to the supplier/ bidder/ selected bidder, Bids for articles/ goods marked in the BoM¹ shall be accompanied by four sets of samples of the articles quoted properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples.

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

- d) Except as provided under clause "Force Majeure", if the supplier/ selected bidder fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in (d) below for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or contract. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to clause "Termination".
- e) In case of extension in the delivery and/ or installation/ completion/ commissioning period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of goods and/ or service which the supplier/ selected bidder has failed to supply/ install/ complete : -

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

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

22) **Freight-**

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

23) **Payments-**

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

- 24) Bidders must make their own arrangements to obtain import licence, if necessary. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Purchase Officer.

25) **Settlement of Disputes-**

If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.

- 26) All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.
- 27) **Limitation of Liability-**
Except in cases of gross negligence or wilful misconduct: -
- a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and
 - b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.
- 28) **Force Majeure-**
- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, due to rains at identified locations, quarantine restrictions, and freight embargoes.
 - c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the DoIT&C in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by DoIT&C, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
 - d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
 - e) In case a Force Majeure situation occurs with the user department or DoIT&C, the user department or DoIT&C may take the case with the supplier/ selected bidder on similar lines.

7. SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1) Payment Terms and Schedule:

- a) Payment schedule – 100% Payment to the selected bidder will be made only after the successful completion of the event (the payment shall be released after producing the valid invoices along with supporting documents along with the bank details).
- b) The additional payment towards additional quantities executed/ supplied would be made considering the cost of items quoted by selected EMA as per BoQ. In case of reduction in quantities the amount will be deducted towards non-execution/ supply of quantities considering the rates quoted by selected EMA as per BoQ.
- c) The supplier's/ selected bidder's request for payment shall be made to the purchaser in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- d) Due payments shall be made promptly by the purchaser, generally within sixty (60) days after submission of an invoice or request for payment by the supplier/ selected bidder, and the purchaser has accepted it.
- e) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- f) All remittance charges will be borne by the supplier/ selected bidder.
- g) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- h) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- i) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.
- j) Taxes, as applicable, will be deducted/ paid, as per the prevalent rules and regulations.
- k) Additional goods and/ or related services, if any and apart from SoW mentioned in this bidding document, provisioned by the EMA during the event shall be paid on mutually agreed terms and as per the decision by CMC. The decision of the CMC, for payments towards additional goods and/ or related services, shall be final and binding upon the EMA.
- l) Penalty:
 1. In case it is observed that the Agency is not adhering to the time schedule for completing the assignment, DoIT&C will be at liberty to levy appropriate penal charges to be recovered from the payment to the agency.
 2. The Agency also agrees that if the items/ deliverables as well as the services of the manpower deployed to man the event are not found to be as prescribed by the DoIT&C in terms of quantity or quality and / or if any defect is pointed out by DoIT&C and the same are not rectified to the satisfaction of the DoIT&C, then, DoIT&C shall be at the liberty to impose a deduction/ penalty on relevant component/ item.
 3. The quantification of any such deduction / penalty shall be decided by a committee constituted by DoIT&C. The decision of which shall be final and binding. Full and final payment shall be released only after recommendation of this committee.
 4. Any loss of property/ damage incurred at the venue due to the negligence of the agency, the expenses towards the same shall be borne by the agency. In the event of any default by the successful Agency's in maintaining the agreed time frame/ scheduled set of activities as laid down in the contract, DoIT&C shall have the right to cancel the contract at any time and make alternative arrangement at the discretion of DoIT&C, in which case the extra expenditure involved, will be recovered from the successful Agency.
- m) Any flaw on account of selected EMA hindering the smooth functioning of the overall event shall attract appropriate penalty which shall be derived as per quoted prices and/ or as per prevailing market rates and as decided by CMC and same shall be deducted from the due payments to EMA.
- n) In the event of failure of the EMA in satisfactorily performing the assigned tasks or any part of it, the tendering authority will be entitled to get the same executed from any

other source/ agency. The price charged /cost of the same shall be recoverable from the Event Management Agency.

- o) In case event is postponed or cancelled due to any unforeseen reasons, the payment to the EMA would be made only for the items/ tasks executed or any other expenditure booked/ done towards the event which is not recoverable.**

ANNEXURE-1: FINANCIAL BID COVER LETTER & FORMAT

COVER LETTER {to be submitted by the bidder on his Letter head}

To,
The Technical Director & Joint Secretary,
DoIT&C, Govt. of Rajasthan,
Jaipur (Raj.)

