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Indian Institute of Teacher Education

Part I: Technical Bid

Part II: Financial Bid

**E- Tender Document
for
Hiaring Agency
for
Event Management Activities and Decoration.

OF
INDIAN INSTITUTE OF TEACHER EDUCATION**

At

**Indian Institute of Teacher Education, Ramakrishna Paramhans Vidya Sankul,
“KH” Road, Near Mahatma mandir, Sector-15, Gandhinagar, Gujarat.**

website:- www.iite.ac.in Email:- contact@iite.ac.in

Contact number:- 079- 232 43733,34. 29999500-501

Letter from Tenderer

Date:

-

To,
The Registrar,
Indian Institute of Teacher Education
Gandhinagar-382015.

Subject: Submission of Tender for Hiring Agency for Event Management Activities and Decoration.

Dear Sir,

With reference to the tender invited by you for the above works, we are pleased to Offer our best rates mentioned in the Schedule.

We have read the Term and Conditions of Tender, and we agree to complete the work to the specifications and satisfaction of the Employer.

We enclose herewith Earnest Money Deposit of **Rs. 30,000/-** by Demand Draft No: _____ drawn on _____ dated: /06/2026, in favour of "The Registrar, IITE" payable at Gandhinagar.

We hereby agree that this sum shall be forfeited by the university if we fail to execute the contract when called upon to do so in the event of your accepting our tender. We hereby also agree that you reserve the right to accept or reject any or all tender without assigning any reasons.

Yours truly,

Signature & Stamp of Competent Authority

E-Tender Notice

Notice for Inviting Tender for Submission of Tender for Hiaring Agency for Event Management Activities of IITE, Gandhinagar.

- The Registrar, IITE invites bids from the agency for Convocation event conducted by IITE.
- It is mandatory for all bidders to submit their tender/s documents physically in scheduled time. Bidders have to submit Technical as well as Financial Bid in stipulated time. **(financial bid only on online)**

BRIEF DETAILS REGARDING TENDER IS AS UNDER:

1	Name of work	Inviting Tender for for Hiaring Agency for Event managment of IITE, Gandhinagar
2	Tender fee (Non-refundable)	Rs. 1500 /-
3	Earnest Money Deposit	Rs. 30,000/-
4	Work Execution Date and venues	30th june 2026 (at IITE & Town hall sec-17)
5	Important Dates	Bid document download start date 20/06/2026 Bid document download end date 25/06/2025 upto 15.00 hrs
6	Last date & time for receipt of technical bid in physical form	25/06/2025 at 17:00 hrs.
7	Date of opening Technical bid	25/06/2025 at 18.00 Hrs
8	Date of opening Financial bid	25/06/2025 after the technical evaluation
9	Validity of offer	90 Days from the date of opening of Technical Bid.
10	Type of tender	Total Value Wise Evaluation
11	Type of Bids	Two Packet Bid (Technical & Financial)
12	Department Name	UPD Division, IITE

Registrar
IITE, Gandhinagar

**Hiring of Agency for Event Management for Various Events and Projects of
Indian Institute of Teacher Education for various events and projects of Indian
Institute of Teacher Education**

Indian Institute of Teacher Education. (IITE) undertakes various activities to prepare world class teachers and teacher educators in India. As a part of our teaching learning process, academic activities, and public outreach, the University keeps organizing various campaigns, events and programs.

IITE is inviting agencies for the above said work for foundation day and bhoomi poojan event. which are being organized by IITE. The cost of deploying skilled manpower, all equipment and instruments necessary for the work, transportation, food, accommodation cost shall be borne by the bidder.

The agency, who will be assigned this work, shall be developing the concept, coverage and execution of Event Management further in consultation with IITE.

Bidder shall maintain the social distancing and follow the govt. guidelines for attending meetings/undertaking works.

Sealed tenders are invited for Selection of Agency for the said work for Various Events and Projects. The cost of tender document is Rs. 1500/- payable (non-refundable) in the form of Demand Draft to be submitted along with tender documents and earnest money is Rs.30,000/- in the form of Demand Draft from any National Bank in favour of the Registrar, IITE Gandhinagar payable at Gandhinagar.

After the last date of submission of bid will not be considered or accepted, demand draft should be submitted in a separate sealed envelope along with the TENDER.

Registrar
IITE Gandhinagar

SCOPE OF SERVICES

The activities of the successful bidder would include all the necessary tasks to execute the work as per the BOQ provided as part of this document but not limited to this and the specification given of this document.

