

Department of Panchayati Raj  
GOVERNMENT OF UTTAR PRADESH

TENDER

FOR

**SELECTION OF AN AGENCY FOR MANAGEMENT OF State level Conference of Block  
Pramukhs at Lucknow on 24<sup>th</sup> Sept,2024**

E-BID REFERENCE: 5/622/2024-RGSA/03/2018 dated  
11<sup>th</sup> Sept, 2024

E-TENDER PORTAL: [HTTPS://ETENDER.UP.NIC.IN](https://ETENDER.UP.NIC.IN)  
12 Sept'2024

AUTHORITY:

**Department of Panchayati Raj**  
**GOVERNMENT OF UTTAR PRADESH**

## **1 DISCLAIMER**

The information contained in this tender or subsequently provided to the bidder, whether verbally or in documentary or in any other form by or on behalf of department of Panchayati Raj, Government of Uttar Pradesh (herein after referred as PANCHAYATI RAJ) or any of its employees, is provided to the bidder on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement or an offer by the PANCHAYATI RAJ to the prospective bidder or any other person. The purpose of this tender is to provide bidders with information that may be useful to them in the formulation & submission of their bids pursuant to this tender.

This tender may not be appropriate for all persons, and it is not possible for the PANCHAYATI RAJ and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The PANCHAYATI RAJ accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The PANCHAYATI RAJ and its employees/advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

The PANCHAYATI RAJ also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this tender. The

PANCHAYATI RAJ may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender.

The issue of this tender does not imply that the PANCHAYATI RAJ is bound to select a bidder or appoint the selected bidder as the case may be, for the job and the PANCHAYATI RAJ reserves the right to reject all or any of the applications/bids without assigning any reasons whatsoever.

## **2 INSTRUCTION FOR E-TENDERING**

The bidding process for this tender will be completed online through e-tender portal. The tender document can be downloaded free of cost from the e-tender portal.

The bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the user login option on the home page with the login id and password with which he/she has registered.

For successful registration of DSC on e-procurement portal <http://etender.up.nic.in>, the bidder must ensure that he/she should possess class-2/class-3 DSC issued by any certifying authorities approved by the controller of certifying authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain user login id and perform DSC registration exercise even before e-bid submission date starts. The bidder shall be required to use own digital signature while uploading its bid. The bidder shall be required to upload the bid using its digital signature only. Failure to comply or usage of digital signature of other firm shall be liable for rejection of the bid.

The bidders must upload all the required documents (which would form the technical proposal) electronically in the pdf format, except for the financial proposal (BoQ), which will be electronically uploaded on the prescribed .xls format only on the e-tender portal <https://etender.up.nic.in>. It is suggested that the pdf files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-tender portal <https://etender.up.nic.in>. The required electronic documents for each document label of technical (project details, annexures, etc.) Schedules/packets can be clubbed together to make single label file. The size of single label file should not exceed 40 mb size.

### 3 NOTICE INVITING TENDER

The PANCHAYATI RAJ invites sealed technical and financial proposals for **Selection of an Agency for Management** of State level Conference of Block Pramukhs, Lucknow

S.NO.	DESCRIPTION	DATE/DETAILS
1.	Issue of the tender document on the e-Tender portal <a href="https://etender.up.nic.in">https://etender.up.nic.in</a>	12/09/24 at 11 am.
2.	Pre bid Query	14/09/2024 by 4 pm.
3.	Earnest Money Deposit (EMD)	INR 1,30,000/- payable in the form of demand draft/FDR, in favor of ' Director, Panchayati Raj ', Payable at 'Lucknow'
4.	Bid submission start date	12/09/24 at 11.am
5.	Bid submission closing date	17/09/24 by 2 pm.
6.	Opening of technical e-bid	17/09/24 at 4 pm.
7.	Financial e-bid opening	To be confirmed, later.

The Demand Drafts for EMD has to be submitted in original (hard copy) in a separate envelop on or before the last date & time of bid submission at the address given below. The Demand Drafts should be drawn in favor of Director, Panchayati Raj and payable at Lucknow.

#### **4 PROJECT BACKGROUND**

PANCHAYATI RAJ, Lucknow is organizing a State level Conference of 826 Block Pramukhs of the State at Jupiter Auditorium, Indira Gandhi Pratisthan. PANCHAYATI RAJ, Lucknow with the objective of creating visuals of the sequence of events, intends select a professional agency for planning, coordinating, and organizing various activities during the event.

In this context, the PANCHAYATI RAJ intends to take services of a professional agency for organizing the proposed show. Interested applicants shall submit the e-bids, the scope of work and the terms & conditions of which is mentioned in this tender document.

#### **5 SCOPE OF WORK**

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The list given below is an indicative list and shall include any other activity in association to those mentioned below:

The agency shall be required to carry out all the activities required for successful event management which is scheduled to be organized on 24<sup>th</sup> Sept,2024 **at Indira Gandhi Pratishthan, Lucknow**. thus time will be of the utmost importance for the project. Please note all deliverables including design and material choice under this project shall be required to have approval by the Authority before the Agency commences work on the same.

##### **A. State level Conference of Block Pramukhs; Venue: Jupiter Auditorium, Indira Gandhi Pratisthan, Lucknow**

The agency will primarily be required to:

- Co-ordinate with IGP, Lucknow for successful organization of the conference.