Reference: NIB No. : _____ Dated: _____

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

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

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I / We agree to abide by this bid for a period of _____ days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory

Name:

Designation:

Financial Bid Format

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

Project Name: Selection of Event Management Agency for Organizing “The National Conference on e-Governance (29th edition) proposed to be held in May, 2026 at Jaipur, Rajasthan”								
Reference No:								
Bidder Name:								
Price schedule: (This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded in the e-Procurement website after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
Srl	Item Description (as per scope of work) for Event Duration	Unit	Qty.	Unit Rate (in INR)	GST % on Unit Rate	GST Amt. (in INR)	Unit rate with GST	Total with Taxes
	(A)	(B)	(C)	(D)	(E)	(F) = E% of D	(G) = D + F	(H) = G x C
1	Flex Printing	Sq.Ft.	35000					
2	Vinyl Print	Sq.Ft.	5500					
3	Printing & Deployment of Satin Cloth Flags	Nos	50					
4	Printing & Distribution of Badges	Nos	1200					
5	Name Plates	Nos	50					
6	Kit Bag- Jute/Cotton bag with logo print on front cover	Nos	1200					
7	Memento	Nos	130					
8	Memento (Blue Pottery)	Nos	20					
9	Program Details (M2M)-	Nos	1200					
10	Notepad	Nos	1200					
11	Punching Machine (one hole)	Nos	4					
12	Invitation Cards with Envelope	Nos	800					
13	IT Brochure	Nos	1000					
14	Pens	Nos	1200					
15	Pocket folders for Dais	Nos	20					
16	Red Carpet/ Carpet	Sq. Ft.	42000					
17	Car Pass Sticker	Nos	250					
18	Registration Counter & help desk	Nos	8					
19	Q Manager	Nos	80					
20	Spike busters	Nos	71					
21	Laptop Wifi Enabled with Mouse	Nos	27					
22	Multi-Functional Printer (B/W)	Nos	3					
23	Banquet Chair (with cover)	Nos	40					
24	Bowls	Nos	4					
25	Stationary Package	Nos	3					
26	Large Size Dustbins	Nos	2					
27	Support Staff - Male	Nos	37					
28	Support Staff - Female	Nos	10					
29	Coffee Table Setup for 11 persons (incl. 11 dais chairs, 6 center table, etc.) for main stage	Nos	1					
30	LED Wall (with watchout) 14'x44'	Nos	616					
31	Small Size Dustbins	Nos	30					
32	Pedestal Fan	Nos	1					
33	Podium with Goose Mic & other necessary items	Nos	4					
34	LED Tv Size 55" Stage Facing Display Unit with tilted stand for event duration	Nos	2					

35	Table (6*2') with cover	Nos	8					
36	Fresh Flowers Vase (To Be Changed Once A Day) -	Nos	68					
37	Fresh Hand Bouquet	Nos	11					
38	Welcome plants	Nos	11					
39	Floral Decorations, rangoli (stage, garland, fountain area) package	Nos	1					
40	Plants for Decoration for event duration	Nos	205					
41	Lighting Lamp with Necessary Items	Nos	1					
42	Tray	Nos	4					
43	Female Ushers at Stage	Nos	6					
44	Anchor	Nos	1					
45	Color Laser Printer	Nos	1					
46	Sofa (2 seater)	Nos	10					
47	Center Table (wooden) for event duration-	Nos	8					
48	White Board (3*4) with Stand Along with Marker & Duster	Nos	4					
49	Indoor LED Wall 3.0 P of size approx. (8' X 6') & (8'x10') with riser with masking as reqd.	Sq. Ft.	560					
50	Sound system Set 1	Nos	7					
51	Sound system Set 2	Nos	1					
52	Sound system Set 3	Nos	10					
53	Coffee Table Setup for 5 persons (incl. dais chairs, center table, etc.) for Audi 1 & 2	Nos	2					
54	Coffee Table Setup for 3 persons (incl. dais chairs, center table, etc.) for LT on 1/2 ft stage with carpeting	Nos	3					
55	LED Tv Size 55" with stand, HDMI cable for event duration	Nos	8					
56	Octanorm Structure (of 3 mtr x 3 mtr / 3 mtr x 2 mtr.) Stalls	Sq. Ft.	3000					
57	Construction of one pavilion at Exhibition area (high end fabricated, plywood and MDF with acrylic back light logos)	Sq. Ft.	600					
58	Display Panel	Nos	10					
59	LED Tv Size 42" with stand, HDMI Cable, etc for event duration	Nos	25					
60	Outdoor LED wall (with riser, masking , cables , etc as required)	Sq. Ft.	240					
61	Exhibition Tables of Size – 3'X2' for event	Nos	30					
62	Exhibition Chairs	Nos	60					
63	Cycle Barricading	R Ft.	100					
64	Round Table with Cover & each with 6 banquet chairs with cover	Nos.	16					
65	Flying Insect Killer	Nos	4					
66	Serving Attending Staff	Nos	35					
67	Breakfast	Nos	1600					
68	Lunch	Nos	2700					
69	High Tea	Nos	1600					