All the event management related labour work shall be borne by the bidder. After completion of the event the bidder has to hand over the place as neat & clean.

The scope of services will cover all the work as per tender document. The tender documents also broadly include but not limited to the services mentioned in the price bid.

The Bidder will have to sign the work contract for same.

The bidder will have to undertake the overall coverage of all the projects assigned by IITE on a timely basis.

Important Instruction:-

The event is organized on 30th June-2026. The agency is strictly notified that the work scheduled for the mentioned day must be completed before the event day. The agency is liable for executing the work before the event day. After the given work order agency has to complete the work within time.

COMPLETION OF CONTRACT

On the date of Contract Completion or if the contract is terminated, all the installations, works and equipment placed under the bidder's responsibility shall be handed over to the IITE, at no cost, in good working order, except for normal wear and tear. IITE may perform any inspections, tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

Eligibility Criteria

1. The bidder should have experience of managing at least three conference/ seminar/programme/convocation with the amount of 10.00 lakh consisting of larger participants of international & national delegates or any equivalent event in Govt. Sector/Semi Govt. /PSU sector/Corporate sector in last 36 months from the last date of tender submission. **(One CM function is compulsory out of the three)**
(Enclose work order copy & completion certificate/supporting document from the client.)
2. Bidder should submit the IT returns, of last 3 Assessment year.
3. Bidder should have Turnover of 10.00 lakh in last 3 years(each year) (CA Certified Turn over certificate of last 3 Assessment Year should be submitted.
4. The Bidder shall invariably enclose copy of Service Tax/ VAT /GST number and shall Submit copies of returns of last three Assessment years.
5. The bidder shall have done Govt./semi Govt/PSU or any three event work worth of minimum Rs. 30 Lacs during the last three Assessment years. Completion certificate for the same shall be produced by the contractor.

6. The bidder should submit an affidavit on appropriate stamp paper that the vendor has not been black listed by any Government Sector/Semi Government/ PSU Sector in India. (Enclose affidavit)
7. The bidder should have experience in liaising with various state government departments, such as the police department, health department, fire department, labor department, industry department, electricity department, etc., to obtain necessary approvals for organizing such events. If any certificate is required for any program, the agency must manage and provide the certificate .
(Enclose self-declaration on company letterhead with office seal)

Submission of Technical & Financial Proposal

Bids to be submitted in two parts i.e.

(1) Technical Bid (physical form)

The required documents & Annexure to be submitted on offline only. as per a part of technical proposal. scan document with signature & seal of the submitting company shall be considered as authentic. Submit only required documents with annexure in technical bid.

(2) Financial bid (online only).

The Technical Bid should consist of the following documents as per given Annexure:-

Signed & stamped copy of the tender document as token of acceptance of all the terms & conditions of the entire tender.

The fee quoted should be exclusive of all taxes and applicable tax rates should be mentioned along with.

The price should be indicated in the Indian Rupees. fill in any other currency would not be accepted and is liable to be rejected.

Applicable taxes on the payment would be as per the prevailing guidelines from time to time issued by the Government of Gujarat.

Any proposal received by IITE after the deadline for submission shall be rejected. IITE shall not be responsible for this.

Financial Bid is not to be submitted in physical form as it has to be filled up on the online portal tender.nprocure.com Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid in Proforma prescribed in the tender document as 'Online financial proposal' in given **Annexure**.

Instructions to the Bidder

- 1 Execute the work with due respect to aesthetics, safety, and with best of industry practices within given time and approved budget. The quality of design, workmanship and service shall be the best for consistent. Defective, cracked materials shall not be used.
- 2 Preparation of required documents and certificates to obtain approvals from Government/ Torrent Power/ R&B Dept. Govt. of Gujarat other agencies and overall coordination and follow-up with agencies for getting approvals and certificates.
- 3 Preparing drawing necessary for submission to statutory bodies for sanction. The Bidder shall arrange/liaison for all necessary approvals like for electricity, firefighting, police department, health department, etc. and shall abide by all statutory rules and regulations as may be applicable, however IITE shall assist the Bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the Bidder. Use of fire retardant materials in making all structures is mandatory.
- 4 Bidder shall finalize and arrange for necessary agencies independently with sufficient manpower so as to complete the work as per schedule.
- 5 Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the event and to ensure that the event proceeds in accordance with conditions of contract and time schedule.
- 6 The supervision work at site will be done constantly by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the IITE. staff members shall bear proper identity cards issued by the contractor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
- 7 Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept.
- 8 Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by IITE. Bidder shall furnish the schedule of implementation to IITE so that the systematic and timely monitoring of the project can be done.
- 9 Bidder shall clear the site on possession and hand over back the site once the event is over in to pre-event condition within two days of the completion of event.
- 10 Bidder should comply and obtain all statutory approvals, licensed electrical Contractor, clearances & License from department as required by Law.
- 11 Bidder shall bear all costs associated with the preparation and submission of their proposals. IITE is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to IITE.
- 12 The Technical and Financial Proposal to be submitted by the agency should be firm and valid for a period of 90 days from the last date of submission of the proposal.
- 13 The selected agency may be invited for negotiations, if felt necessary by IITE.
- 14 Any request for clarification must be sent in writing on or before opening of tender by e-mail to IITE. All such requests for clarification which are received prior to open technical bid will be respond.
- 15 At any time before the submission of Proposals, IITE may amend this document by issuing an addendum, which shall be binding on the agencies. The agencies shall acknowledge all amendments and submit along with their proposals duly signed.

