



MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR



**BLITZSCHLAG**

31 JAN - 2 FEB

## **Tender Document**

**For**

**Tentage arrangement and associated work for  
BLITZSCHLAG'19 at MNIT Jaipur**

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**Email: [storepurchase@mnit.ac.in](mailto:storepurchase@mnit.ac.in)**

**Jawahar Lal Nehru Marg, Malviya Nagar  
Jaipur, Rajasthan 302017 (India)**



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर  
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Jawahar Lal Nehru Marg, Malviya Nagar Jaipur, Rajasthan 302017

Tel #: +919549650356

Email: storepurchase@mnit.ac.in

Website: www.mnit.ac.in

**Invitation for Bids / Notice Inviting Tender**

**Date: 10.01.2019**

Malaviya National Institute of Technology, Jaipur is a premier Institute of Education and Research enacted by act of Parliament, Government of India. The Institute would like to procure the following Goods / Services for its day-to-day activities. The Technical specifications, Allied requirements and Scope of Supply are given below.

Sr. No.	Tender No.	Name of Work	Quantity	Single / Two Bid
1	F5(1549)ST/MNIT/2018 (II)	Tentage arrangement and associated work for BLITZSCHLAG'19 at MNIT Jaipur	As mentioned in Page No. 06	Single

1. Bids are invited for tendering process and the Tender Document can be downloaded from the Tender portal of Government of India, **CPPP site <https://eprocure.gov.in/epublish/app>** . A copy of the Tender Document is also available on MNIT, Jaipur Website, [www.mnit.ac.in](http://www.mnit.ac.in). as per schedule given below:

Event	Date & Time
Tender Publishing Date	10.01.2019
Bid Submission Start Date	10.01.2019
Bid Submission End Date	22.01.2019 by 02.00 PM
Bid Opening Date	22.01.2019 AT 03.00 PM

2. The address for submission of EMD/Bid Security, Bid and for obtaining further information:  
Office of :  
Dean (Student Welfare and Alumni Affairs)  
Prabha Bhawan, MNIT Jaipur
3. The prospective bidders should adhere to deadlines specified in Tender Details Screen corresponding to this Tender on Tender portal **CPPP site <https://eprocure.gov.in/epublish/app>**.

4. Bid Security/Earnest Money Deposit & Tender Fee

(i)	The amount of bid security/EMD shall be a) In case of Foreign Bidder : <b>NIL</b> b) In case of Indigenous Bidder EMD : Rs.11,000.00 c) In case of Indigenous Bidder Tender Fee : Rs. 500.00
(ii)	The Bid Security/Earnest Money Deposit shall be deposited through Bank Guarantee/Demand Draft drawn in favour of "Malaviya National Institute of Technology Jaipur,". The original Bid Security/EMD must be delivered to address mentioned in Sr.No.2 above on or before bid submission date and time as mentioned in "Date Sheet" failing which the bid shall be summarily rejected.

The Director, MNIT Jaipur reserves the right to accept or reject any or all tenders / offers either in part or in full or to annul the tender process at any stage or to split the order without assigning any reasons there for.

## **INVITATION FOR LIMITED TENDER**

Bidder has to submit document duly numbered. The Tender should be submitted in the following manner:-

- The **First Envelope** should contain the Bidder tender Fee of **Rs.500.00/-(Non Refundable)** & EMD of **Rs.11,000.00/- (Refundable)** in the form of Demand Drafts drawn in favour of “**Malaviya National Institute of Technology** ” payable at or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of bid.
- The **Second Envelope** should contain the Technical Bid in sealed envelope complete with Concept & Design of the proposed Exhibition Site with Stalls, Branding & Design of all material to be put up as per the scope of work. Copy of Work Orders bringing out Relevant Experience of the Agency in organising similar Events, Experience of working with at least One PSU/Govt./ Reputed Private Sector Organization during last 3 years, CA Certificate/Financial Statements for Annual Turnover, Photographs of the Events organised by them as proof, etc. for bringing out the fact that they meet the Eligibility Criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. There should be no mention of the prices in the Technical Bid Document. Original printed document with signature & seal of the submitting company shall be considered as authentic. Filling up prices in Part II will disqualify the Bidder.
- The **Third Envelope** should contain the **Financial Bid only**. Services offered should be strictly as per specifications mentioned in this Tender Document.
- The first, second & third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted through Speed Post/Courier and also by hand by depositing in the Tender Box as given in point 02 of NIT

Tenders will be opened on 22.01.2019 at 03:00 PM Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinized with regard to the eligibility criteria, as mentioned in the Tender Document under the heading “Instructions to Bidders”. Only those bidder/bidders who meet eligibility criteria & their design are found to be impressive being in-line with the theme of the Event and approved by the competent authority, will be shortlisted for opening of Financial bids. The Financial Bids will be opened on dated 22.01.2019 at 03:00 PM. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting.