- Management of main stage including but not limited to basic décor, frills on all sides of the stage, stage skirting if any, masking if any, framing if any, carpeting, steps, console with necessary equipment and other stage setup related work. All linen used should be stain free.
- Adequate functional Sound and Lighting system with latest technology available, for the entire show including microphone arrangements, PA system, mixer, etc.
- Adequate hygienic (stain free) seating arrangements including sofas and tables for the event participants and delegates with fresh linen wherever needed.
- The agency shall also setup functional P3 LED walls along with all associated infrastructure required. The agency shall also be required to setup Stage Monitors which be used as a medium of display on stage for VVIPs
- Adequate capacity of silent generators along with backup to be used for the event. The fuel charges for the same to be included in the financial quote.
- As part of the event management scope, the agency shall also be responsible for designing and printing marketing collaterals including invitation cards for the event as per the Authority discretion.
- The agency shall coordinate with the Authority for procuring mementos, which will be presented to the delegates and participants, post seeking approval from the Authority.
- Fresh flower decoration of the event site as per the instructions of the Authority including flower bouquets for senior delegates and participants
- The agency shall also layout carpet areas at the event site, the area for the same shall be finalized in consultation with the Authority
- The agency shall design, conceptualise and fabricate the exhibition gallery –

including thematic and normal stalls for exhibition display

- The agency shall also organize and co-ordinate for catering services .
- The agency shall act as a principal coordinator for the entire event and ensure the entire event is conducted smoothly.
- Videography and photography of the event including post event show report, along with an event film of at least 3-5 minutes.
- F&B Arrangements for Delegates at the venue

For further details on the specification and items required for the project please refer the BOQ.

**Note 1:** the agency will be responsible for all planning, procurement & execution of the event mentioned above. All necessary equipment for the operation & safety, gensets, power connection, fuel, cabling & other necessary requirements is the responsibility of the agency.

**Note 2:** any damage caused, either to the public property or public will be the responsibility of the agency and the same must be factored in in the setup& execution of the aerial firecracker show.

**Note 3:** the site/s must be cleared of any trash, after the closure of the project.

**Note 4:** the applicants must quote in the 'Financial Bid' (BoQ, to be uploaded separately in .xls file) the cost for the scope of work listed above. The cost of transportation, manpower and any other direct or indirect cost must be factored in. The fees quoted must be exclusive of GST.

**Note 5:** for installation purpose in the event, it is advised to use the products/equipment's that are of genuine make. The agency will supply all details of the make to the authority.

In addition to the above scope of work, the agency will also be responsible for the on-ground end to-end setup, on-ground support and facilitation for each element/aspect of the scope of work.

Shri A K Shahi, Deputy Director, Panchayati Raj Department, Uttar Pradesh

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TEL - +91 522-2308017/2308993; Email

## **7 PROJECT DURATION**

The duration of the project would start from the date of issue of the work order and would include the time period preceding the event, duration of the event proposed by the Authority, neat dismantling of the site, and submission of the post-event report.

## **8 INSTRUCTION TO BIDDERS**

The selected bidder shall function as the agency for organization of an event at Azadi Ka Amrit Mahotsav, and its scope would be extended to items lists in the scope of work.

The proposal will be evaluated on the basis of the evaluation criteria set out in this tender document in order to identify the Successful Bidder ('Successful Bidder'). The Successful Bidder will be issued a work order by the PANCHAYATI RAJ. The PANCHAYATI RAJ intends to adopt a two-stage e bidding process for the Selection of the Agency for the Assignment. Hence, the Technical and Financial proposal shall be uploaded as two separate files on the e-tendering website.

Each bidder shall submit a maximum of one (1) proposal for the assignment, in response to this tender document. Any bidder who submits more than one proposal for the assignment shall be disqualified. **Any joint venture/consortium is not allowed for this e-tendering process.** The proposal shall remain valid for a period of not less than 60 days from the proposal due date (proposal validity period). The PANCHAYATI RAJ reserves the right to reject any proposal, which does not meet this requirement.

## **9 EARNEST MONEY DEPOSIT (EMD)**

An Earnest Money Deposit (EMD) for an amount of INR 1,30,000/- (Rupees One Lakh thirty thousand only) in the form of a Demand Draft/FDR/ rtgs, in **favor of Director, Panchayati Raj, payable at Lucknow** has to be submitted for acceptance of the e-bid. The demand draft must be hand delivered to the office of the PANCHAYATI RAJ on or before the bid submission date and time. The EMD shall be valid until 45 days after the validity period of the tender. Bidders registered under MSME are exempted from EMD submission as per standard tender terms & conditions governing the EMD Clause and MSME category.



EMD shall be returned to the unsuccessful bidders within a period of one month from the date of issue of 'Work Order' to the 'Successful Bidder'. EMD submitted by the 'Successful Bidder' shall be returned one week post the submission of Performance Security. EMD shall be forfeited if any information or document furnished by the bidder turns out to be misleading or untrue in any material respect.

## **10 FORMAT AND SIGNING OF E-BIDS**

The bidder shall provide all the information as per this tender document. The PANCHAYATI RAJ will evaluate only those proposals that are received in the required format and are complete in all respects. The bidder shall prepare the electronic copy for the e-bids (in pdf format) and upload the e-bids on etender portal <https://etender.up.nic.in> through the bidder's digital signature certificate (DSC). Each proposal shall comprise the following:

### **9.1 PART I SUBMISSION**

- A. Scanned copy of the DD / FDR for Earnest Money Deposit (EMD), if applicable;
- B. Covering letter in the format set out in appendix A;
- C. Details of the bidder in the format set out in appendix B.
- D. Power of attorney as per appendix C, authorizing the signatory of the proposal to commit the bidder;
- E. Technical proposal comprising:
  - i. Eligibility criteria and technical evaluation methodology';
  - ii. Affidavit regarding the non-debarment by any state/central government or their agencies, in the last five years;
  - iii. Others as per appendix

### **9.2 PART II SUBMISSION**

- A. Financial proposal will be separately uploaded on the e-tendering website after dully filling the 'bill of quantities' in the excel file (boq.xls) per the provided format and marked as 'Part ii submission – financial bid';
- B. The Amount quoted in the Financial Bid (BoQ) must be exclusive of GST

Each page of the technical e-bid shall be numbered and signed by an authorized signatory of the bidder.