- 16 If the selected agency is not able to carry out the work as per requirements, IITE will arrange to do the work and cost for the same will be deducted.
- 17 IITE reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. IITE can accept or reject the financial proposal without assigning any reason and decision of the IITE will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, IITE reserves all the rights to decide on the issue of identifying selected bidder.
- 18 The Bidder will be invited on LOI for empanelment. The price bid may be negotiated at the time of empanelment.

Responsibilities of The Bidder

- 1 The bidder shall be fully responsible for site review and event of the works conforming to relevant Indian or International standards as per scope of work and base specifications furnished in this Bid Document. The Bidder shall be responsible for design, execution of the event including procurement, construction, complete management, coordination, testing and commissioning.
- 2 Information sought, material borrowed, etc. from the client by the bidder, if any, shall remain the property of the client. All such borrowed material shall be returned to client.
- 3 The bidder shall utilize optimally the land available for installation/ construction of various facilities/ components of the Event and cost all components and allied works of the event. The details of the costing shall form part of the proposal. The bidder shall provide a detailed scheme of event, installation and commissioning, operation and maintenance.
- 4 The bidder shall take into consideration all aspects of the Event at the time of bidding, namely, though not restricted to:
 - Execution and Event organization by construction of temporary structures as per scope
 - Procurement of requisite materials and manpower
 - Civil Works including site grading, development, mobile toilets and other services
 - Installation, testing and commissioning of all services under the scope.
 - Quality control
 - Environmental and social safeguards
 - Security and risk coverage
- 5 The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the Event.
- 6 The bidder if selected, as Bidder shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- 7 Necessary safety railings/nets shall be provided throughout the site and necessary safety measures shall be taken to ensure the safe working conditions during the installation and subsequent to installation during Event. Necessary barricading and other necessary safety measures shall be the responsibility of the Bidder. Any loss of human/cattle or damages or

so, shall be the responsibility of the Bidder including any liability and/or compensation to be paid towards the life lost damages so caused.

8 All infrastructure works covered in the contract shall be so managed and executed that they maintain safe distance from the public roads and other existing structures, services and sensitive areas like forest, sanctuaries, historical places, national monuments, schools, hostels and residential areas.

9 . Cutting of trees shall not be permitted.

10 Once the event is completed, the dismantled material and other waste material shall be removed and shifted to safe place, as directed.

11 The workmanship shall be of high order and quality so as to prevent accidents and damaging the environment and surroundings.

12 No Damage in case shall be caused to the existing structure. The selected contractor shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.

13 Site shall be returned to the Client as it was in the original condition and completely free of any garbage and temporary structures.

- o The bidder shall bear all costs associated with the preparation and submission of its bid, and the Client in no case is responsible or liable for these costs, regardless of the outcome of the bidding.

- o The successful bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the construction and implementation of the Event. If possible the client shall help for obtaining such facilities at an appropriate cost, which will be recovered, from the Bidder in a suitable way.

14. The Bidder shall be liable of all types of insurance of their goods and workers.

Event Implementation Period

The Bidder can start utilizing his resources immediately after awarding the contract for timely implementation of event. However, if due to any unforeseen reasons if the site is not available, Bidder shall be capable to execute the work in a shorter period. No additional payment shall be made on this account.