70	Dinner	Nos	1200					
71	Water station (Across venue area) for 200 ml water bottle 800 nos each counter per day	Nos.	5					
72	Tea, Coffee, lemonade/ jal jeera & Cookie counter	Nos	1					
73	Tea & Coffee counter at BTH	Nos	1					
74	Lunch (20-22 May) & Dinner (20-21 May) at BTH	Nos	650					
75	Photographers	Nos	10					
76	Videographers	Nos	10					
77	Drone Camera-	Nos	1					
78	Webcasting Setup	Nos	1					
79	Etios/ Dezire (12 hr/120 Km Per Day)	Nos	95					
80	Etios/ Dezire (Extra KM), price per KM	KM	1					
81	Innova Cysta (12 hr/120 Km Per Day)	Nos	222					
82	Innova ((Extra KM), price per KM)	Per Km.	1					
83	Deluxe Buses AC (45 Seaters) 12 hr/120 KM Per Day-	Nos	5					
84	Deluxe Buses AC (45 Seaters, ((Extra KM), price per KM)	Per Km.	1					
85	Tempo Traveller AC (Urbania 15 Seater) 12 hr/120 KM Per Day-	Nos	15					
86	Tempo Traveller AC (Urbania 15 Seater) 12 hr/120 KM Per Day-	Per Km.	1					
87	Room Occupancy - A+ Suite with Breakfast	Room nights	20					
88	Room Occupancy - A (Single/Double) with Breakfast	Room nights	161					
89	Room Occupancy - B (Single/Double) with Breakfast	Room nights	245					
90	Room Occupancy - C (Single/Double) with Breakfast	Room nights	74					
91	Veg Buffet Lunch & Dinner on 19th May & 20th May for category A	Nos	168					
92	Veg Buffet Lunch & Dinner on 19th May & 20th May for category B	Nos	168					
93	Veg Buffet Lunch & Dinner on 19th May & 20th May for category C	Nos	150					
94	Wall of Fame	Nos	1					
95	Walky-Talky with Chargers for 19-22 May	Nos	15					
96	Tech-Rider for cultural evening	Nos	1					
97	DG Set - 125 KVA with ETS, Diesel as reqd.	Nos	2					
98	Water Proof Canopy/ Pagoda 30'x50'	Nos	1					
99	Jumbo Cooler	Nos	1					
100	Iron/ Truss Structure Welcome Gates	Nos	2					
101	Alphabet or Any other MDF Cutouts Selfie zone	Nos	2					

102	Bouncers Male for event duration	Nos	22					
103	Bouncers Female for event duration	Nos	4					
104	Security Guard for event duration Male	Nos	32					
105	Security Guard for event duration Female	Nos	8					
106	UPS with switches minimum 1 KVA	Nos	10					
107	LAN Setup	Package	1					
108	Seating Arrangement Signages	Nos	20					
109	Focus Lighting of BSDC and BTH for event duration for one day	Package	1					
110	4K Projector	Nos	4					
111	AI Creative Festival Agency (Annexure-6)	Package	1					
112	Train/ Flight tickets (To be paid on actual)	Package	1					
113	Design and Creative Work Agency (Annexure-5)	Package	1					
114	10 nos. QR Code Scanners for registration & printing of name stickers for badges	Package	1					
115	Blackout curtains for all open windows of LT rooms	Sq.ft.	1200					
116	Banquet Chairs with covers	Nos	105					
117	Spot Lights	Nos	15					
118	Cushions	Nos	100					

Important Note- Selection method is Least Cost Based Selection (LCBS or L1). The L1 bidder would be arrived by calculating the total cost incl. taxes (total of column H) submitted by bidder in above BoQ towards execution of the event as per the entire scope of work. However, the order would be placed for execution of an event as per scope of work at the cost/ negotiated cost incl. taxes towards execution of an event (as per the entire scope of work).

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

BANK GUARANTEE FORMAT – BID SECURITY

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

The Technical Director & Joint Secretary,
Department of Information Technology & Communications (DoIT&C),
IT Building, Yojana Bhawan Campus, Tilak Marg,
C-Scheme, Jaipur-302005 (Raj).

Sir,

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

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

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

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

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

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

In presence of:

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

(1)

.....

(2)

.....

Bank Details

Name & address of Bank:

Name of contact person of Bank:

Contact telephone number:

GUIDELINES FOR SUBMISSION OF BANK GUARANTEE

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

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

BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)

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

To,
The Commissioner & Spl. Secy.,
Department of Information Technology & Communications (DoIT&C),
IT Building, Yojana Bhawan Campus, Tilak Marg,
C-Scheme, Jaipur-302005 (Raj).