## **11 SUBMISSION OF E-BIDS**

The bidders should submit their bids online only in the 'Submission' module of the e-tender portal <https://etender.up.nic.in>. The bids shall be submitted only from the bid submission start date till the bid submission end date and time given in the e-tender portal <https://etender.up.nic.in>. Therefore, bidders are advised to submit the e-bids well in time.

The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. Being in a language other than English, a certified translation should accompany the documents as part of the tender. All proposals and accompanying documentation will become the property of the PANCHAYATI RAJ and will not be returned. The bidders should submit their e-bid considering the server time displayed on the e-tender portal <https://etender.up.nic.in>. The server time is the time by which the e- bid submission activity will be allowed till the permissible time on the last/end date of submission of e-bids indicated in the etender schedule. Once the e-bid submission date and time is over, the bidders cannot submit their ebid. The bidders shall only be held responsible for any delay and whatsoever reason in submission of e-bid. The procedure for submission of e-bids by the bidders on the e-tender portal <https://etender.up.nic.in> is already available on the portal and has also been explained in the tender document under 'instructions for e- tendering' section.

### **10.1 Late bids**

The server time indicated in the bid management window on the e-tender portal <https://etender.up.nic.in> will be the time by which the e-bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bids submission date and time is over, the bidder cannot submit his/her bid. Bidder has to start the e-bid submission well in advance, so that the submission process passes off smoothly. The bidder only, will be held responsible if his/her e-bids are not submitted in time due to any reasons.

It shall be deemed that prior to the submission of the proposal, the bidder has:

- A. Made a complete and careful examination of terms and conditions/requirements, and other

information as set forth in this tender document;

- B. received all such relevant information as it has requested from the PANCHAYATI RAJ, and;
- C. Made a complete and careful examination of the various aspects of the project.

The PANCHAYATI RAJ shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

## **10.2 Withdrawal and Resubmission of E-bids**

**Withdrawal:** At any point of time, a bidder can withdraw his/her e-bids submitted online before the e-bids submission end date and time. For withdrawing, the bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e procurement portal <https://etender.up.nic.in>. The bidder should then select 'My Bids' option in the 'Bid Submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'View' to see the details of the bid to be withdrawn. After selecting the 'Bid Withdrawal' option, the bidder has to click 'Yes' to the message "Do you want to withdraw this bid?" displayed in the 'Bid Information' window for the selected bid. The bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the 'Submit' button. The bidder has to confirm again by pressing 'OK' button before finally withdrawing his / her selected bid. Once the bidder has withdrawn his/her bid he/she cannot re-submit this bid again.

**Resubmission:** The bidder can resubmit his/her e-bids as and when required till the bid submission end date and time. The new bid will replace the e-bids submitted earlier. The payment made by the bidder earlier will be used for revised e-bids and the new bid submission summary generated after the successful submission of the revised e-bids will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-tender procurement portal <https://etender.up.nic.in>. The bidder should then select 'My Bids' option in the 'Bid Submission' menu. The page listing all the bids submitted by the bidder will be displayed. Click 'View' to see the details of the bid to be resubmitted. After selecting the 'Bid Resubmission' option, click 'Encrypt & Upload' to upload the revised e-bids documents by following the methodology provided in clause submission of e-bids above.

The bidders can submit their revised bids as many times as possible by uploading their e-bids documents within the scheduled date & time for submission of e-bids. No e-bids can be resubmitted subsequently after the deadline for submission of e-bids.

The PANCHAYATI RAJ may, in exceptional circumstances, and at its sole discretion, extend the above proposal due date by issuing a corrigendum.

## **12 RECEIPT AND OPENING OF E-BIDS**

Bidders are advised to submit their e-bids in 'Two-Packet' system with technical and financial bids separately on e-tender portal. **Please note that Financial Bid (BoQ) must not be shared or quoted in the technical bid. The prices should be quoted in the Financial Bid (BoQ) only.** On receipt on the e-tender portal, the technical proposals will be opened by the Bid Evaluation Committee (BEC) members in the Office of Director, Panchayati Raj, Uttar Pradesh.

The PANCHAYATI RAJ will open all e-bids, in the presence of bidder's authorized representatives who choose to attend **at the office of PANCHAYATI RAJ, Lucknow** on the date and time mentioned in the 'Notice Inviting Tender'. The bidder's representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of e-bid opening being declared a holiday for the purchaser, the e-bids shall be opened at the appointed time and place on the next working day.

The bidder's names & the presence and other details as the purchaser at its discretion may consider appropriate, will be announced at the opening of the e-bids. The names of such bidders not meeting the qualification requirement shall be notified subsequently.

After the evaluation of the technical e-bids, the PANCHAYATI RAJ shall notify those bidders whose e-bids were considered non-responsive to the conditions as mentioned in this tender document and not meeting the qualification requirements indicating that they did not technically qualify for selection as the agency for this project. The PANCHAYATI RAJ will simultaneously notify on the e-tender portal <https://etender.up.nic.in>, whose technical e-bids were considered acceptable and have been shortlisted for the presentation and opening of their financial e-bids.

The PANCHAYATI RAJ reserves the right to reject any proposal not submitted on time and which does not contain the information/documents as set out in this tender document. To facilitate evaluation of proposals, the PANCHAYATI RAJ may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.