ELIGIBILITY CRITERIA FOR BIDDERS:

The proposal of bidder shall be evaluated in two stages

- 1.) Technical Evaluation of Proposal
- 2.) IITE reserves the right to verify the claims made by the bidder and to carry out the capability assessment of the bidder and the IITE's decision shall be final in this regard. IITE may, in its absolute discretion, waive any of the conditions and / or requireSuch bidder shall be called

“Technically Eligible bidder” and such technically eligible bidder shall only be eligible for financial bid opening.

IITE reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the services. IITE shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

IITE reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

Opening of Financial Proposal

- o IITE would endeavour to open the financial bid after the scrutiny of technical bid.
- o IITE would subsequently examine and review the Proposal in accordance with the criteria set out in the tender document.
- o If there is discrepancy between total bid amount and summary of total cost of all components/parts, then the following will be procedure,
 - a) Where there is discrepancy between the rates in figures and in words, amount written in words shall prevail.
 - b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

However, the decision of IITE in this regard shall be final and binding.

Payment Schedule:

No advance payment shall be given to agency.

The bill will be paid after submission of all the relevant documents, and order copy.

Applicable Tax Deducted at Source (TDS) as per Income Tax Act at the prevailing rate will be deducted from the payment.

No reimbursements would be made with regard to any domestic and foreign travel, any other out of pocket undertaken by the agency and or its representatives without prior approval by the authorities.

The out of pocket expenses are pure reimbursements and not to be treated as part of the fees.

General Conditions of Contract

Definitions

In this Agreement the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

1. "Contract" means the Contract Agreement, these Conditions of Contract (Parts I, II, III and IV) the Client's Requirements, the Bid, the Bidder's Proposal, the Schedules, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement (if completed).
2. "Bidder's Equipment" shall mean all equipment, instruments, tools, machinery and other appliances and things of whatsoever nature required for the fulfilment of the Contract or of the Bidder's Obligations, but not including those items which are intended to form, or which form part of the Facility.
3. "Bidder's Obligations" shall mean the obligation to execute the Event in its entirety and shall, without limitation, include the Bidder's Operation and Maintenance including defect liability.
4. "Defects Liability Period" shall mean the Defects Liability Period of up to the event commencing on and from Date of inauguration of Event during which the Bidder shall undertake the responsibilities, and have the liability for the facility.
5. "Facility" shall mean the entire system to be designed and constructed in accordance with the provisions hereof, including pathways, toilets, structures, ramps, pits, pipes, fencing, lighting, testing and analysis equipment, tools, safety equipment, plant machinery, supplies, instruments and inventory incorporated therein, as well as all open areas within the site, and including any additions, modifications, alterations, replacement and repairs as may be made thereto from time to time and items executed under this contract.
6. "Governmental Authority" shall mean any Indian entity, authority or body exercising executive, legislative, judicial, regulatory or administrative functions, including, without limitation, any government authority, agency, department, board, commission or instrumentality of Indian or any political subdivision thereof, court, tribunal, arbitrator or self-regulatory organization.
7. "Law" shall mean and include all the provisions of all Indian statutes, regulations, ordinances, codes, official or other standards, administrative or other rules, zoning and other plans and restrictions, building and other permits, judgments awards and decrees of, or agreements with any Governmental, semi-Governmental or quasi-Governmental Authority as currently in effect or as may be in effect from time to time and /or as may be amended or supplemented from time to time.

8. "Site" shall mean that specific area specified in the Bid Documents and shall include any other places as may be specifically designated by the Client from time to time as forming part of the Site.

Contract Agreements

This contract shall come in full force and effect from the date of issue of Letter of Acceptance by the client. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Bidder.

Details to Be Confidential

"The Bidder shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out his obligations under it. The Bidder shall not publish, permit to be published, or disclose any particulars of the Contract in any trade or technical paper or elsewhere without the previous consent in writing of the Client and at the Client's sole discretion."

Management Meetings

The Bidder's Representative has to attend a management meeting. The business of each management meeting shall be to review the anticipated arrangement for future work and to resolve any matters raised in accordance with this Sub-Clause. The Bidder's Representative shall record the business of management meetings and provide copies of this record to those attending the meeting and to the Client. The responsibility of the parties for any actions to be taken shall be included in such record and shall, if not agreed in accordance with the Contract, be decided by the Client.

The Bidder's Representative shall notify the Client at the earliest opportunity of specific likely future events or circumstances, which may adversely affect the work, increase the Contract Price or delay the execution of the Works. The Client may require the Bidder to submit an estimate of the anticipated effect of the future event or circumstances, and/or a proposal. The Bidder shall submit such estimate and/or proposal as soon as practicable. The Bidder's Representative shall co-operate with the Client in making and considering proposals to mitigate the effect of any such event or circumstances, and in carrying out instructions of the Client.