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

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

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

Signature
(Name & Designation)

Bank's Seal

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

Signature
(Name & Designation)

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

This Contract is made and entered into on this _____ day of _____, 2026 by and between Department of Information Technology & Communications, Govt. of Rajasthan, having its head office at IT Building Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur-302005, Rajasthan (herein after referred to as Purchaser/ DoIT&C) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

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

Whereas,

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

And whereas

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

And whereas

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

And whereas

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

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

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

project milestone & deliverable. The mode of Payment will be as specified in the RFP document.

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

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this _____ day of _____, 2026.

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

ANNEXURE-4: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:
 - a. Name of the appellant: <please specify>
 - b. Official address, if any: <please specify>
 - c. Residential address: <please specify>

2. Name and address of the respondent(s):
 - a. <please specify>
 - b. <please specify>
 - c. <please specify>

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved: <please specify>

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative: <please specify>

5. Number of affidavits and documents enclosed with the appeal: <please specify>

6. Grounds of appeal (supported by an affidavit): <please specify>

7. Prayer: <please specify>

Place

Date

Appellant's Signature

Annexure-5: Indicative requirements for Design & Creative Work-

The scope of work envisaged to be completed by the selected agency is:

Creative Agency Profile: It is required that the agency selected have enough experience and calibre to deliver the creative art and designing at par with the standards and congruence with the theme of the event with relevant experience in government events. The activities are mentioned as under:

Specific Activities related to Print Creative:

S.No	Item	Master Qty.	Adapt Qty.
1	Logo Design	1	0
2	Invite- Physical and e-invite	1	1
3	Event Theme Design	1	0
4	Gates design	1	1
6	Backdrop Design		
6.1	Main Stage backdrop	1	20
6.2	Session Backdrops/Slides	15	0
6.3	Cultural evening Backdrop	1	0
7	Welcome panel	1	2
8	Standees	1	15
9	Signage's Design	1	10
10	Lanyard/Badges Design	1	8
11	Publication design	4	0
12	Pocket Folder Design for Dias & Media	1	0
13	Note pad design for panellist & media	1	0
14	Wall of fame	1	0
15	Agenda Booklet Design	1	0
16	Outdoor creative		
16.1	Venue Hoarding	1	0

*Note: Above mentioned activities are indicative, and nature of creative may vary.

Payment shall be done as per actuals.

Deliverables: Soft copies of the creative (in Coral Draw/ Adobe Photoshop/ Adobe InDesign/ PDF/ other applicable file format) in DVD/ Pen drive. Soft copies include all RAW files and final production ready printable files.

Eligibility:

1. The agency's office & complete studio with manpower should be located at Jaipur.
2. On the date of opening of the RFP the agency should have minimum 10 years of operation & experience in design & communication services in India.
3. Should have experience of designing for at least 5 large scale State/ Central Government Events/ Event of National repute; which includes design of all promotional materials, print ads, OOH designs, event collaterals, panels/standees/ Banners, stage design, design for Watchout/ Ultra HD format, interactive/ touch screen content, event website/ mobile app, electronic promotions, presentations, films, AVs, etc.

Annexure-6: Indicative requirements for AI Creative Festival executing agency-

The scope of work envisaged to be completed by the selected agency is:

Objective: The proposed AI Creative Festival, Jaipur is conceived as a professionally managed public event that presents artificial intelligence as a collaborative tool in support of human creativity. The festival will combine screenings, practical demonstrations, public discussions, creator engagement, and eco-system outreach across film, animation, VFX, games, 3D workflows, and related digital production practices.

The festival is designed around the principle of human and AI collaboration. It aims to encourage informed public understanding of how AI tools are being used in real creative workflows, while also creating a constructive environment for creators, students, startups, professionals, and audiences to engage with new technologies in a practical manner.

Proposed Event Format:

- Three screening halls/ LTs for curated screenings, official selections, thematic showcases, and other approved programming. Total approx. 55 Films to be played across three theatres.
- One local screening setup within the main venue (This will be in the PFA area as part of art exhibit) for very short films, demos, presentations, or selected compact showcases.
- AI Creative Competition for participants in AI Generative workshop. The competition will be on 90 seconds films that the participants make
- A compact AI experience zone with three high-performance systems to enable guided demonstrations and hands-on exposure to selected workflows and tools.
- Knowledge sessions, creator conversations, and industry-oriented discussions featuring invited participants from relevant fields

The agency will pre-select the participants for AI Genitive workshop to participate in making films and entering the competition. Films can be International/ National/ Regional, Genres: Fiction, Non-fiction, Animation, AI, short films, medium format and long films.

Hardware Requirement: Logistics and Infrastructure (Hardware) - to be arranged by agency:

- 7 - surround sound systems
- 10 - headphones
- 4 - microphones
- 3 - audio mixing systems
- 2 - VR Headsets