### **13 EVALUATION**

The criteria for pre-qualification, technical evaluation and selection of bidders are set out under section eligibility criteria and evaluation methodology.

As part of the evaluation, the Part I – technical submission shall be checked for responsiveness with the requirements of the tender document and only those proposals which are found to be responsive would be further invited to give a presentation in accordance with the criteria set out in this tender document.

PART I – submission would be considered to be responsive if it meets the following conditions:

- A. The amount towards EMD (dd) has been received on or before the proposal due date including any extension thereof.
- B. It is signed and marked as stipulated in clause ‘format and signing of e- bids’ and ‘submission of e- bids’. It contains all the information and documents including scanned copy of demand drafts for the tender fee document and EMD as requested in the tender document.
- C. It contains information in formats specified in this tender document.
- D. It conforms to the bid validity period as set out in the tender.
- E. It provides information in reasonable detail. (“reasonable detail” means that, but for minor deviations, the information can be reviewed and evaluated by the PANCHAYATI RAJ without communication with the bidder). The PANCHAYATI RAJ reserves the right to determine whether the information has been provided in reasonable detail.
- F. There are no inconsistencies between the proposal and the supporting documents.
- G. The e-bid document should be properly indexed with page numbers.

A proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- A. Which affects in any substantial way, the scope, quality, or performance of the assignment, or
- B. Which limits in any substantial way, inconsistent with the tender document, the PANCHAYATI RAJ rights or the bidder’s obligations under the work order, or
- C. Which would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in section eligibility criteria and evaluation methodology.

Price bid of only those bidders, who achieve a minimum benchmark score of 70 in the technical evaluation shall be opened and evaluated. Evaluation shall be done based on the total price (exclusive of GST, as quoted in the BoQ) and evaluation will be done as per QCBS procedure laid down in the bid.

#### **14 THE PANCHAYATI RAJ RESERVES THE RIGHT TO REJECT ANY PROPOSAL, IF:**

- A. At any time, a material misrepresentation is made or discovered; or the bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
- B. In the event of acceptance of the proposal of the preferred bidder, the PANCHAYATI RAJ shall declare the preferred bidder as the successful bidder. The PANCHAYATI RAJ will notify the successful bidder through a letter of intent (LoI) that its proposal has been accepted.

The successful bidder(s) shall be issued the work order on at the earliest.

#### **15 PERFORMANCE SECURITY**

The successful bidder shall at his own expense will deposit with the PANCHAYATI RAJ, within 3 (three) days after the receipt of notification of award of the Work Order (Letter of Award) from the PANCHAYATI RAJ, an unconditional and irrevocable

Performance Bank Guarantee (PBG) amounting to 3% of the agreement value from a Scheduled Bank Acceptable to the PANCHAYATI RAJ, payable on demand, for the due performance and fulfilment of the agreement by the bidder. This Performance Guarantee shall be for an amount equivalent to 3% of the agreement value. All incidental charges whatsoever such as premium, commission, etc. With respect to the Performance Guarantee shall be borne by the bidder. The Performance Guarantee shall be valid until 30 days after the validity period of the tender. Subject to the terms and conditions in the Performance Bank Guarantee, at the end of 03 (three) months, the Performance Bank Guarantee may be discharged/returned by the PANCHAYATI RAJ upon being satisfied that there has been due performance of obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.

Failure of the successful bidder to comply with the requirements of clause performance security shall

constitute sufficient grounds for the annulment of the Work Order/LoA and forfeiture of the EMD. In such an event, the PANCHAYATI RAJ reserves the right to:

- A. Either invite the next best bidder to match with the financial proposal of the successful bidder, or;
- B. Take any such measures as may be deemed fit in the sole discretion of the PANCHAYATI RAJ, including annulment of the bidding process and blacklisting of the firm from the PANCHAYATI RAJ for any future work.

Notwithstanding anything contained in this tender document, the PANCHAYATI RAJ reserves the right to accept or reject any proposal, or to annul the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment.

The bidding process shall be governed by, and construed in accordance with, the laws of India and the courts in Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and or in connection with the bidding process.

## **16 PAYMENT**

Payment will be made to the agency, upon the successful completion of the event and submission of the post event report along with photographs and videos. The final payment will be made only upon the verification of the BoQ and satisfactory performance of the work.

## **17 Breach of Contract and Penalties**

- (i) Breach of SLA is defined as performance lower than requisite performance in this agreement.
- (ii) Penalties will be levied on the service provider, for the violation of Service Level Agreement of the contract as mentioned below:

<b>Sr. No</b>	<b>Particulars</b>	<b>Financial Implications</b>
1	Delay in carrying out event as Per Schedule e.g. delay of an event by few hours or arrangements for the event not done for the day/time decided by the Panchayati Raj	Panchayati Raj can use the clause of Failure to Deliver Service and forfeit PBG for such cases and blacklisting of

Sr. No	Particulars	Financial Implications
		the Agency.
2	Non-delivery of any milestone/deliverable as per scope of work. e.g. – non-delivery of the seating arrangement as per the requirement of the Panchayati Raj	1st instance – 0.05% of the contract value 2nd instance – 0.1% of contract 3rd instance – 0.2% of contract
3	Non-deployment of total manpower mentioned in the contract as per the Schedule	0.5% of overall contract value for every week of delay in deployment of manpower or every day of the event/duration of event
4	If the employee of service provider is found responsible for disobedience/ misconduct or has misbehaved in any manner or resorted to any violent behavior etc. with the employees of Panchayati Raj or other employees of service provider	1st instance – 0.05% of contract 2nd instance – 0.1% of contract 3rd instance – 0.2% of contract
5	If cumulative penalties reach 10% of the contract value	Termination of contract



## **18 ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY**

Bidders which are registered on the e-tender portal are eligible to participate in this e-tendering process. E-bids submitted by any other bidders will be treated as non-responsive and will not be considered against this e-bid. New bidders who wish to participate should initiate new registration on the e-tender portal to be able to participate in the process.