Unforeseeable Difficulties

Preliminary data/survey data generated by the Client is available for the guidance of the bidder. However, the Client does not take any responsibility of its correctness. The bidder shall carry out independent additional investigations and surveys to collect the data required to design and construction of above/below ground (sub-soil) structures/facilities if he considers necessary for his own satisfaction at his own cost without any liability whatsoever on the client. The bidder shall make provision in his bid for any unforeseen sub-soil

condition encountered at the time of execution of the Works separately and it shall be loaded during his price evaluation.

Bidder's Equipment

Bidder's Equipment which are intended for permanent use as a part of works under the contract and for temporary use during the construction period, initially owned by the Bidder (either directly or indirectly) shall be deemed to be the property of the Client with effect from its time of arrival on the site. The vesting of such property in the Client shall not:

- (a) Affect the responsibility or liability of the Client,
- (b) Prejudice the right of the Bidder to the sole use of such Bidder's Equipment for the purpose of the Works, or
- (c) Affect the Bidder's responsibility to operate and maintain the same under the provisions of the Contract.

The property in each of the equipment's of temporary use during execution shall be deemed to revert in the Bidder with effect from the time he is entitled to remove it from the Site, or when the Client's Representative issues the Final Completion Certificate for the Works, whichever occurs first.

Electricity, Water and Gas

The Bidder shall make his own arrangement of electrical power - water - gas and any other services required by the Bidder for Execution of "Work". The Client shall make available free of cost to the Bidder the Power, required for the Operation and Maintenance of the works except welding facilities. For welding works Bidder shall have to make his own arrangement. However, such power shall be supplied only to the maximum extent of the requirement of power indicated by the Bidder in his bid. Any additional power required, cost of such additional power should be recovered from the Bidder's bills.

Bidder's Document

Construction shall not commence until the Bidder receives the client's representative's approval of the construction documents, which are relevant to the design, and construction of such part.

Staff and Labour

A reasonable proportion of the Bidder's superintending staff shall have a working knowledge of Gujarati and/or Hindi language, or the Bidder shall have sufficient competent interpreters available on Site during all working hours.

Epidemics

In the event of any outbreak of illness of an epidemic nature, the Bidder shall comply with and carry out such regulations, orders and requirements as may be the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same.

Burial or Cremation of the Dead

The Bidder shall be responsible, to the extent required by local regulations, for making any arrangements with regard to burial / cremation of any of his local employees who may die while engaged upon the Works.

Alcoholic Liquor or Drugs

The Bidder shall not, otherwise than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation, sale, gift, barter or disposal by his Subcontractors, agents, staff or labour.

Arms and Ammunition

The Bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

Right to Vary

The IITE will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the authority to instruct the Bidder to do and the Bidder shall do any of the following:

- a) Increase or decrease the quantity of any work included in the Contract.
- b) Omit any such work (but not if the omitted work is to be carried out by the Client or by another Bidder), before the end of stipulated time limit of the contract.
- c) Change the character or quality or kind of any such work.
- d) Change the levels, lines, position and dimensions of any part of the works,
- e) Execute additional work of any kind necessary for the completion of the works, or
- f) Change any specified sequence or timing of execution/construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of contract by the Bidder or for which he is responsible, any additional cost attributable to such default shall be borne by the Bidder.

The Bidder shall not make any such variation without informing the Owner and IITE.

Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions shall be governed according to the payment modality as outlined in the mode of payment schedule as deemed decide by the owner and no objection either in written or oral shall be accepted.

Variations, Modifications Etc.

Quantity of items may vary according to requirements of the event; bidder shall accommodate all such changes without prejudice to the condition of this contract and within time frame. In case of increase or decrease in items pertaining to stipulated scope of works to an extent of +10% or – 10%, quoted rates shall be applied.

If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:

(a) At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the Client as to the nearest comparable item shall be final and binding on the Bidder.

(b) If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the Bidder for such items. The contracting authority will decide the rate in consultation with IITE based on rate analysis to be submitted by Bidder.

(c) If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis after hearing the Bidder before a Committee formed by IITE stationed at the same place or the nearest place, as may be appointed by IITE.

(d) Contractor shall not execute the extra/additional work without prior written approval of the IITE (Client /Committee Member of the Event). Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detail cost analysis.