## **TENTAGE TENDER For MNIT Jaipur Fest- BLITZSCHLAG'19**

Terms & conditions for BLITZSCHLAG'19, Tentage and associated works included in the limited tender enquiry.

1. As the BLITZSCHLAG'19 is an important function of the Institute, timely completion of work and high quality material would be deciding factors in award of work. A committee in this regard may inspect material to be used for the work
2. Sufficient man-power should be available for proper development of stage, proper erection of all the truss, etc. Technical manpower also to be provided to ensure safety of area, etc. and proper electrical connections so as to avoid any hazard due to the work entrusted with the contractor. All joints must be properly insulated so as to avoid any short circuiting and fire. The structure erected should be strong enough to withstand forces due to wind/rain etc.
3. The contractor will be responsible for transportation of all material related to his/her work and no extra payment will be made by the Institute on this account.
4. Contractor himself will be responsible for safety and security of his material and MNIT will not be responsible for any damage/theft of material of the contractor.
5. For any emergent situation, the contractor will provide solution related to his work at no extra cost.
6. All material used should be of very high quality. Items used should be of mentioned or of above specifications (quality). However, payment will be made for the specifications as mentioned in the tender.
7. For any item mentioned in the tender and not used in the event, payment will not be made.
8. All works related to the Tentage etc. should be complete by 31.01.2019 (Thursday) by 8 A.M., so that any modification/alternation can be made in time. BLITZSCHLAG'19 is scheduled from 31st Jan'19 – 08:00am to 02nd Feb'19 – 12:00 midnight. Given dates only.
9. The Institute has right to reject any/all tenders without assigning any reason.
10. A tally of items used in the event has to be maintained by both the parties (Logistics Secretary from CACS Team 2018-19 from MNIT Jaipur)
11. Quantities shown in the schedule are indicative and may vary as per the requirement. However payment shall be made on actual basis.
12. Item wise price of every particular related to tender (Per Item Price) has to be included in the tender.
13. All works related to this tender should be completed to the entire satisfaction of the Director, MNIT Jaipur failing which the Institute will have right to cancel the tender and no payment will be made in that case.
14. Taxes (if any, with rate) to be paid by the Institute should be clearly mentioned in the tender.
15. In case of any deceit found, Institute has the right to withheld or stall the payment.
16. Final Bills/ Invoice should be submitted within one week of completion of the event to the Office of Dean (Student Welfare and Alumni Affairs), Prabha Bhawan, MNIT Jaipur, to Ms. Simi Choudhary, Sr. Assistant, CACS & AA.

**I/We have read the above terms & conditions and we agree to above terms and conditions.**

**Sign & Seal of the Tenderer**

Contact Details of the Tenderer:

# Scope of work

1. The bidder would use ethnic elements and items for ambience creation. These elements of ambience would be purchased by selected bidder and would be used for ambience creation and would be the property of selected bidder after the event.
2. The selected bidder would be responsible for designing and creation of theme based ambience during the period 31.01.2019 on 08:00 AM to 02.02.2019 midnight.
3. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work so that the them is fully set up by the Morning of 31.01.2019 at 08:00 AM
4. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land owning agency i.e. MNIT Jaipur by the last evening of the event.
5. The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
6. The selected bidder would be required to coordinate with the coordinator of the event at MNIT Jaipur and take their permission while setting up stalls in front of their Emporia for smooth & un- interrupted running of the event.
7. It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, fire extinguishers, chair, tables, canopies & etc.
8. Provision for cooking area behind every food stall has to be created with water facility/ dustbin etc.
9. All the electrical cables and wires should be properly insulated. There should not be any loose wires. Gen set installation for the event would be the responsibility of the selected bidder with the required permission of the Ministry of environment.
10. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980.
11. Removal of garbage from the site and its disposal to the nearest JDA dustbin is the responsibility of selected bidder.
12. The entire venue has to be covered by Barricading as defined.