**Note:** qualitative comparative evaluation of work credentials amongst the participating bidders and with the scope of work will be applied work credentials will be considered as on last date of submission of e-bids.

**Important:** since the characteristics of the job is special in nature and is being desired for a marquee event, the PANCHAYATI RAJ will perform sufficient analysis & checks on the technical capability/credentials of the bidders and comparison for each of the projects suggested by the bidder. Evaluation will be finally based on the decision of PANCHAYATI RAJ.

## 19 PRE-QUALIFICATION CRITERIA

Clause	Eligibility Criteria/Pre-qualification criteria	Document Proof
1	The bidder should be a company registered in India under the Companies Act 1956/2013 or a partnership firm registered under the Indian Partnership Act, 1932 or the Limited Liability Partnerships Act, 2008.	(a) In case the Bidder is a Registered Company in India, they should produce the copy of the Certificate of Incorporation. b) In case the Bidder is a Registered Partnership Company / Firm, they should produce the copy of Registered Partnership Deed
2	The Bidder should have an average annual turnover of at least INR 2 Crore in last 3 financial years (FY 2021-22, FY 2022-23, FY 2023-24) from event management services. This should not include sale of goods.	Copy of audited Balance Sheets, Profit & Loss Statements, and work Order/completion certificate of similar values.
3	Bidder shall have positive net worth as on 31/03/2023.	CA Certificate with CA's Registration Number/Seal
4	The bidder must have successfully executed/completed at least following no of similar project of UP Govt/Central Govt in last 3 years as on last date of Bid Submission attended by Head of State / Union Minister / Hon'ble Chief Minister.  - 1 Similar project each of Minimum value Rs. 52 lacs OR - 2 similar project each of minimum value Rs. 32.50. Lacs. OR - 3 similar project of minimum value Rs. 26.00 Lacs.	Copy of Work Order or Completion Certificates from the client.  OR  Copy of Work Order & Self Certificate of Completion signed by authorized signatory.
5	The bidder should have a valid GST registration number.	Copy of GST Certificate & GST Return for past 3 Years.
	The bidder should not stand blacklisted by any Central / State Government departments,	Self-declaration by the bidder duly signed by

6	organization's, agencies, or Public Sector Units for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as on the last date of bid submission.	the Authorized Representative along with a Notary Affidavit.
7	A board resolution OR Power of attorney in the name of the person executing the bid, authorizing the signatory to commit the Bidder.	Board resolution OR Power of attorney with appropriate supporting documents
8	The Agency must have office in the State of Uttar Pradesh	Copy of the Proof.

The agency who fulfil the above pre-qualification criteria will be considered eligible bidder. Failure to comply with pre-qualifications criteria shall render the bidder ineligible. The technical and financial proposal of ineligible bidder shall not be considered.

**Note: submission of forged documents will also result in summary rejection of the bid.**

**E-bid should comprise of following sections:**

1. TECHNICAL BID
2. FINANCIAL BID

Both the bids must be submitted separately on the e-tender portal <https://etender.up.nic.in> Prices should not be quoted in the technical bid. The prices should be quoted in the financial bid only.

## 20 TECHNICAL EVALUATION CRITERIA

S.N.	Technical Evaluation Criteria	Marking System	Max. Marks
1	The Bidder should have an average annual turnover of at least INR 2 Crore in last 3 financial years (FY 2021-22, FY 2022-23, FY 2023-24) from event management services. This should not include sale of goods.	<p>&gt; 2 Crore and ≤ 5 Crore: 15 Marks</p> <p>&gt; 5Crore and ≤ 8 Crore: 18 Marks</p> <p>8.0 Crore above: 20 Marks</p> <p><i>(Values in INR)</i></p> <p>a) Copy of audited Balance Sheets and Profit &amp; Loss Statements.</p> <p>b) Certificate from the Statutory Auditor/Chartered Accountant on turnover details of the three</p>	20

		financial years FY 2021-22, FY 2022-23, FY 2023-24) Provisional Certificate of year 2023-24 will be considered	
<b>2</b>	The Bidder should have experience of delivering projects pertaining to handling Event Management Project with minimum project value of Rs. 26 lacs (each project) in last 3 years as on the last date of bid submission	1 Project: 10 Marks 2 Projects: 15 Marks 5 Projects: 25 Marks 10 Projects: 30 Marks  Copy of Work Order or Completion Certificates/experience certificate from the client should be provided.	30
<b>3</b>	Relevant Past Experience: Experience of delivering projects pertaining to handling/organising at least 2 Event Management Projects for <i>Hon'ble Chief Minister Office/Ministers office, in Uttar Pradesh</i> with minimum value of Rs. 26 Lakhs in last 3 years as on the last date of bid submission	> 26 Lakhs and ≤ 50 lacs: 10 Marks > 50 lakh and ≤ 1.5 Crore: 15 Marks > 1.5 Crore and ≤ 2 Crore: 18 Marks > 2 Crore: 20 Marks  (Values in INR)  Copy of Work Order or Completion Certificates/experience certificate from the client should be provided.	20
<b>4</b>	Approach & methodology with Technical Presentation	Approach & Methodology: a) Understanding of the Scope of Work, BOQ & context of the event: b) Approach & Methodology, and Execution plan to manage the event as per defined scope: c) Innovative approach (Theme, branding etc) for executing a high-level event: d) Creatives / content: Approach and Methodology shall be in the form of a presentation to be	30

		submitted with technical proposal.	
	<b>TOTAL</b>		<b>100</b>

## 21 EVALUATION METHODOLOGY

### 19.1 Technical Bid Evaluation

Only those bidders whose Technical Proposals get a score of 60 (sixty) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (Tn).