The measurements shall be supported by Total Station Survey. Necessary photo documentation will be availed by Client if required.

Arbitration

(a) If a dispute of any kind whatsoever arises between the Client and the Bidder in connection with, or arising out of, the Contract or the execution of the Works or after their completion and whether before or after the repudiation or other termination of the Contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.

(b) Neither party shall be limited in the proceedings before such arbitrators to the evidence or arguments already put before the Engineer or the Company, as the case may be, for the purpose of obtaining its/his said recommendations/decision. No such recommendation/decision shall disqualify the Engineer or any of the members of the Company, as the case may be, from being called as a witness and giving evidence before the arbitrators or any matter whatsoever relevant to the dispute.

(c) The reference to arbitration may proceed notwithstanding that the Works shall not then be or be alleged to be completed, provided always that the obligations of the Client, the Engineer and the Bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the Bidder shall be continued to be made as provided by the Contract.

(d) Arbitration proceedings shall be held at Gandhinagar and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

(e) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Client and the Bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.

(f) All arbitration awards shall be in writing and shall state the reasons for the award.

Force Majeure

Force Majeure shall mean such an Event or Circumstance or combination of Events and Circumstances which are beyond the reasonable control of the Affected Party and which the affected party could not have prevented by Good Industry Practice or by the exercise of reasonable skills and care for the purpose of discharging its obligations under the Contract. The Force Majeure will tend to have material adverse effect on the performance of such affected party.

Following shall be the events and circumstances of Force Majeure:

Act of War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage. The expropriation or Compulsory acquisition or seizure of the assets of The Agency by any Governmental Instrumentality, provided that this clause shall not apply where such Act constitutes a remedy or sanction lawfully exercised as a result of a breach by the Agency of any Indian law or Indian Directive but excluding any change in law.

Act of God epidemic, lightning earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion to the extent generated from the source external to the Agency or his assets due to reasons other than, those caused by negligence of the Parties, chemical or radioactive contamination or ionizing radiation.

Procedure for Calling Force Majeure: The affected party shall notify to the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 24 hours (Twenty Four hours) after the Affected Party knew, or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Contract.

The notice shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the Affected Party's performance of its obligations and the measures which the Affected Party is taking, or proposes to take, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. When the affected Party is able to resume performance of its obligations under this Contract, it shall promptly give the other party written notice to that effect provided that in no event shall the suspension of performance be of greater scope and of longer duration than is necessitated by Force Majeure.

The rights and obligations of the Affected Party shall be suspended to the extent they are affected by the Force Majeure. IITE shall not be liable to make any payments to the Agency for it being affected on account of Force Majeure. IITE reserves the right to terminate the contract if the Force Majeure continues for more than 15 (Fifteen) days at a stretch.

Contract interpretation and disputes settlement

The Amicable Settlement of Disputes of the General Conditions of Contract shall apply.

Assignment

The Bidder will not be entitled to sub-contract any part of his obligation to any third party without prior approval of the Client.

Completion of the Contract

On the date of Contract Completion or if the Contract is terminated, all the installations,

works and equipment placed under the Bidder's responsibility shall be handed over to the Client, at no cost, in good working order, except for normal wear and tear. The Client may perform any inspections; tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

Security Deposit

Within one weeks from the date of issuance of Contract, the Contractor shall submit DD to Amount of Rs. 50,000/- in favour to Registrar, IITE payable at Gandhinagar.

For the DD towards the security deposit is issued by an Indian bank, from any other Nationalized Bank.

In the event, the Contractor fails to fulfil any of the obligations under the Contract; the Client shall have the right to encash the Security Deposit.

No interest shall be payable on security deposit amount till it is retained by Client in terms of Contract.

Liquidated Damages

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by IITE, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the Bidder and accepted by IITE, unless extended by IITE in writing, penalty would be applicable at the rate of 25% of the contract value for delay of each day taken by the Bidder, subject to maximum of 50% of the contract value.

The penalty shall be recoverable from retention money or from deposit provided by the bidder and if the security deposit is not sufficient, by revoking the bank guarantee submitted by the event contractor or from any sum payable to the Bidder under this or any other contract with IITE.

In case of delay to deliver the work within stipulated program, IITE reserves the right to terminate the contract and get all the jobs or the delayed job completed through another Bidder of its choice. Any extra expenditure that IITE will have to incur for completion of the balance job/s through another Bidder on account of higher rates quoted by the Bidder will be recovered from the Bidder's account, Security deposit. Moreover, IITE shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

Governing Law

The Contractor shall be construed and shall be governed by the laws of India and the Contractor shall be required to comply with all the applicable laws with regard to performance of the Contract.