**13. The Scope of Work for financial bidding is summarized here below:-**

S.No.	Particulars	Size/ Quantity	Unit	Rate of each unit in Rs. Per day	Total amount(Rs.) For 3 days
1	Cloth Masking (White/Black)	4500	Sq.ft.		
2	Food Festival 4 side wall with masking	15000	Sq.ft.		
3	Frill Design work on stage (Black color with Blue dripping)	1000	Sq.ft.		
4	Executive Black Leather Chairs	10	Nos.		
5	Deluxe Black Leather Sofa (seating capacity 2each) 1 deluxe table with each	40	Nos.		
6	Deluxe table	2	nos.		
7	Plastic Chair	400	Nos.		
8	Carpet - Blue	4000	Nos.		
9	Carpet – Red	4000	Nos.		
10	Welcome Gate (Truss For Banner) at Main gate MNIT Jaipur - <b>16x18</b>	1	Job		
11	Welcome Gate (Truss For Banner) at Football Ground entrance - <b>16x12x18</b>	1	Job		
12	Welcome Gate (Truss For Banner) at Food Fest Entrance - <b>16x12</b>	1	Job		
13	Tables (6 feet x 2 feet) with table cloth	250	Nos.		
14	Extension board with proper wiring ( 4 power sockets with switches )	100	Nos.		
15	Standard Stall setup 10 ft depth, 10 ft width (Covered from three sides) (Size & Quantity may vary) + Inside Stall Metal Halide 150W	10	Nos.		
16	Standard Stall setup 15 ft depth, 15 ft width (Covered from three sides) (Size & Quantity may vary) + Inside Stall Metal Halide 150W	15	Nos,		
17	Standard Stall setup 7.5 ft depth, 15 ft width (Covered from three sides) (Size & Quantity may vary) + Inside Stall Metal Halide 150W	10	Nos.		
18	Flags with poles (8 ft height) – in different colour	75	Nos.		
19	Barricading of Football Ground Stage, VIP Seating and Console from all the	5500	Sq.ft.		

	sides by <b>White/Black cloth</b> of 4 ft height, (Length may vary as per venue requirement)				
20	Rope for barricading (Length may vary as per venue requirement)	5500	Ft.		
21	Riser Setup for Camera and Console, Size: 2.5ft height with proper carpeting	180	Sq.ft.		
22	Metal Halide (with proper wiring)	200	Nos.		
23	“T” shaped ramp in front of stage (Along with carpet covering (BLUE), height 4 feet	128	Sq.ft.		
24	Standard Size metal Poles (12 ft)	85	Nos		
25	Wood Bamboo sticks 8 ft	50	Nos.		
26	Stage Setup Height: 4ft	48 ft x 32 ft	Job		
27	Stage Setup for LED SCREEN Height 4ft (Dimension May Vary) ( As per DJ requirements)	200	Job		
28	Stage Setup – VLTC HEIGHT : 4ft with proper blue carpeting ( <b>1DAY</b> )	640	Sq.ft.		
29	Stage Stairs (4FT Height)	2	Nos.		
30	Dustbins (3 feet height) Syntex make	25	Nos.		
31	Area setup for Cooking And other work of stall holders (Covered from three sides + top)(Stalls) Size: 45ft.x45ft	2025	Sq.ft.		
32	62 KVA silent Diesel Generator Set with Diesel for 8 Hours including one changeover with appropriate capacity	2	job		
33	125 KVA silent Diesel Generator Set with Diesel for 8 Hours including one changeover with appropriate capacity	2	job		
34	Green Room Ply board 30 ft * 15 ft (for last day) with proper setup	1			
35	Green Room (normal cloth) (for 1st day and 2nd Day) with proper setup	2			
36	Beddings	600	Nos.		
	<b>Total</b>				
	<b>GST (As Applicable)</b>				
	<b>Grand Total</b>				

# **INSTRUCTIONS TO THE BIDDERS**

## **I. PROPOSED EVENT :- TENTAGE ARRANGEMENT AND ASSOCIATED WORK FOR BLITZSCHLAG'19 AT MNIT JAIPUR**

## **II. ELIGIBILITY CRITERIA**

- a) Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.
- b) Relevant experience of organizing at least two similar Exhibition/Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private)
- c) At least 1 similar assignment executed with value of more than Rs. 2.25 Lakh or 2 similar assignment of 2.00 lakh including projects like Exhibition, Foundation day/Jubilee celebration/functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.
- d) Financial turnover of the company should not be less than Rs. 10.00 Lakh each during last three financial years. CA Certificate along with complete financial statements to be submitted.

## **III. REJECTION OF BIDS**

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfill any one or more of the following conditions:-

- a). If Bid processing fees is not enclosed.
- b). If EMD is not provided by the bidder.
- c). If the bidder tries to put any influence.
- d). If the bidder furnished false information.
- e). If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- f). Any bid received by MNIT Jaipur after the bid due date/time prescribed in the Tender Document shall be rejected.
- g) Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- h). Bids shall remain valid for 90 days after the date of Bid opening prescribed by MNIT Jaipur. A Bid valid for a shorter period shall be rejected as non-responsive.

## **IV. CRITERIA FOR SELECTION OF BIDDERS**

1. The agency who quotes lowest in the financial bid shall be eligible for award of work after technical evaluation.
2. **The Technical Selection shall be evaluated as per the following evaluation criteria:-**
  - a. Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.
  - b. Relevant experience of organizing at least two similar Exhibition/Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private)
  - c. At least 1 similar assignment executed with value of more than Rs. 2.25 Lakh or 2 similar assignment of 2.00 lakh including projects like Exhibition, Foundation day/Jubilee celebration/functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years.



- d. Financial turnover of the company should not be less than Rs. 10.00 Lakh each during last three financial years. CA Certificate along with complete financial statements to be submitted..

**All the agencies are hereby requested to develop concept and design as per Scope of Work. The agencies are further requested to visit the venue before submitting a layout plan.**

e. **Financial bid:** The financial bid is to be quoted in the prescribed format as at Annexure-2.

- f. The Director, MNIT Jaipur reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. The Director, MNIT Jaipur can accept OR reject the financial bids without assigning any reason and decision of the The Director, MNIT Jaipur will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, The Director, MNIT Jaipur reserves all the rights to decide on the issue of identifying selected bidder

#### **V. OTHER CONDITIONS:-**

- a). **Liquidated Damages:-** The entire work as listed in the scope of work is to be completed by the Morning of 31.01.2019 by 08:00 AM The above time schedule is required to 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/time of completion as indicated above. Penalty would be applicable at the rate of 5% of the contract value for delay of each day, subject to maximum of 10% of the contract value. The penalty shall be recoverable from the EMD/ Bill submitted by the agency.

Further, in case of delay to deliver the work within stipulated program, MNIT Jaipur reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that MNIT Jaipur incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee. Moreover, MNIT Jaipur shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b). **Earnest Money Deposit (EMD)**

- (i) The Bidder shall furnish, EMD of Rs. 11,000/- (Rs. Eleven Thousand) in form of Demand Drafts drawn in favour of "Malaviya National Institute of Technology Jaipur" payable at Jaipur or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of bid in a separate envelope. Only after the confirmation of valid EMD, the Technical Bid will be opened.
- (ii) No interest shall be paid on EMD.
- (iii) EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.
- (iv) The successful Bidder's EMD will be discharged upon the Bidder signing the acceptance, and furnishing the Performance Bank Guarantee.
- (v) The EMD may be forfeited either in full or in part, at the discretion of MNIT Jaipur, on account of one or more of the following reasons:-
- a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
  - b) Bidder does not respond to requests for clarification of their Bid.
  - c) Bidder fails to co-operate in the Bid evaluation process, and
  - d) In case of a successful Bidder, the said Bidder fails:
    - 1.to sign the acceptance in time; or
    2. to furnish Performance Guarantee.

c). **Performance Guarantee**

- (i) The selected bidder shall submit Performance Guarantee / Demand Draft equal to 10% of the contract price to the Office of Dean Student Welfare at the time of award of work and shall be issued as per the given format and shall be issued from any Scheduled Bank.
- (ii) The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the exhibition.
- (iii) If the selected bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited and his bid will be held void.
- (iv) Format of Performance Guarantee will be provided to the shortlisted bidder along with the

LOI. d) **Payment Terms**

Within 30 days after successful completion of the event.

e) **Additional Conditions:-**

- i) Director MNIT Jaipur reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- ii) The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- iii) In case of any dispute, decision of competent authority will be final and binding.
- iv) The bidder must furnish a declaration to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization etc.
- v) The format for Technical Bid & submission of relevant documentary evidence is enclosed as **Annexure-4**. Bidders are requested to submit their technical bid strictly in the enclosed format.

**VI. Force Majeure**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings, of any such eventually is given by party either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or relay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Director MNIT Jaipur will be final and conclusive.

**VII. Arbitration**

- (a) If a dispute of any kind whatsoever arises between the MNIT Jaipur 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, in action, 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) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the MNIT Jaipur 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.
- (c) Arbitration proceedings shall be held at Jaipur and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (d) All arbitration awards shall be in writing and shall state the reasons for the award.
- (e) Penalty/Liquidate Damages shall not fall under the Arbitration clause.

### **VIII) Cancellation / Postponement of Programme**

In case the organising of the Event is cancelled or postponed due to any reason, no claims shall be made by the bidder on MNIT Jaipur.

### **IX). ANNEXURES (To be filled up and submitted by the bidders)**

- a).Annexure-1 :-Technical Proposal Submission Letter
- b).Annexure-2 :- Financial Bid Format
- c).Annexure-3 :- Profile of the Bidder
- d).Annexure-4 :- Format for Submission of Technical Bid
- e).Annexure-5 :- Obligation / Compliance to be Ensured by Bidder
- f). Annexure-6 :- List of Similar Work Executed in Last Three Years
- g).Annexure-7 :- History of Litigation
- h).Annexure-8 :- Indemnity Undertaking

ANNEXURE-1

TECHNICAL PROPOSAL SUBMISSION LETTER

[Location, Date]

To:

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Pavilion & stalls of MNIT Jaipur for organizing **BLITZSCHLAG 2019 at MNIT Campus** as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal & Financial Bid.

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.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment immediately from the date of issue of letter of award and undertake to complete the assignment by the morning of 31.01.2019 at 08:00 AM

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

\* Proposal should be submitted on the official letter head of the company

**ANNEXURE -2**  
**FINANCIAL BID FORMAT**

**Tender Document No. : F5(1549)ST/MNIT/2018 (II)**

**To:**

Dear Sir:

We / I, the undersigned, offer to provide the services to conceptualize, design, fabricate & branding of the Pavilion & stalls of MNIT Jaipur for organizing **BLITZSCHLAG 2019 at MNIT Campus** as per the Guidelines, terms & conditions mentioned in this Tender document. As per the Terms of Reference given in this Tender Document within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Thanking you.

Yours Sincerely,

Signature of the Bidder with  
Seal

## **Financial Bid**

**As per page no 06 to 07 of Tender document**

The above cost is exclusive of GST. The taxes will be chargeable as per applicable rule. Payment to the Agency will be released after deduction of TDS as applicable.

Signature of the Bidder with Seal

## ANNEXURE – 3

### 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.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
3	Year of Incorporation/ Registration number	Incorporation certificate as applicable
4	Communication Detail	
5	Head Office address /Local Office address (if any)	
6	Head Office address	
7	Contact detail	
8	Mobile Number	
9	Landline Number	
10	Fax Number	
11	Email detail	
12	Nature of Business	
	1. Since _____	
	2. Since _____	

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

## ANNEXURE – 4

## Format for submission of Technical Bid

Sr.	Criteria	Documentary evidence	List of Documents Enclosed Along with Page Nos.	Whether Relevant Document Provided (Yes/No)
1	The Agency should have Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years.	Enclose Work order copy.		Yes / No
	Relevant experience of organizing at least two similar Exhibition/Festival/ Event/ Entertainment/ IEC Projects during last 3 years (with Govt./PSU's/Private)	Work Order & Photographs is to be attached for authenticating claim.		Yes / No
	Organised at least One similar assignment executed with value of more than Rs. 2.25 Lakh / 2 events of 02 Lakh each for Exhibition, Foundation day/Jubilee celebration/ functions, Award function, Product launches and other entertainment project for PSU/Govt. bodies/ Reputed Pvt Sector, in last three years..	Work Order & Photographs is to be attached for authenticating claim.		Yes / No
	Financial turnover of the company should be at least Rs.22.00 Lakh each year during last three financial years.	Audited Financial Report / Chartered Account Certificate indicating Minimum annual financial turnover from similar works.		Yes / No

Signature of the Bidder with seal



**ANNEXURE -5**

**OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER**

Sr.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labor act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF registration number with detail of deployed staff		

**Signature of the Bidder with seal**

**ANNEXURE -6**

**LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS**

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

**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.

Signature of Authorised Signatory of Bidder  
Official Seal

Dated

**ANNEXURE -7**

**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 comes to notice subsequently will result in disqualification of the bidder.

**ANNEXURE -8**

**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/ accident etc. Any official of MNIT Jaipur will not be responsible for any accident / incident and will not compensate financially or otherwise.

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

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Name of Indemnifier    Signature of Indemnifier

Stamp/Seal of the Indemnifier  
/Contractor

**Deputy Registrar (S&P)**