Normalization of Technical Score of bidders: The Bidder with highest qualifying Technical bid (H1) will be awarded 100% score. Technical Score will be normalized for other than H1 Bidder using the following formula:

Normalized Technical Score of a Bidder (Tn) =  $\{(Technical\ Score\ of\ that\ bidder / Technical\ score\ of\ the\ H1\ Bidder) \times 100\}$  (adjusted to 2 decimal points)

### 19.2 Commercial Bid Evaluation

i. The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.

ii. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

[for QCBS evaluation]

The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Bidders which did not get disqualified on the basis of point (ii) above). Financial Scores for other than L1 Bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) =  $\{(Commercial\ Bid\ of\ L1 / Commercial\ Bid\ of\ the\ Bidder) \times 100\} \%$  (adjusted to 2 decimal points)

Where,

$F_n$  = Normalized financial score of the Bidder Combined and Final evaluation is relevant for QCBS bids only.  
 $L_1$  = Lowest qualifying financial bid

### 19.3 Combined and Final Evaluation

The technical and financial scores secured by each Bidder will be added using weightage of <70%> and <30%> respectively to compute a Composite Bid Score.

The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows: -

$$\langle B_n = 0.50 * T_n + 0.50 * F_n \rangle$$

Where,

$B_n$  = overall score of Bidder

$T_n$  = Technical score of the Bidder (out of maximum of 100 marks)

$F_n$  = Normalized financial score of the Bidder

In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

#### A. Final Score calculation through QCBS

The final score will be calculated through Quality and Cost Selection method based on the following weightage:

**Technical: 50%**

## **Financial: 50%**

Final score= (0.50\* Normalized Technical Score) + (0.50\* Normalized Financial Score)

- i. The bidder with the highest final score shall be treated as the *successful bidder*.
- ii. In the event the final score is 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the contract.

## **22 FRAUD AND CORRUPT PRACTICES**

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LoA and during the entire project duration. Notwithstanding anything to the contrary contained herein, or in the LoA, the PANCHAYATI RAJ may reject a bid, withdraw the LoA, or terminate the association with the selected bidder, as the case may be, without being liable in any manner whatsoever to the bidder, if it determines that the bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the PANCHAYATI RAJ under the bidding documents and/or the LoA, or otherwise.

Without prejudice to the rights of the PANCHAYATI RAJ under the clause '**fraud and corrupt practices**' hereinabove and the rights and remedies which the PANCHAYATI RAJ may have under the LoA, or otherwise if a bidder, is found by the PANCHAYATI RAJ to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, or after the issue of the LoA or the project duration, such bidder shall not be eligible to participate in any tender or RFP issued by the PANCHAYATI RAJ for a period of 2 (two) years from the date such bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purposes of this clause 'fraud and corrupt practices', the following Terms shall have the meaning

hereinafter respectively assigned to them:

- A. 'Corrupt practice' means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the PANCHAYATI RAJ who is or has been associated in any manner, directly or indirectly, with the bidding process or the LoA or has dealt with matters concerning or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the PANCHAYATI RAJ, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause 'Performance Security' (b) of this tender, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LoA or during the project duration, as the case may be, any person in respect of any matter relating to the project or the LoA, who at any time has been or is a legal, financial or technical adviser of the PANCHAYATI RAJ in relation to any matter concerning the project;
- B. 'fraudulent practice' means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;
- C. 'coercive practice' means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the bidding process;
- D. 'undesirable practice' means (i) establishing contact with any person connected with or employed or engaged by the PANCHAYATI RAJ with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and;
- E. 'restrictive practice' means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

**23 Arbitration** : Director , Panchayati Raj.

**24 Jurisdiction Area** : Lucknow



**25 APPENDIX A**

**COVERING LETTER  
(ON THE LETTERHEAD OF THE BIDDER)**

DATE:

TO:

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

**REF: 'Selection of an Agency for Management of State level Conference of Block Pramukhs**

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as 'the bidder'), and having reviewed and fully understood all of the proposal requirements and information provided and collected, the undersigned hereby submits the proposal on behalf of \_\_\_\_\_ (name of bidder) for the captioned project in one (1) original, with the details as per the requirements of the tender document, for your evaluation. we confirm that our proposal is valid for a period of 60 days from \_\_\_\_\_ (insert proposal due date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed scope of work, which forms a part of the tender document provided to us. We hereby certify and confirm that in the preparation and submission of our proposal, we have not acted in concert or in collusion with any other bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anticompetitive.

Yours faithfully,

For and on behalf of (name of bidder)

Duly signed by the authorized signatory of the bidder

(name, title and address of the authorized signatory)

**26 APPENDIX B****DETAILS OF BIDDER  
(TO BE PROVIDED ON 'COMPANY LETTER HEAD')**

1.	Name of the project		
2.	Name of the bidder firm		
3.	Registered Office	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
4.	GSTIN (Copy to be Enclosed)		
5.	PAN Card No (Copy to be Enclosed)		
6 A.	Name and designation of the Chief Executive of the firm		
6 B.	Address		
7 A.	Name and designation of the authority that is authorized to sign the e-Bid document		
7 B.	Address		
8.	EMD amount (Details of the DD/FDR etc)		
9.	Other Eligibility documents as per Prequalification criteria mentioned in the RFP:		
9 A.	Documents in evidence of Past Experience		

27 APPENDIX C

**POWER OF ATTORNEY  
(ON STAMP PAPER OF INR 100/-)**

Know all men by these presents, we. (name and address Of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. .... (name and residential address) who is presently employed With us and holding the position of .....As our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **'Selection of an Agency for Management of State level Conference of Block Pramukhs'** including signing and submission of all documents and providing information/responses to the PANCHAYATI RAJ in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2024  
for \_\_\_\_\_  
(name and designation of the person(s)  
signing on behalf of the bidder)

Accepted

\_\_\_\_\_ (signature)

(name, title and address of the attorney)

Date: .....

NOTE:

1. To executed only if the bidder is a company, agency or firm.
2. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of attorney.

3. Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this power of attorney for the delegation of power hereunder on behalf of the

## 28 APPENDIX D

### On letter Head.

DATE:

TO:

Ref: **'Selection of an Agency for Management of State level Conference of Block Pramukhs'**

Dear Sir,

I/we \_\_\_\_\_ hereby declare that statements, project documents, credentials, documentary evidences, financial statements and other tender documents in the proposal are true, authentic to the best of my/our knowledge. I/we have not incorporated any information not undertaken by us, in the proposal. I/we, for the purpose of the said tender, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, the PANCHAYATI RAJ, Government of Uttar Pradesh, has the right to verify the authenticity of the proposal submitted by us.

I/we fully understand that in case of furnishing any false documents or statements, forging, misrepresentation & producing misleading information in the proposal, and failure to abide by the terms and conditions of the tender, i/we are liable to any actions that may be taken against us by the PANCHAYATI RAJ, Government of Uttar Pradesh.

Yours faithfully,

For and on behalf of (name of bidder)

Duly signed by the authorized signatory of the bidder (name, title and address of the authorized signatory)

## 29 APPENDIX E

### **Guidelines for Technical Presentation (Shall form part of the Technical Bid)**

Detailed Presentation must include, but not limited to:

- Company profile & details of any specialized expertise & capabilities for executing events;
- Details of past similar projects & clients;
- Concept of the proposed show
- The flow of the show i.e. what comes first & so on and indicative visuals of what the show will look like;
- Details of the equipment which will be used for the show
- On-ground execution strategy, any challenges/concerns w.r.t to the execution;
- Details on the safety standards to be followed, to ensure absolutely no damage to the public property of public;
- Any additional information relevant to the scope of work.

**Note:**

The technical presentation as per Appendix G has to be submitted as a part of the technical proposal.

### 30 APPENDIX F

Financial proposal submission form (Rates to be quoted as per the BOQ enclosed below)

Separate MS excel sheet has been provided for the financial proposal (boq).

Sub :	Financial bid For State level Block Pramukh Conference' at Indira Gandhi Pratishthan Lucknow				
Branding					
S.No	Elements	Size	Qty	Sqft	
1	Invitation Card Matt Finished 300gsm Multicolored	9inch x 6inch	100	-	
2	Envelope Matt Finished	9inch x 6inch	100	-	
3	Providing & Fixing of Flex of required size as Led Side on Wooden Frame tubular member.	12.5ft x 10ft	2	125	
4	Providing & Fixing of Flex Standee on Iron Frame	5ft x 7ft	60	35	
5	Providing & Fixing of Flex Parking Standee on Iron Frame	5ft x 7ft	4	35	
6	Providing & Fixing of Flex on Balcony Façade	97ft x 6ft	1	582	
7	Providing & Fixing of Flex Drop down on Iron Frame	24ft x 6ft	8	144	
8	Providing & Fixing of Hoarding on Flex on iron Frame and erection with the help of girder	20ft x 10ft	20	200	
9	Providing & Fixing of Stage front Skirting on wooden	12ft x 6ft	1	72	
10	Providing & Fixing of Stage Led Skirting on wooden Frame	48ft x 4ft	1	192	
11	Providing & Fixing of Flex Box Gate at Gate No 2 on Iron Frame	28ft x 4ft & 12ft x 4ft	1	720	
12	Providing & Fixing of Flex Box Gate at Gate No 3 on Iron Frame	28ft x 4ft & 12ft x 4ft	1	720	
13	Providing & Fixing of Flex Box Gate at jupiter hall on Iron Frame	28ft x 4ft & 12ft x 4ft	1	720	
14	Podium Branding Printing & Installation of Solvent Venyl 120 micron	4ft x 3.5ft	2	14	
15	Stickers for seating arrangement of different sections on vinyl sheet	-	-	-	
Tentage					
1	Supply & Fixing of New Red carpet along with including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge. ( Stage, CM Passage, Cultural artist, VVIP Passage, Etc...	-	-	15500	

2	Supply of Tent Table 6 ft x 3 ft size as approved by Engineer-in-charge. Refresment & Water Counter	6ft x 2.5ft	20	-		
3	Round Table with Cover	-	6	-		
4	Providing & Fixing of Velvet Chair with cover & Bow including proper cleaning and positioning.	-	100	-		
5	Providing & Fixing of VIP Leatherite sofa set of SS Frame & legs including proper cleaning and positioning (Single Seater)	-	8	-		
6	Providing & Fixing of VIP Leatherite sofa set of SS Frame & legs including proper cleaning and positioning (Two	-	12	-		
7	Supply & Fixing Leatherite finished VIP Chair with new white towels for dias as per approved by Engineer-in-charge.	-	30	-		
8	Podium on stage for annoucnment.	-	2	-		
9	Supply & Fixing Glass Centre Table of size 5 ft x 2.5 ft approximately as per approved by engineer-in-charge.	-	8	-		
10	Table For LED Riser on Stage	48ft x 4ft	1	192		
11	Table For LED Riser on Exhibition Arae	16ft x 4ft	2	64		
<b>Photography &amp; Videography</b>						
1	HD Photography for entire event	-	3	-		
2	High Definition Videography for live and recorded for entire event	-	3	-		
3	Fiber Optic Cable Hall to Exhibition Area	-	1	-		
<b>Power Backup</b>						
1	63 KVA	-	2	-		
2	125 KVA	-	2	-		
3	UPS Backup for Sound	-	1	-		
<b>Hiring &amp; Fixing of LED Screens</b>						
1	P2 Physical Resolution 220x220 Led Wall on Main Stage	40ft x 12ft	1	480		
2	P2 Physical Resolution 220x220 Led Wall on Exhibition Arae	16ft x 10ft	2	160		
3	Video Mixer	-	1	-		
4	Watchout server	-	1	-		
5	Led Processor	-	2	-		
6	Plasma 55 inch on Stage	55inch	3	-		
<b>Sound System as per along with below mention details</b>						
1	Full range box type speaker 1 HZ to 240 KHZ JBL	-	12	-		
2	Mice Table goose neck schinizer 20 inch	-	4	-		
3	Microphone 38 make.	-	2	-		
4	Monitor Speaker	-	4	-		
5	Stand By Amplifier 48 volt DC Back up	-	4	-		



6	Speech Recording System tescum 310	-	2	-		
7	Column Speaker full range 1 Hz to 240 KHZ	-	4	-		
8	Amplifier Mixture SE 48 91 Channel Hybrid Signal.	-	6	-		
9	DVD Player techisom blue ray	-	1	-		
10	Stage monitor 415 Nexo 25 degree angle 1500 w.	-	8	-		
11	Cable 6 mm sealed twin core	-	1200 0	-		
12	Snake Cable bill bird 32 channel 80 ohm.	-	6000	-		
13	Battery operated Public Address System with speakers and Mic setup. Item will be operated in absence of DG Faliure of ohm make with special changer board high defination back-up set.1000 watt per speaker. ( 48 V DC back up with amplifier )	-	-	-		
<b>Decoration</b>						
1	Spring Promises Flower Bouquet. ( All imported / hybrid Flower) Orchid, Blue orchid, Iris, Dahlia, Carnation, Gerbera, Lilies, tulip, Dafodil, Calendula, Glaiols, Sunflower, Orange tulip, Enthorium, Bird of Paradise	-	50	-		
2	Spring Promises Flower Decoration on stage Garden, Gate, Table pot etc... ( All imported / hybrid Flower) Orchid, Blue orchid, Iris, Dahlia, Carnation, Gerbera, Lilies, tulip, Dafodil, Calendula, Glaiols, Sunflower, Orange tulip, Enthorium, Bird of Paradise	-	1	-		
3	Decoration with Marigold Desi Genda	-	50	-		
4	Garland of Marigold Kolkatta Genda	-	50	-		
5	Rose Buds	-	50	-		
6	Flower Mala Red color	-	50	-		
7	Flower Mala Yallo color	-	50	-		
8	Flower Mala White color	-	50	-		
<b>Mojo Barricading</b>						
1	Providing & Fixing of Complete Mujo Barricading inside & Outside as per arrangements of security & seating plan, height of barricading must be approximately 4 ft. fitted by as per direction of Engineer-in-charge.	-	3000	-		
<b>Live Streaming</b>						
1	Live streaming setup	-	-	-		
<b>Momento</b>						
1	Jute folder, Note Pad, Pan	-	15	-		
2	Lanyard With Pouch		100	-		
<b>Refreshment</b>						

1	Providing & Laying Water proof covered Aluminium German Hangar Span 30 mtr with white german make mehlar black out PVC fabric, Flame retardant for Top and side covering including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	50ftx250	1250 0	-		
2	Providing & Fixing of Cloth Seeling on German Hangar on rental basis	400ft x 100ft	4000 0			
3	Providing & Fixing of Back & Front Cloth Seeling on German Hangar on rental basis	100ft x 30ft	3000			
4	Supply & Fixing of New carpet along with including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	30000	3000 0			
5	Supply & Fixing of Old (One time used) non woven Synthetic Carpet including all T & P, labour for proper fixing of it as per direction of Engineer-In-charge.	-	2000 0			
6	VVIP Lunch		100			
7	Lunch for Guest		1400			
8	Water Jaar with Paper Glasses		100	-		
9	Water For VIP		1400	-		
10	Tea Coffee with cookies		1500	-		
<b>Total</b>						<b>0</b>
<b>Gst As Per Applicable</b>						
Note : item can be increased or decreased as per requirement up to 25 % and payment would be made as per actual.						

**Note:** financial proposal (quote) shall have to be given on the .xls format file of the e-tender portal <https://etender.up.nic.in>

### 31 APPENDIX G

**Lunch Menu:**

- a) Soup & b) Two Dry Vegetable c) One Vegetable curry and Paneer based curry d) Dal (Fry Dal, Dal Makhani, ) e) Chole/ Rajma/ Kadhi/ Malai Kofta/ Veg Kofta f) Zeera Rice & Pulao Or Veg Biryani g) (Tawa Roti/ Tandoori Roti/ Missi Roti/ Naan Roti) with Butter h) Salad, Pickle, Papad, i) j) Sweet (Gulab Jamun/ Rasmalai/ Rasgulla) and Ice Cream and Curd/ Raita/ Fruit Raita/ Pineapple Raita k) RO Water or Mineral water

**Morning high tea:**

Minimum item should be: Tea, cookies, Sandwich, Aaloo Pakora