Jurisdiction

The Court in Gandhinagar (Gujarat State, India) shall have exclusive jurisdiction to deal with and decide all disputes arising out of this Contract.

Special Conditions of Contract

1. Bidder shall do all necessary concept planning, layout, designs for structures, plumbing, electrical, interiors, working drawings etc. for execution of project and for structural soundness of the works.
2. The proposal developed shall be consistent with proposed design of structures and ambience of the IITE.
3. Looking at the nature of work, in order to bring in innovation in to the Event, Bidder is permitted to propose additional work or enlarge the existing specifications. For all the works conceived by the Bidder shall have to get approved by IITE and detailed specifications for the same shall have to be provided by the Bidder.
4. Bidder shall not, without the written sanction of IITE, make any deviation in the approved plans, details, specifications, etc.
5. IITE shall communicate all changes, decisions, etc. in writing at the earliest possible.
6. Bidder shall not assign sub-let or transfer their interest in this agreement without written consent of IITE. Though he may outsource the particular task.
7. The successful bidder has to submit hard and soft copy of all drawings and specifications in a software version as specified by IITE /Client. Any deviation from the specifications as indicated by the bidder/consultant shall be liable for deductions from the value of item of work.
8. Drawing, plans and specification are the property and ownership of IITE, irrespective of whether the work for which they are made has been executed or not.
9. If the Bidder fails to deliver required work as per agreed schedule or quality, IITE can appoint other Agencies, Contractors and actual payment made to these agencies shall be debited to the Bidder.
10. The event services are considered as on hire basis and any services charged as full supply basis shall become property of IITE, and Bidder shall quote for such items accordingly.
11. The Bidder shall have to do liaison, bear the cost of liaisoning Fire Fighters through concern authorities, actual cost shall be reimbursed based on receipt of payments made.

12. All transportation charges including loading and unloading charges for Consumables, cleaning/Washing Reagents, Materials, Tools, Machinery/Plants and throwing of garbage outside of site premises to disposal yards / scrap yard shall be borne by the Contractor.
13. Cost of all the works necessary to carry out or successful organization of event including deploying necessary manpower, equipment, facilities, structures, services etc. but not exclusively mentioned in bills of quantity and specifications, shall have to be carried out by the Bidder and the cost of same deemed to be inclusive in the rate of items quoted by Bidder. No reimbursement or extra item in this regard shall be permitted.
14. Bidder shall take necessary safety measures to work where required. Bidder shall maintain first aid kit for emergency.
15. If there is any ambiguity or contradictory found/observed in the tender document between technical bid and financial bid, the bidder shall bring it to the notice of the IITE/Client appointed by the Client prior to pre-bid meeting.
16. Necessary water supply and other services if required for the event will have to be arranged by Bidder.
17. Quality and finishing of all structures will be reviewed after final execution of work. Any deviations or non-compliance from approved designs are bound for deductions.
18. Stipulated time frame for completion of necessary structures is to be implemented. In case of any deviations a penalty will be imposed upon as per the directions of Committee members/ IITE /Consultants.
20. Necessary arrangements for fabrication yard, godowns, and storage space for required installation works will be managed by the bidder at no additional cost within or outside the venue.
21. Stipulated Tender requirements indicated/mentioned in the terms in bids related especially to personnel, and assets are to be complied. Non-compliance with such conditions/non-compliance to project schedules resulting into delays of works/ inferior quality of execution of works/non-compliance to any services can lead to penalty as finalized by the constituted Committee for the project.
22. Necessary changes/suggestions suggested by the committee members during selection process or during execution of the works are to be incorporated at no additional/extra cost. Any change of work/deviation in case of quantity/area increase shall be as per the directions of Committee members/ IITE.

ANNEXURES

ANNEXURE - 1

TECHNICAL PROPOSAL SUBMISSION LETTER

Registrar

INDIAN INSTITUTE OF TEACHER EDUCATION (IITE)

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016 (Gujarat)

Dear Sir:

We / I, the undersigned, offer to provide the work as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am hereby submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant])

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 150 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

* Proposals should be submitted on the official letterhead of the company.

Sr. no.	Particular	Remarks
1.	Name of the agency Contact Person Contact detail (Phone no. Fax, and Email id) Address	
2.	Name of the Owner/Partner/ Director	Details to be submitted
3.	Constitution of agency (Proprietorship Firm, Partnership firm, Company etc.)	Supporting document to be enclosed (Memorandum and Articles of Association/ Shareholders' Agreement in case of Limited Company)
4.	Authorized Signatory	Declaration letter on the agency letter head to be submitted
5.	EMD	DD no. and date
6.	Tender Document Fee	DD no. and date
7.	Organisation Profile	To be attached
8.	Bidder must submit all pages duly signed and stamped of technical and financial proposal as acceptance to reflect that the Terms and Conditions indicated in the T e n d e r are Acceptable to them.	

Signature of bidder with seal

ANNEXURE -2
FINANCIAL BID FORMAT

To

Registrar

INDIAN INSTITUTE OF TEACHER EDUCATION (IITE)

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016 (Gujarat)

Dear Sir:

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

Note:

- Applicable GST shall be paid extra on quoted rate.
- The agency will have to work accordingly as per the scope of work and will have to strictly follow the terms and condition of the tender.
- The quoted rate shall be inclusive of travelling, accommodations, food and any other related expenses to be incurred.
- The bidder will have to operate the item at the requirement of IITE. IITE shall have the right to add/delete or can make variation in the work scope depending upon its requirement and decision.

Signature of the Bidder with Seal

PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company	Partnership deed/MoA-AoA/ as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
A	Head Office address /Local Office address (if any)	
B	Head Office address	
4	Contact detail	
A	Mobile Number	
b	Email detail	
5	Nature of Business	
	1. Since	
	2. Since	

No disclosure or wrong information /non-acceptance any shall result in the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE – 3

CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA

Technical Criteria for bidders:

Sr.	Technical Criteria	Documentary Evidence	Verification (Yes/No)
1	Tender Fees		
2	EMD fees		
3	The bidder should have experience of managing at least three conference/seminar/programme consisting of larger participants of international & national delegates or any equivalent event in Govt. Sector/Semi Govt. /PSU sector/Corporate sector in last 36 months from the last date of tender submission. (One convocation exp. Completion is compulsory out of three) (Enclose work order copy & completion certificate/supporting document from the client.)		
4	Bidder should submit the IT returns, Audit Reports and Balance sheet of last 3 Assessment year		
5	Bidder should have annually Turnover of 50.00 lakh in last 3 years (CA Certified Turn over certificate of last 3 Assessment Year should be submitted. Due to corona pandemic if any agency or firm don't have annually turnover in this 3 year, agency should be submit.		
6	Event Photograph		
7	The Bidder shall invariably enclose copy of Service Tax/ VAT /GST number and shall Submit copies of returns of last three Assessment years.		
8	Professional tax Certificate		

9	The bidder shall have done three Govt./semi Govt/PSU or any event work worth of minimum Rs. 10 Lacs during any three of the last three Assessment years. Completion certificate for the same shall be produced by the contractor.		
10	The bidder should submit an affidavit on appropriate stamp paper that the vendor has not been black listed by any Government Sector/Semi Government/PSU Sector in India. (Enclose affidavit)		
11	The bidder should have experience in liaison with various state government departments, i.e., police department, health department, fire department, labour department, industry department, electricity department, etc. for necessary approvals to organize the such type of events. (Enclose self-declaration on company letterhead with office seal)		

Signature of the Bidder with seal

ANNEXURE -4

LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Year of completion

NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.
- List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of bidder

ANNEXURE -5

HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

ANNEXURE -6

INDEMNITY UNDERTAKING

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s..... will abide by all safety rules and procedures. I declare that I M/s.....will be responsible for.....any safety violations/ accidents etc. IITE will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure IITE that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at

I hereby declare that I am sole responsible on behalf of M/s..... for giving such a declaration.

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

Signature of IITE Official

ANNEXURE-7
SELF DECLARATION OF NOT-BLACKLISTED
(on company letter head)

Date:

To

Registrar

INDIAN INSTITUTE OF TEACHER EDUCATION (IITE)

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016 (Gujarat)

Dear Sir,

This is to declare that our company is not blacklisted by any Central/State Government Department/Public Sector Undertaking.

Name of Bidder:

Signature of the Bidder with seal

ANNEXURE – 8
PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Sr. No.	Particular	Remarks
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/Other(pl. specify)	
3	Year of incorporation/registration	
4	Communication detail Head office address, if any Local office address	
5	Contact detail Landline: Fax: Mobile: Email:	
6	Nature of Business	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal