Request-for-Proposal (RFP)

for

Empanelment of Event Management Agencies for Invest UP

Invest UP
6th Floor, A–Block, PICUP Bhawan
Vibhuti Khand, Gomti Nagar
Lucknow–226 010 (Uttar Pradesh)
T : 0522-3129570 & 3129555
E : info@investup.org.in
W : https://invest.up.gov.in/

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 submission form (BOQ) which will be electronically uploaded on the prescribed XLS format only on the e-tender portal.

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.

DISCLAIMER

1. The information contained in this Request for Proposal document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Invest UP, Uttar Pradesh or any of its employees, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by Invest UP to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by Invest UP in relation to the mandate. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Invest UP, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant 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 RFP and obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Invest UP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
4. Invest U.P., its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
5. Invest UP also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
6. Invest UP 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 RFP.
7. The issue of this RFP does not imply that Invest UP is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the mandate and Invest UP reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
8. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Invest UP or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Invest UP shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.
9. Invest UP may, at its own discretion, extend the date for submission of e-bids. In such case all the rights and obligations of Invest UP and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Contents

1 General Information 5
2 Data Sheet 6
3 Terms of reference 8
3.1 Background 8
3.2 Scope of services 9
3.3 Service Level Benchmarks (SLBs) 11
3.4 Review and monitoring of the Bidder's work 13
3.5 Team 14
3.6 Payment schedule, deliverables, and timelines 14
3.7 Empanelment Period 15
4 Eligibility 16
4.1 Eligibility criteria 16
4.2 Technical Evaluation 17
4.3 Financial Evaluation 19
4.4 Award of work 23
5 Instructions to Bidders 24
5.1 General instructions 24
5.2 Preparation and submission of Proposals 26
6 General Conditions of Contract (GCC) 32
6.1 General conditions 32
6.2 Commencement, Completion, Modification and Termination of Contract 37
7 Annexure A: Standard Forms 45
7.1 Form 1: Power of Attorney 45
7.2 Form 2: Technical Proposal Submission Form 46
7.3 Form 3: Covering Letter: (On the letterhead of the bidder) 47
7.4 Form 4: Details of Bidder (On the letterhead of the bidder) 49
7.5 Form 5: Financial capacity of the Bidder 50
7.6 Form 6: Eligible assignments of the Bidder 51
7.7 Form 7: Approach and Methodology – Technical Presentation 52
7.8 Form 8: Non-Debarment Affidavit (On stamp paper of INR 100/-) 53
7.9 Form 9: Financial Proposal 54

1 General Information

Invest UP, the nodal agency of the Government of Uttar Pradesh for investment promotion and investor facilitation, intends to empanel professional and experienced Event Management Agencies to support its mission of promoting Uttar Pradesh as a preferred investment destination. The empanelled agencies will be responsible for planning, organizing, and executing high-impact events such as roadshows, conferences, exhibitions, Stall Fabrication, and other promotional activities both within India.

The empanelment aims to ensure seamless execution of such events in a professional, timely, and efficient manner while maintaining high standards of branding, communication, and stakeholder engagement. Through this empanelment, Invest UP seeks to create a pool of capable agencies that can be called upon as and when needed to support its outreach and investor engagement initiatives.

The Invest UP invites Technical and Financial Bids from interested Bidders (the "Proposals") for "Empanelment of Event Management Agencies for Invest UP". The Bidder shall be responsible for but not limited to end-to-end event management, graphics designing, stage management, exhibition planning, layout planning, installation of temporary structures, including any support structures, manpower, materials etc. and uninstallation of the same post event. The Invest UP intends to select the Bidder through an open competitive process in accordance with the procedure set out herein.

The Request for Proposal (RFP) document can be downloaded from e-procurement website http://etender.up.nic.in. Key dates for this RFP are as below:

- Last date to receive pre-bid queries: 11.08.2026, 1600 hrs (IST)
- Date of pre-bid conference: 12.08.2026, 1500 hrs (IST)
- Last date of submission of proposals: 27.08.2026, 1600 hrs (IST)
- Date of opening of technical bid: 27.08.2026, 1700 hrs (IST)
- Date of opening of financial bid: **To be communicated later**

The Invest UP reserves full right to change the terms and conditions in the RFP and scope herein and/or terminate the RFP process at any stage without assigning any reasons and without any prior notice and no claim of any nature from anyone in this regard shall be entertained.

Issuing Invest UP:

CEO- Invest UP

Invest UP,

6TH FLOOR, A-BLOCK, PICUP BHAWAN, VIBHUTI

KHAND GOMTI NAGAR, LUCKNOW-226010 (U.P.)

2 Data Sheet

1	**Name of the Bid**	Empanelment of Event Management Agencies for Invest UP
2	**Method of selection**	**Empanelment-Least Cost Based Selection (L1)**
3	**Time-period of contract**	Date of contract to One Year (as per Clause 3.7)
4	**Bid Processing Fee**	Non-refundable/Non-adjustable fee of INR 11,800 Incl. GST deposited through bank NEFT/RTGS to Invest UP
5	**Ernest Money Deposit (EMD)**	Refundable amount (without any interest) of EMD inclusive of all taxes deposited through bank RTGS to Invest UP **Rs.5,00,000** (Rs. Five Lakhs Only)
6	**Exemption to MSEs/Startups**	Not allowed
7	**Financial Bid to be submitted together with Technical Bid**	Yes
8	**Name of the Invest UP's official for addressing queries and clarifications**	**Chief Executive Officer** **Invest UP** 6th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010 E-mail: info@investup.org.in Telephone: *0522-3129570 & 3129555*
9	**Proposal Validity Period**	180 days from Proposal Due Date (PDD)
10	**Proposal Language**	English
11	**Proposal currency**	INR
12	**Schedule of Bidding Process**	
	Task	**Key Dates**
	Bid upload date/time	06.08.2026, 1100 hrs (IST)
	Last date of receiving queries	11.08.2026, 1600 hrs (IST)
	Pre-bid conference (Hybrid Mode)	12.08.2026, 1500 hrs (IST)

	Invest UP **6th Floor, Block A, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010**	*Invest UP is inviting you to a scheduled Zoom meeting.* *Topic: Pre-bid conference - Request-for-Proposal (RFP) for Empanelment of Event Management Agencies for Invest UP .* *Time: Aug 12, 2026 03:00 PM India* *Join Zoom Meeting* *https://us06web.zoom.us/j/82518007657?pwd=ujnMhabKJ3btWlq5RK9NN1dqcVtsNO.1* *Meeting chat link* *https://us06web.zoom.us/launch/jc/82518007657* *Meeting ID: 825 1800 7657* *Passcode: YS@1234*
	Proposal Due Date (PDD)	27.08.2026, 1600 hrs (IST)
	Bid Start Date	06.08.2026, 1100 hrs (IST)
	Bid End Date	27.08.2026, 1600 hrs (IST)
	Opening of Technical Bids	27.08.2026, 1700 hrs (IST)
13	**Consortium**	No
14	**Sub-contracting**	Yes (Up to 25 percent of work order value for a specific event)
	Account details	**For Bid Processing Fee & EMD** **Address - Trade Tax Office, Mirabai Marg, Lucknow** **Account No - 2408021800000010** **IFSC Code -PUNB0631200** **Bank code - 631200** **Account Name- INVEST UP**

3 Terms of reference

3.1 Background

Invest UP is the one-window facilitator that promotes investment and facilitates industrial development in Uttar Pradesh. It is an important agency that guides existing and potential investors by behaving as a connecting bridge between entrepreneurs and government departments. The agency is engaged in investment promotion measures such as policy advocacy, handholding of investors, redressing industry problems, and ease of implementation of industrial projects.

In keeping with its mandate, Invest UP periodically conducts and takes part in different investor-oriented events to present the industrial possibilities of the state, sectoral capabilities, and progressive regulations. These events play a key role in luring domestic and foreign investments, creating business collaborations, and promoting Uttar Pradesh as an investment destination.

To efficiently manage and execute such strategic projects, Invest UP aims to empanel well-established Event Management Agencies with a proven track record of managing large-scale government and corporate events. The shortlisted agencies will assist the agency in conceptualizing, planning, executing, and managing end-to-end event-related services in accordance with the vision of the state regarding economic development and investment promotion.

The small, medium and large-scale events the Invest UP is seeking to organise and execute are:

1. State and Central Government department's delegation review meetings.
2. Seminars and Workshops for various stakeholders
3. Training, Induction and Orientation workshops
4. Exhibitions and Promotional Events
5. Capacity building workshops
6. Press Conferences and Media Interaction Workshops
7. Conclaves
8. Talk Shows and Performances
9. Promotional Events
10. Any other event

The List is non-exhaustive and only indicative in nature.

3.2 Scope of services

The empanelled agencies will be required to provide comprehensive event management services, including but not limited to the following:

- **Event Planning and Strategy**
- **Venue Management**
- **Logistics and Operations**
- **Creative and Branding Services**
- **Technical and Production Services**
- **Stakeholder Coordination**
- **Post-event Services**

Below Mentioned is the detailed scope of work for the reference:

1. Serve as an Empanelled Event Management Agency for the Invest UP for executing multiple events as specified in but not limited to Clause 3.1.
2. Site survey, preparation and presentation of detailed event plans, on the detailed categories of events as specified in but not limited to Clause 3.1 , based on the inputs received from the Invest UP and its allied stakeholders. Plans shall include event concept, event layout, event theme development, quality of visual appeal, etc.
3. Assistance in preparing schedule of events pertaining to the management and organisation of the events under the non-exhaustive list as specified in Clause 3.1
4. Designing the venue site plans, presentation, and execution of the same after approval of the Invest UP and/or its appointed authorised representatives.
5. Provision of the required overlay for the events as per separately issued work order for each event, inclusive of its mobilisation, installation & decommissioning, and operations & maintenance in compliance with the specifications as mentioned in BOQ.
6. Conceptualisation and provision of Venue Décor and Branding plans, presentation of the concepts, designs and themes and post approval, execution of the same for every event which the Invest UP may organise during the contract period. Items will be as per the specifications detailed in the published BOQ.
7. Design and printing of event specific folders/brochures/envelopes/stationary after approvals from the Invest UP or its authorised representative.
8. Design and printing of event specific branding material on flex/vinyl, after taking approval from the Invest UP and/or its authorised representative as specified in the published BOQ.
9. Provision of DG sets for adequate power supply at the event venues, inclusive of their operating licences and safety certificates, fuelling and necessary technical operators as per the specifications detailed in the published BOQ.
10. Provision of event photography and videography services including post editing for the events along with the deployment of the required professional workforce and compilation of photographs and video reports of the event as per the specifications detailed in the published BOQ. Arrangement for audio video recording of the event. AV recording for the entire venue including manpower, equipment with all necessary equipment's such as trolleys, overhead crane including setting of control room for editing including power supply as per their requirement in a fixed & movable location to cover the entire event with sufficient manpower & cameras & submission of the edited recording along with raw data as per the requirement.

11. Provision, operations and maintenance of LED screens, plasma television screens, preview monitors and sound systems for all the events organised during the contract period. Provision of technical workforce for operations & maintenance of all above mentioned items
12. Provision of electrical works, temporary lighting works and Air conditioning units with the required wiring and cabling along with the procurement of safety certificate and NOCs from the concerned regulatory authorities. All the items shall be as per the specifications detailed in the published BOQ.
13. Designing and printing of offset and digital branding material and event collaterals as per the specifications mentioned in the published BOQ.
14. Provision of Male and Female ushers as per the requirement of event organised during the contract period. The Ushers shall be trained and have adequate experience in events. The agency shall bear the cost of the Ushers logistics, food & beverage arrangements, accommodation, travel including local travel, event uniforms etc. The Bidders shall ensure that their staff use proper PPE during installation, execution and decommissioning. The Bidder shall ensure their staff are insured as per prevalent norms. The uniform designs shall be approved by the Invest UP or the authorised representatives of the Invest UP.
15. Provision of service staff for housekeeping, cleaning, and waste management for the events. Their responsibilities shall be (but not limited to)
    a. Cleaning and waste management services for the venue and maintenance of all types of toilets deployed for the duration of the event.
    b. Procurement and supply of the required consumables – this shall be undertaken by the Agency post deliberation with the Invest UP or its authorised representatives and shall be billed by the agency to the Invest UP post verifications of equipment and material procured on actuals.
    c. The Housekeeping staff shall be trained with adequate experience and shall wear appropriate uniforms.
    d. bear the cost of staff logistics, food & beverage arrangements, accommodation, travel including local travel, uniforms etc.
16. The Bidder shall undertake any of the works/services as may be directed by the Invest UP, against the Items mentioned in the BOQ, not defined hereinabove.
17. The Empanelled agencies shall be required to setup an operational temporary office/Site office(If required) with one dedicated Project Director available on site to deliberate on the planning aspects, conceptualisation, and scheduling of the events with the Invest UP and/or its authorised representatives.
18. The Invest UP shall nominate a point of contact from its management team or a team to liaise and coordinate with the agency regarding planning, organisation and execution of events and shall submit an escalation matrix.
19. The Agency for the required events shall prepare a work plan and submit it to the Invest UP and/or its appointed representatives for review and deliberation, detailing the timelines of designing of event theme, mobilisation of material, installation, and de commissioning schedule for the event.
20. All Equipment and material being installed by the event agency shall be of superior quality and in excellent working condition with the required technical workforce and qualified personnel to certify the works being executed. The technical workforce s hall be present during the commissioning and setup stage till the time of effective closure of the event. Details of the technical workforce shall be shared in writing with the Invest UP, 7 days prior to the commencement of the event in discussion.

21. The event venue identified shall be made operational with all the agreed items and components 2 days prior to the commencement of the event for readiness and testing.
22. The Agency shall be responsible for obtaining all the necessary licenses, permissions and NOC's relating to the organisation and conduct of the events and shall share copies of the permissions, licences and NOCs to the Invest UP and its appointed authorised representatives. All associated costs to be borne by the Agency. Any default in non-compliance of procurement of the required licences from the concerned regulatory Invest UP shall be the responsibility of the Agency, The Invest UP shall be indemnified of any such acts of Non-Compliance by the agency.
23. The Agency shall digitally document the event preparation and setup process and document the proceedings of the event in a template/format which shall be shared by the Invest UP of a representative of the Invest UP. A Minimum number of 100 high quality photographs per event shall be captured and submitted to the Invest UP digitally via pen drive or hard drive detailing all the aspects of the events in discussion no later than 7 days post the completion of each event. The agency shall ensure the complete confidentiality of the digital material and that there is no unauthorised distribution of the audio/visual documentation. Any use of the digital content by the agency for its publication shall be requested by the agency to the Invest UP in writing.
24. The Agency shall consider all environmental compliance requirements prior to the commencement of the fabrication works of all components specified in the published BOQ and post closure of the event. The Agency shall be responsible for the removal and disposal of all waste material produced. The identified venue for the event in discussion shall be retro fitted in the same way that it had been provided to the agency. The Invest UP shall not be liable for any non-compliance on this act.
25. All the Items mentioned in BOQ are indicative, Invest UP may vary add or delete any line item from the BOQ as per the actual need, scale or magnitude of the event organised during the contract period.
26. The Bidder shall ensure, during installation and de commissioning, proper cordoning of the areas with signages to ensure safety and security.
27. All hazards related to fire, electrical etc shall be identified prior to installation of the setup and risk management plan shall be submitted to the Invest UP.

3.3 Service Level Benchmarks (SLBs)

The bidder shall adhere to the following service level benchmarks (SLBs) as measured against the accompanying Key Performance Indicators (KPIs) to ensure the successful management and execution of events involving temporary structures:

S. No.	Services/Infrastructure	Service Level Benchmark Description	Key Performance Indicator
1	**Joinery and supports**	Ensure all temporary structures are properly engineered, firm, and free from water seepage issues	100% of the structures with no reported water seepage issues during an event
2	**Furniture and Upholstery**	1. Provide firm, comfortable furniture meeting functional requirements. 2. Replace defective or torn items within 3 hours of notification	100% of broken furniture or torn items replaced within specified timeline
3	**Acoustic Systems and**	Ensure clear and audible sound	No malfunctions in acoustic systems

S. No.	Services/Infrastructure	Service Level Benchmark Description	Key Performance Indicator
	Sound Quality	systems throughout events	or sound equipment during an event
4	**Electrical and Fire Safety**	Implement and maintain stringent electrical and fire safety measures as per prevailing statutory and regulatory frameworks	1. 100% Compliance with electrical safety standards. 2. Provisioning of fire-retardant spray on items like furniture, cloths etc. 3. All reasonable preventive precautions taken by the bidder. 4. There must not be any haphazard, cluttered, haywire or loose electrical cabling. Proper use of wire manager, cable tray, MCB boxes, cable ties, etc. 5. Any non-functioning electricity ports, plugs, fans, lights, etc. replaced within 1 hour of notification to the Bidder.
5	**Cleaning and Environmental Standards**	Use environmentally friendly chemicals and ensure thorough cleaning throughout events	100% of cleaning tasks completed using environmentally friendly products
6	**Staff Requirements**	Provide uniforms and photo identity cards to all housekeeping staff with verified antecedents before each event	100% of staff provided with uniforms and photo identity cards before event commencement
7	**Structure Quality and Stability**	Maintain stable structures, conducting regular inspections and prompt repairs/replacements as necessary	1. 100% structural repairs or replacements completed within 12-24 hours of identification. 2. 100% compliance with stability and safety standards during each event.
8	**Fabric and Material Standards**	Use durable, uniformly coloured fabrics, maintaining and replacing them as required	100% of fabric items meeting cleanliness standards during the events
9	**Signage and Visibility**	Ensure clear, undamaged signage throughout events	100% of damaged signage repaired or replaced within 3 hours of identification
10	**Performance Assessment and Damages**	Rectify defects promptly to avoid penalties. Corrective actions must be completed within specified timelines	95% of defects rectified without further incident within specified timeline
11	**Event Planning and Coordination**	Conduct initial planning meetings and submit event plans on time	1. 100% of initial planning meetings conducted on time. 2. 95% of event plans submitted

S. No.	Services/Infrastructure	Service Level Benchmark Description	Key Performance Indicator
			on time.
12	**Event Logistics**	Ensure venue preparation is completed on time	100% of event locations set up and prepared on time
13	**On-site Management**	Resolve issues promptly during events	95% of issues resolved within 1 hour
14	**Post-Event Activities**	Complete cleanup and breakdown within specified timelines	1. 100% of events meet cleanup and breakdown timing. 2. 90% of post-event reports delivered on time. 3. 95% of debrief meetings conducted on time.
15	**Communication Protocols**	Maintain responsive and available communication channels	1. 98% of communications responded to within 24 hours. 2. 100% availability for emergency communications as required.
16	**Risk Management**	Develop and implement contingency plans for events	100% of events have contingency plans in place

General Standards:

The bidder shall ensure adherence to national/international standards or accepted professional practices where specific standards are not stated.

In case any material is found to be of non-serviceable quality, the agency shall replace such item. If the replacement of such item is not done by the agency in the given timeline by the Invest UP for such material, no payment will be made against such torn/defective/non-serviceable material.

The shortfall in Performance: In cases where the performance or/and quality of Services is/are found to be unsatisfactory, the Invest UP and/or its representatives may impose damages for the shortfall in performance as per GCC Clause-6.1.12. This levy of damages shall not absolve the Bidder from rectification or reperformance of the defective Service without further payment.

The Bidder shall be liable to share all necessary information, access to warehouse, books, or material, as may be needed, to monitor Bidder's performance in line with the service level benchmarks.

3.4 Review and monitoring of the Bidder's work

The Invest UP will establish a multidimensional Monitoring Mechanisms to ensure quality of work as per below:

A. Review, Monitoring and Verification: For each event the Invest UP will appoint a multi-dimensional committee to verify the deliverable for each event delivered by the agency against the work order by mode of either physical verification, drone photography, still photography and videography or combination of these.

B. Control: In case if any issues, defects, deficiencies, flaws or damages, etc. are flagged or pointed out by the Officer-in-charge, or the Review and Monitoring Committee, the Bidder shall take immediate remedial steps such as repair, replacement, service, etc. as may be directed and submit the same to the Client in shape of an Action Taken Report.

In case of failure to remedy any issues, defects, deficiencies or flaws or damages, etc. flagged or pointed out in the course of review and monitoring of the Bidder's work within 24 hours from the flagging of such issues, etc. or such time as may be directed, the Client may, in its discretion and without prejudice to its right to charge liquidated damages, impose a penalty as per Clause-6.1.13 of the GCC for every such failure.

3.5 Team

The Empanelled Agency shall scope for and provide a team experienced professionals for the planning and execution of the events in discussion. The professional profiles of team shall be made part of the technical submission, and their composition and minimum experience shall be as mentioned below:

Positions	**Number**	**Key qualifications**
Electrical Engineer	1	B. Tech or B.E. in Electrical with minimum 5 years of experience in Event Industry
Site In charge	1	Graduate with minimum 5 years of experience in Event production
Graphic,2D & 3D Designer	1 Each	Certificate, Diploma or Degree in graphic designing with minimum 3 years of experience in event overlays and event conceptualisation.
The bidder shall submit a detailed manpower plan for operation and maintenance during technical presentation. Designers shall have all the licensed design software packages. The agency shall deploy the above-mentioned team as per the direction of the Invest UP or Authorised representative. Wherever and whenever required the Invest UP may ask for the key expert like architect, civil engineer etc from the agency and the same shall be provided at no additional cost of manpower by the agency for the event.		

3.6 Payment schedule, deliverables, and timelines

a. The total approximate duration for the services shall be as per data sheet from the signing of contract.

b. The payment is subject to quantity verification as per clause 3.4 of the RFP of items delivered or installed during event.

c. 100 % payment would be released upon successful completion of event/s.

d. The decision to approve the advance payment rests with Invest UP.

e. Invoices shall be addressed to the 'Invest UP' and must be submitted within 15 days of successful completion of every event. A separate work order for each event will be issued by the Department. The cost of consumables, required for the operation of the DG Sets etc. shall be borne by the Agency.

f. All payments shall be made for the BOQ items only for the duration of the Event, as stated in work order. The cost of mobilisation of materials & equipment, cost of labour, taxes, transport, and logistics shall be

borne by the agency. The Invest UP shall not be liable to reimburse the agency for any items other than the rates quoted for the Items in the Published BOQ for the event in discussion.

g. All invoices must contain details of a bank account in India to which payments are to be made.

h. The Department shall make such payment within 30 days of receipt of invoice. However, in case of any unforeseen delay in payment the Department is not liable for any interest or any type of extra payment to the Agency.

3.7 Empanelment Period

The empanelment period for the subject project shall be for a duration of one year commencing from the date of contract execution. Subject to mutual agreement between both parties, the empanelment period may be extended for an additional term, not exceeding one year or as decided by the department.

4 Eligibility

4.1 Eligibility criteria

The Bidders must carefully examine the table below. The Bidder has to meet all the Eligibility criteria set out in this Clause to be eligible for evaluation.

#	Eligibility Conditions	Documentary proof to be submitted
1	The Bidder must be registered at least 3 years prior to the Bid Due Date under the Companies Act,1956/Partnership firm registered under the Partnership Act 1932 or Proprietorship firm or LLP under Limited Liability Partnership Act of 2008.	LLP/Proprietorship/Partnership/Company registration certificate. GST Certificate and Pan Card
2	The bidder should have a minimum average annual turnover of INR 30 Crores in **three consecutive** financial years i.e. (FY 2023- 24, 2024-25 & 2025-26).	Form 5 and Audited Financial statements – CA certificate for turnover, Balance Sheets, Profit and Loss Accounts, Annual Reports
3	The Bidder must have provided event management services in the past 3 years prior to Bid Due date as per the Scope of Work Mentioned of the RFP. The Bidder shall submit works order of State Govt./Central Govt./PSU's/Local bodies/ and agencies thereof with minimum value as per below: 1. At least 01 (one) work order of value Rs 3 Cr (inclusive of all taxes). *or* 2. At least 02 (two) work order of value Rs 1.5 Cr (inclusive of all taxes). *or* 3. At least 03 (three) work order of value Rs 1.0 Cr (inclusive of all taxes).	Form 6 and Work Orders/completion certificate from clients.
4	Registered office /Corporate office/Office in Uttar Pradesh - The bidder must have a local office in Uttar Pradesh.	**The bidder must provide copy of valid Gumasta License (Uttar Pradesh Shops and Establishment Registration)/ office lease rent agreement of the Office/GST registration Certificate.**
5	The Bidder shall not have been blacklisted by any State or Central Government in India. An undertaking signed by the authorized signatory must be submitted by the Bidder which must also be duly attested by a Notary public.	Undertaking on Form-8

Note:

1. The Bidder shall submit their details, financial details, work completed/in progress by them in the Proforma of Annexure-Form 1,2,3,4,5 and 6 of E-Bid for the works to be considered for qualification in Eligibility. Documentary proof such as works order/completion certificates from clients clearly indicating the nature/scope of work and actual date of completion for such work should be submitted. **The bids submitted without this documentary proof shall be considered nonresponsive and will not be evaluated further.**
2. **The Bidder shall declare the financial years to be considered for evaluation in Form-2 of this RFP. The financial years declared by the Bidder shall be used as the basis for determining eligibility as well as for the technical evaluation of the Bidder's submission. Only the declared financial years will be taken into account during the evaluation process.**

4.2 Technical Evaluation

The Invest UP will adopt a two-stage selection process (collectively the "Selection Process") for evaluating the proposals comprising technical and financial bids.

The technical proposals shall be opened of all eligible Bidders and the bids that qualify as per the technical evaluation criteria stated below will be considered as technically qualified. Any Bidder that passes the benchmark score is declared as technically qualified and their financial bids shall be opened. The rest would be considered technically non-qualified and would not participate in the process. Financial proposals of the eligible and technically qualified Bidders shall be opened.

Technical Evaluation of the proposals shall be based on following parameter:

#	*Criteria*	*Max. Marks*	*Documents to be submitted*
1	The bidder should have the relevant minimum annual average turnover from Event/Exhibition services in any three consecutive financial years[2] i.e. **(FY 2022-23, 2023- 24, 2024-25 & 2025-26*).** *In case of unavailability of audited financial statement for Financial Year 2025-2026 the bidder may submit the Provisional statements certified by the Charted Accountant • **INR ≥ 15 and < 20 crores: 15 marks** • **INR ≥ 20 and < 25 crores: 20 marks** • **INR ≥ 25 and < 30 crores: 25 marks** • **Above Rs. 30 Crores – 30 marks**	***30***	**Form 5** and Audited Financial statements – Balance Sheets, Profit and Loss Accounts, Annual Reports, CA certificate
2	The Bidder must have done a similar project of Event management/Exhibition related work/ Conference / conclaves in the consecutive last any three consecutive financial years2 i.e. (FY 2022-23, 2023- 24, 2024-25 & 2025-26) for any State Govt./ Central Govt./ PSU/ Local bodies/ Corporations/**Trade Organization** **Marking as per Project with Value:** • **INR ≥ 1 and < 1.5 crores: 5 marks for each project** • **INR ≥ 1.5 and < 3 crores: 7.5 marks for each project** • **INR ≥ 3 crores: 15 marks for each project** **(Maximum Marks 30)**	***30***	**Form 6** and Work Orders / completion certificate from clients.
3	Work Experience in event organization, planning and management.		**Form 6** and Work Orders/completion certificate

	a. Bidder having experience of Organizing/ Conducting Event for any Hon'ble President /PM/ CM/ level event **Marking - 5 marks maximum for one project** b. Number of successfully conceptualized, managed and executed large-scale business events/ conclaves/ summits of value of minimum INR 1 crore each, in the consecutive last three financial year (FY 2022-23, 2023-24, 2024-25 & 2025-26) with the State, Central or International Government / PSUs / agencies thereof. (Large scale business event will include seminars, conferences, forums, conclaves, summits or any combination of same on the subject of investment promotion, business promotion, culture craftsmanship, and artisan, convocations, public meetings with exhibitions and business exhibition with top level government representation. Project will include end-to-end conceptualization, management, execution of the event) **Marking- 5 marks maximum for one project** *Note: The bidders are required to submit Separate(different) work orders/ completion certificates for all the above-mentioned point a & b.*	***10***	from clients.
4	15 Minutes Technical Presentation by Bidder which shall include Understanding of the Invest UP's requirement, proposed solution, relevant experience and proposed plan to execute events. Evaluation will be based on the undermentioned criteria: The presentation shall be evaluated in the following parameters: a. Planning to organize an event (Approach & methodology) -**10 Marks** b. Innovation ideas for Invest UP Stall representation (stall design options) - **10 Marks** c. Proposed deployment of manpower and their experience and background- **5 Marks** d. Overall Designs of the event, Stage Backdrop setups & Branding Options etc. – 2.**5 Marks** e. Any rewards/recognition from any government organization- **2.5 Marks**	***30***	**Form 7** Soft Copies of the presentation on email or USB Pen Drive.
	Total	***100***	

Minimum score of 70 marks is required in the evaluation process. Only those bids having minimum score would be eligible for opening of financial bids. All the firms which meet the minimum qualifying marks prescribed will stand technically qualified for consideration of their financial bids.

4.3 Financial Evaluation

The Bidders shall upload their financial bids in the commercial bid section of the E-Tender portal. It is mandatory to furnish the unit rate against all particulars, failing which the proposal shall be liable to be rejected. A separate BOQ of the financial bid format has also been published along with the RFP document. The same is to be used whilst submitting the financial bid on the E-Tender portal. The Bidder shall quote the rates for all line items as per the single day event. The bidder not quoting the rates for all the line items shall be disqualified from the financial evaluation.

If there are any conditions attached to any financial bids which shall have a bearing on the total cost, the tender committee shall reject any such bids as non-responsive financial proposal. However, if the Tender Evaluation Committee feels it necessary to seek clarifications on any financial proposals regarding taxes, duties or any such matter, the Tender Evaluation Committee shall do so by inviting responses in writing.

The financial bids shall be opened by the Tender Evaluation Committee of the Bidders who are deemed eligible and technically qualified as per the prescribed eligibility and technical qualification criteria as specified in Clause 4.1 and Clause 4.2 respectively in the presence of representatives of the Bidders who choose to attend the proceedings. The details of the Bidders and their proposed prices shall be read and recorded when the financial proposals are opened.

The BOQ rates quoted by each Bidder shall be tabulated and the least cost of each item shall be ascertained.

Further, the Composite Relative Score (CRS) shall be calculated using the formula below for work distribution:

#	Item	Item Code (as per BOQ)	Weightage (W)	Bidder 1	Bidder 2	Bidder 3
W1	Providing and Fixing of **German temporary hangar** which is made of imported aluminium extrusions with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar structure (imported or equivalent) should be able to withstand wind speed up to 100 KMPH. The Hangar will be completely weatherproof and with adequate number of entry exit points including emergency exits. General lighting will be part of the hangar, hangar will be pillarless inside. **Hangar Span: 30 M to 40 M**	Item 1	**7.00%**	W1 × RR1	W1 × RR2	W1 × RR3
W2	Providing and Fixing of **German temporary pagoda** structure of **size 5Mx5M**	Item 2	**2.00%**	W2 × RR1	W2 × RR2	W2 × RR3
W3	Providing & fixing of **Waterproof Pandal with ceiling (MS Pipe)** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 3	**2.00%**	W3 × RR1	W3 × RR2	W3 × RR3
W4	Providing & Fixing of **View Cutter wall** with the help of good quality cloth and wooden frame as requirement with colour clothes sizes as per approved by officer-in-charge.	Item 4	**1.00%**	W4 × RR1	W4 × RR2	W4 × RR3
W5	Providing & Fixing of Complete **Mojo Barricading** inside & outside as arrangements of security & seating plan, height of barricading must be approximately 4 ft. fitted by as per direction of officer-in-charge.	Item 5	**1.00%**	W5 × RR1	W5 × RR2	W5 × RR3
W6	Providing & Fixing of **New Non-Woven Synthetic carpet** along with PVC covering including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 6	**2.00%**	W6 × RR1	W6 × RR2	W6 × RR3
W7	Providing and fixing of levelled rigid **stage setup** with the help of Scaffold structure to be erected on iron structure with provision of 2 Nos. steps.At **4 ft. height** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 7	**4.00%**	W7 × RR1	W7 × RR2	W7 × RR3
W8	Providing and fixing of latch free **Wooden flooring/ramp single ply** and wooden batten including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 8	**2.00%**	W8 × RR1	W8 × RR2	W8 × RR3
W9	Providing and fixing of **Wooden Pergo flooring** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 9	**1.00%**	W9 × RR1	W9 × RR2	W9 × RR3
W10	Providing and fixing of **Automatic Remote-Controlled Motorized Curtain System**, along with the addition of a printed sticker on a **3ft x 2ft Black Granite Marble Stone**, followed by carving the same content post-event. Delivery will be arranged to the designated warehouse or location, as specified by the authority or the overseeing officer	Item 10	**1.00%**	W10 × RR1	W10 × RR2	W10 × RR3

W11	Providing and fixing of **latch free Wooden Wall with MDF**, wooden batten and paint finish including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 11	**1.00%**	W11 × RR1	W11 × RR2	W11 × RR3
W12	Providing and fixing of latch free **Gypsum grid ceiling** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 12	**1.00%**	W12 × RR1	W12 × RR2	W12 × RR3
W13	Providing and fixing of pleated frill of **Multi or single colour cloth ceiling** inside structures like hangar,pagoda etc. including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Item 13	**1.00%**	W13 × RR1	W13 × RR2	W13 × RR3
W14	Design, fabrication, supply, installation and dismantling of standard **Octanorm Exhibition Stall** complete with modular octanorm framework, wall panels, fascia with exhibitor name, carpet/floor covering, LED lighting, table, chairs, dustbin, power socket, electrical wiring, switchboard, distribution board, power connections, branding provisions, necessary fixtures and fittings, housekeeping before handover, all tools, plants, labour, transportation and all incidental works, complete in all respects as per the approved layout and specifications. **Standard Inclusions (per 9 sqm stall):** 1 Information Table,2 Chairs,1 Fascia with Stall Name,LED Lighting (minimum 3 × 20W or equivalent) ,1 × 5A Power Socket,Internal Electrical Wiring & Switchboard,1 Dustbin,Carpet/Floor Covering Complete Installation & Dismantling	Item 14	**2.00%**	W14 × RR1	W14 × RR2	W14 × RR3
W15	**Custom Designed Exhibition Stall** – Fabrication (Wooden Structure with Laminate Finish,including fascia and electrical wiring as per the design approved. Max Height 3m)	Item 15	**6.00%**	W15 × RR1	W15 × RR2	W15 × RR3
W16	Providing & Fixing of **VVIP Leatherette sofa** set of SS Frame & legs including proper cleaning and positioning **(Single Seater) / (Two-Seater) or (Three-Seater)** as per approved by officer-in-charge.	Item 16	**0.50%**	W16 × RR1	W16 × RR2	W16 × RR3
W17	Providing & Fixing of **Banquet chair** with cover & Bow including proper cleaning and positioning as approved by officer-in-charge.	Item 17	**0.75%**	W17 × RR1	W17 × RR2	W17 × RR3
W18	Providing & fixing Prefabricated **Coffee table of 2 ft. x 2 ft.** size as approved by officer-in-charge.	Item 18	**0.25%**	W18 × RR1	W18 × RR2	W18 × RR3
W19	Providing & fixing Leatherette finished **VVIP Chair with new white towels for dais** as approved by officer-in-charge.	Item 19	**0.25%**	W19 × RR1	W19 × RR2	W19 × RR3
W20	Providing & fixing **Glass/ Wooden Centre Table of size 5 ft. x 2.5 ft.** approximately as approved by officer-in-charge.	Item 20	**0.25%**	W20 × RR1	W20 × RR2	W20 × RR3
W21	Providing & fixing of **Tent Table with frill and cover 6 ft. x 3 ft.** size as approved by officer-in-charge.	Item 21	**0.25%**	W21 × RR1	W21 × RR2	W21 × RR3
W22	**Podium** for announcement as approved by officer-in-charge.	Item 22	**0.50%**	W22 × RR1	W22 × RR2	W22 × RR3
W23	Exotic Fresh **Flower Decoration on Main Stage** with floral garden on LED, Podium, Garden décor on dais and stage front area for multiple stage sizes.	Item 23	**0.75%**	W23 × RR1	W23 × RR2	W23 × RR3
W24	**Flower Bouquet** assorted of mixed flowers wrapped in paper/ crepe packing VIP/VVIP	Item 24	**0.25%**	W24 × RR1	W24 × RR2	W24 × RR3
W25	Providing & Fixing of **Flex** of required size as cut-out on **Iron Frame** tubular member.	Item 25	**2.00%**	W25 × RR1	W25 × RR2	W25 × RR3
W26	Providing & Fixing of **Flex** of required size as cut-out on **Wooden Frame**	Item 26	**2.00%**	W26 × RR1	W26 × RR2	W26 × RR3
W27	Providing & Fixing of **Hoarding on Flex on iron Frame and erection with the help of girder**	Item 27	**0.75%**	W27 × RR1	W27 × RR2	W27 × RR3
W28	Printing & Installation of **Eco solvent Vinyl 120 micron**	Item 28	**1.50%**	W28 × RR1	W28 × RR2	W28 × RR3
W29	Printing & Installation of **Eco solvent Vinyl with sun board 120 micron**	Item 29	**1.00%**	W29 × RR1	W29 × RR2	W29 × RR3
W30	Printing & installation of **Backlit flex with wooden/iron frame complete**	Item 30	**1.25%**	W30 × RR1	W30 × RR2	W30 × RR3
W31	Providing, Printing & Installation of **Flex gate on iron frame** and 3d Sun board and vinyl as per the design approved by the officer-in-charge (measurement to be done as per print area)	Item 31	**2.00%**	W31 × RR1	W31 × RR2	W31 × RR3
W32	Printing and Supply of **Lanyard with multicolour printing**	Item 32	**0.25%**	W32 × RR1	W32 × RR2	W32 × RR3
W33	Printing and Supply of **Badges with transparent pouch cover**	Item 33	**0.25%**	W33 × RR1	W33 × RR2	W33 × RR3
W34	Printing and Supply of **Badges (PVC)**	Item 34	**0.25%**	W34 ×	W34 ×	W34 ×

				RR1	RR2	RR3
W35	**Digital Photography** - Agency to Arrange the digital photo shoot for entire event agency to shoot and compose the photo about event date wise. Agency to submit soft copy composed as well as raw data by way of pen drive/hard drive with labelled date on drives for Per day for eight hrs.	Item 35	**1.00%**	W35 × RR1	W35 × RR2	W35 × RR3
W36	**HD Videography** - Agency to Arrange HD Video Shoot for the entire event, agency to shoot & edit the video to submit the pen drive/hard drive of edited videos along with raw data Per day for eight hrs.	Item 36	**1.00%**	W36 × RR1	W36 × RR2	W36 × RR3
W37	**Drone** With operator and live feed options	Item 37	**0.75%**	W37 × RR1	W37 × RR2	W37 × RR3
W38	**62.5KVA** (Genset with fuel for 8 hours shift)	Item 38	**1.50%**	W38 × RR1	W38 × RR2	W38 × RR3
W39	**125KVA** (Genset with fuel for 8 hours shift)	Item 39	**2.50%**	W39 × RR1	W39 × RR2	W39 × RR3
W40	Supply, Installation, Testing, Commissioning, Operation & Dismantling of Indoor LED Video Wall **(P3 or better)** complete with all controllers, processors, cabling, mounting structure, accessories and operators.	Item 40	**6.00%**	W40 × RR1	W40 × RR2	W40 × RR3
W41	Supply, Installation, Testing, Commissioning, Operation & Dismantling of Outdoor LED Video Wall **(P4 or better)** complete with all controllers, processors, cabling, mounting structure, accessories and operators.	Item 41	**5.00%**	W41 × RR1	W41 × RR2	W41 × RR3
W42	**LED HD 55 inch** with self-stand	Item 42	**1.00%**	W42 × RR1	W42 × RR2	W42 × RR3
W43	**55" Interactive Touch Displa**y – 4K UHD, Anti-glare glass, 20-point touch, Inbuilt speakers	Item 43	**1.00%**	W43 × RR1	W43 × RR2	W43 × RR3
W44	**Digital Standee**	Item 44	**1.00%**	W44 × RR1	W44 × RR2	W44 × RR3
W45	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Indoor Sound Reinforcement System** suitable for conferences, seminars, exhibitions and official events with seating **capacity up to 1,000 attendees**, comprising adequate line array/point source speakers, subwoofers (where required), delay/fill speakers, stage monitors, minimum 32-channel digital mixing console, amplifiers, DSP processors, wired and wireless microphones (handheld, lapel, headset and podium), conference discussion system (where required), audio distribution system, stage box, complete cabling, power distribution, communication system, aluminium truss/rigging (where required), skilled sound engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, ensuring uniform speech intelligibility and audio coverage across the venue.	Item 45	**5.50%**	W45 × RR1	W45 × RR2	W45 × RR3
W46	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Outdoor Sound Reinforcement System** suitable for public events, exhibitions, roadshows and government functions with **audience capacity up to 10,000 attendees**, comprising high-output line array speaker system with adequate subwoofers, front-fill, delay towers, stage monitors, minimum 64-channel digital mixing console, amplifiers, DSP processors, wired and wireless microphones (handheld, lapel, headset and podium), conference discussion system (where required), stage boxes, fibre/CAT-6 audio networking, complete cabling, power distribution, communication system, aluminium truss, rigging & suspension hardware, chain motors, skilled sound engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, ensuring uniform sound pressure level and speech intelligibility throughout the venue.	Item 46	**4.00%**	W46 × RR1	W46 × RR2	W46 × RR3
W47	**Load Distribution Panel** and automatic changeover with adequate capacity as required for power distribution main and sub distribution in event, cabling to be drawn with use of wire manager as required as per direction of officer- in-charge.	Item 47	**2.00%**	W47 × RR1	W47 × RR2	W47 × RR3
W48	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Indoor Event Lighting System** suitable for conferences, seminars, exhibitions and official events with **seating capacity up to 1,000 attendees**, comprising stage lighting, front lighting, backdrop lighting, architectural/façade lighting (where required), LED PAR lights, LED wash lights, moving head fixtures, audience/blinder lights, follow spot (where required), decorative lighting, lighting console with programming, DMX network, power distribution system, aluminium truss/rigging (where required), complete cabling, skilled lighting engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, as per the approved event layout and technical specifications.	Item 48	**3.00%**	W48 × RR1	W48 × RR2	W48 × RR3

W49	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Outdoor Event Lighting System** suitable for public events, exhibitions, roadshows and government functions with a**udience capacity up to 10,000 attendees**, comprising high-output stage lighting, venue lighting, façade lighting, LED PAR lights, LED flood lights, LED wash lights, moving head beam/spot/profile fixtures, follow spots, audience/blinder lights, decorative lighting, lighting console with programming, DMX network, power distribution system, aluminium truss, rigging & lifting arrangements, complete cabling, skilled lighting engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, ensuring adequate illumination, visual effects and safety as per the approved event layout and technical specifications.	Item 49	**3.50%**	W49 × RR1	W49 × RR2	W49 × RR3
W50	Supply, installation, testing, commissioning, operation and dismantling of a Complete **Simultaneous Interpretation (SI) System** suitable for conferences, seminars, investor meetings and official events with audience capacity up to 200 delegates, comprising central control unit, interpreter consoles, soundproof interpretation booths (where required), infrared/RF transmission system, delegate receivers with headsets, charging units, transmitter, power supply, audio interface, distribution system, complete cabling, software, technical support, testing prior to the event, operation throughout the event and dismantling after completion, including deployment of trained technicians and ensuring seamless multilingual interpretation as per the approved event requirements.	Item 50	**2.00%**	W50 × RR1	W50 × RR2	W50 × RR3
W51	**Package/Ductable Air Conditioning Unit (5 TR and above)** complete with ducts (where required), electrical connections, controls, installation, operation, dismantling and accessories. Capacity shall be specified in the work order.	Item 51	**1.50%**	W51 × RR1	W51 × RR2	W51 × RR3
W52	**Tower Air Conditioner (3 TR and above)** complete with installation, electrical connections and accessories. Capacity shall be specified in the work order.	Item 52	**2.50%**	W52 × RR1	W52 × RR2	W52 × RR3
W53	**Mist Fan** complete with water tank/pipeline, installation and operation.	Item 53	**0.25%**	W53 × RR1	W53 × RR2	W53 × RR3
W54	**Pedestal Fan** (Heavy Duty/Silent Type) complete with stand, electrical cable and accessories.	Item 54	**0.25%**	W54 × RR1	W54 × RR2	W54 × RR3
W55	**Air Cooler** (Silent/Evaporative Type) complete with water arrangement and accessories.	Item 55	**0.50%**	W55 × RR1	W55 × RR2	W55 × RR3
W56	Deployment of **Male/Female Housekeeping Staff** for cleaning, sanitation, waste collection, toilet maintenance, drinking water service support, venue upkeep and post-event cleaning, complete with uniforms, PPE, cleaning tools, equipment, consumables and supervision for an 8-hour shift.	Item 56	**0.50%**	W56 × RR1	W56 × RR2	W56 × RR3
W57	Supply and placement of **Dustbins of various capacities (10–240 Litres)** including liners, collection, periodic waste disposal and cleaning.	Item 57	**0.25%**	W57 × RR1	W57 × RR2	W57 × RR3
W58	Temporary **CCTV Surveillance System** complete with cameras, recording system, display monitor, installation, operation and dismantling.	Item 58	**1.50%**	W58 × RR1	W58 × RR2	W58 × RR3
W59	Provision of **Female/ Male Usher** for 8 Hours shift	Item 59	**0.50%**	W59 × RR1	W59 × RR2	W59 × RR3
W60	Providing & arranging of **Announcer/Emcee** well dressed and well fluent in both Hindi & English Language for entire event	Item 60	**1.00%**	W60 × RR1	W60 × RR2	W60 × RR3
W61	**FRP portable toilet(chemical toilet)**	Item 61	**0.50%**	W61 × RR1	W61 × RR2	W61 × RR3
W62	**VVIP Toilet** (AC TOILET VAN)	Item 62	**0.50%**	W62 × RR1	W62 × RR2	W62 × RR3
W63	**Vanity Van** equipped with all Luxury amenities	Item 63	**0.50%**	W63 × RR1	W63 × RR2	W63 × RR3
Total			**100.00%**			

**W = Weightage of line items in %age*

***RR = Relative Ratio of quoted rates in comparison to discovered L1 rate.*

1. The bidder obtaining the **lowest Composite Relative Score (CRS)** shall be ranked as **Rank-1**, and the subsequent bidders shall be ranked as **Rank-2, Rank-3**, and so on, in ascending order of their respective CRS scores.

2. For the purpose of empanelment, the lowest rate quoted for each BOQ line item among all responsive financial bids shall be treated as the **discovered L1 rate** for that respective item. The bidder securing **Rank-1** based on the **Composite Relative Score (CRS)** shall first be invited to accept the discovered L1 rates for all BOQ line items. Upon acceptance of the discovered L1 rates for all BOQ line items, the bidder shall be declared as the **L1 Empanelled Bidder**. Thereafter, the bidder securing **Rank-2**, followed by **Rank-3** and such subsequent ranked

bidders as may be required by the Department, shall be invited, in order of merit, to match the discovered L1 rates for all BOQ line items for the purpose of empanelment. Upon acceptance of the discovered L1 rates, such bidders shall be declared as **L2, L3**, and so on, respectively, for empanelment.

3. In the event that the CRS-ranked Rank-1 bidder fails or refuses to accept the discovered L1 rates for all BOQ line items within the stipulated time, the Department reserves the right to reject its offer and invite the Rank-2 bidder to accept and match the discovered L1 rates. If the Rank-2 bidder also fails or refuses to do so, the Department may similarly invite the Rank-3, Rank-4 and Rank-5 bidders, in order of their CRS ranking, to accept and match the discovered L1 rates for all BOQ line items.

4. In the event that none of the bidders from **CRS Rank-1 to CRS Rank-5** agrees to accept and match the discovered L1 rates for all BOQ line items, the Department may, at its sole discretion, adopt the rates quoted by the **CRS-ranked Rank-1 bidder** as the benchmark rates for the purpose of empanelment. Thereafter, the Department may invite the CRS-ranked Rank-1 bidder to execute the contract at its own quoted rates and, if accepted, invite the subsequent ranked bidders to match such benchmark rates in the order of their CRS ranking. The Department may empanel such number of bidders as considered necessary to meet the project requirements. The decision of the Department in this regard shall be final and binding.

5. In the event that two or more bidders obtain the same Composite Relative Score, the bidder quoting the lower rate for the BOQ line item carrying the highest assigned weightage shall be ranked higher i.e. shall be considered first. If the tie still persists, the bidder quoting the lower aggregate value of all weighted BOQ line items shall be ranked higher i.e. shall be considered first.

4.4 Award of work

1. The award of work and empanelment shall be carried out in accordance with the financial evaluation methodology specified under Clause 4.3 of this RFP. Invest UP shall empanel the bidder(s) who successfully qualify under the said methodology.
2. Invest UP reserves the right to empanel up to five (05) bidders or such higher number of bidders as may be considered necessary in the interest of the project.
3. The empanelment shall remain valid for the period specified in the Clause 3.7 of the RFP.
4. Allocation of work shall ordinarily be made on a rotational basis amongst the empanelled bidders. However, Invest UP reserves the right to allocate work based on project requirements, availability of resources, past performance, urgency, specialization, or any other administrative consideration, and its decision in this regard shall be final and binding.
5. **Additional BOQ Line Items:** In the event that any project or event requires execution of items not included in the 63 BOQ line items forming part of this RFP, Invest UP reserves the right, at its sole discretion, to determine and adopt the benchmark rates for such additional items. The benchmark rates may be derived from the approved Schedule of Rates (SoR), rate contracts, or prevailing rates adopted by the **Public Works Department (PWD), Department of Information & Public Relations, Secretariat Administration Department, or any other Central/State Government Department/Agency**, or from the lowest approved rate available with such Government Department(s)/Agency(ies), as deemed appropriate by Invest UP. The empanelled bidder(s) shall execute such additional items at the rates so determined by Invest UP, and the decision of Invest UP in this regard shall be final and binding.
6. Empanelment shall not confer any right or guarantee for award of work. Invest UP does not guarantee any minimum quantity or value of work to any empanelled bidder, and no claim shall lie against Invest UP on this account.

5 Instructions to Bidders

5.1 General instructions

5.1.1 Number of Proposals and respondents

5.1.1.1 No Bidder shall submit more than one (1) Proposal, in response to this RFP. In case more than 1 proposal is received from the same Bidder, both the proposals will be summarily rejected.

5.1.1.2 The RFP is non-transferable, and Proposals shall be submitted only by the respective Bidders to whom the RFP has been issued by Invest UP.

5.1.1.3 A Bidder applying individually shall not be entitled to submit another Proposal.

5.1.2 Proposal preparation cost

5.1.2.1 The Bidders shall bear all costs associated with the preparation and submission of the Proposal. Invest UP will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.

5.1.2.2 Bidders are encouraged to submit their respective Proposals after visiting the office of the Invest UP and ascertaining for themselves the availability of documents and other data with the Invest UP, Applicable Laws and regulations or any other matter considered relevant by them.

5.1.2.3 All papers submitted with the Proposal are neither returnable nor claimable.

5.1.3 Right to accept and reject any or all the Proposals.

5.1.3.1 Notwithstanding anything contained in this RFP, Invest UP reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

5.1.3.2 Invest UP reserves the right to reject any Proposal if:

a) At any time, a material misrepresentation is made or discovered, or

b) The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or

c) The Bidder does not adhere to the formats provided in the Annexure A to the RFP while furnishing the required information/details.

5.1.4 Clarifications

5.1.4.1 Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Invest UP and the Project site, sending written queries to the Invest UP, and attending a Pre-Proposal Conference.

5.1.4.2 Bidders requiring any clarification on the RFP may send their queries to the Invest UP by email at the mail-id provided in communications details in the Data Sheet with subject clearly written the following identification and, in the format, given below:

"Queries/Request for Additional Information concerning Empanelment of Event Management Agencies".

<NAME AND ADDRESS>			
BIDDERS REQUEST FOR CLARIFICATION			
Name Of Organization Submitting request	Name & Position submitting request	Address of the Organization: Phone no: Email:	
Sr No	Bidding Document Reference(s) (Section Page No)	Content of RFP Requiring clarification	Points of Clarification required

5.1.4.3 The Invest UP shall endeavour to respond to the queries within the period specified therein but no later than [7] [(seven) days] prior to the PDD. The Invest UP will post the reply to all such queries on the Official Website.

5.1.4.4 The Invest UP reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause ***5.1.4*** shall be construed as obliging the Invest UP to respond to any question or to provide any clarification.

5.1.5 Amendment of the RFP

5.1.5.1 At any time prior to the Proposal Due Date (PDD), the Invest UP, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the e-procurement website http://etender.up.nic.in through a corrigendum and this shall form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. The Invest UP shall not be responsible for failure to get/download the amendments.

5.1.5.2 In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, Invest UP may, at its own discretion, extend the PDD.

5.1.6 Data identification and collection

5.1.6.1 It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.

5.1.6.2 It would be deemed that by submitting the Proposal, the Bidder has:

- Made a complete and careful examination and accepted the RFP in totality.

- Received all relevant information requested from Invest UP and made a complete and careful examination of the various aspects of the Scope of Work. Invest UP shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

5.2 Preparation and submission of Proposals

5.2.1 Language and currency

5.2.1.1 The Proposal and all related correspondence and documents shall be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

5.2.1.2 The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

5.2.2 Proposal validity period and extension

5.2.2.1 Proposals shall remain valid for a period of 180 Days from the Proposal Due Date ("Proposal Validity Period") and Invest UP may solicit the Bidder's consent for extension of the period of validity, if required. Invest UP reserves the right to reject any Proposal, which does not meet this requirement.

5.2.2.2 In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Invest UP may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

5.2.3 Format and signing of Proposals

5.2.3.1 The Bidders shall prepare electronic copies of the technical and financial e-bid/Proposals separately.

5.2.3.2 Bidders shall provide all the information as per the RFP and in the specified formats. Invest UP reserves the right to reject any Proposal that is not in the specified formats.

5.2.3.3 In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

5.2.4 Submission of e-bid/Proposal

5.2.4.1 The bid submission module of e-procurement website http://etender.up.nic.in enables the Bidders to submit the Proposal online in response to this RFP published by the Invest UP. Submission can be done till the Proposal Due Date specified in the RFP. Bidders shall start the process well in advance so that they can submit their Proposal in time. The Bidder shall submit their Proposal considering the server time displayed in the e-procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.

5.2.4.2 The Bidders have to follow the following instructions for submission:

a. For participating through the e-tendering system, it is necessary for the Bidders to be the registered users of the e-procurement website http://etender.up.nic.in. The Bidders must obtain a user login ID and password by registering themselves with U.P. Electronics Corporation Ltd. (UPLC), Lucknow if they have not done so previously.

b. In addition to the normal registration, 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/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Bidder shall fist 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.

c. For successful registration of DSC on e-procurement website http://etender.up.nic.in the Bidder must ensure that he/she shall possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the e-procurement website http://etender.up.nic.in is presently accepting DSC issued by these authorities only. The Bidder can obtain user login ID and perform DSC registration exercise above even before e-bid/Proposal submission date starts. The Invest UP shall not be held responsible if the Bidder fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.

d. The Bidder can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Bidder intends to e-bid/Proposal, from "My tenders" folder, the Bidder can place his/her e-bid/Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Bidder shall download the RFP document including financial format and study them carefully. The Bidder shall keep all the documents ready as per the requirements of RFP document in the PDF format.

e. After clicking the 'pay offline' option, the Bidder will be redirected to terms and conditions page. The Bidder shall read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the RTGS shall tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.

f. Before uploading, the Bidder has to select the relevant DSC. He may be prompted to enter the DSC password, if necessary. For uploading, the Bidder shall click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer.

g. The Bidder shall click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.

h. After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Bidder can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.

i. Invest UP reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

5.2.5 Deadline for submission

5.2.5.1 E-bid/Proposal (technical and financial) must be submitted by the Bidder at e-procurement website http://etender.up.nic no later than the time specified on the Proposal Due Date. The Invest UP may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the Invest UP and Bidders previously subject to the deadline will thereafter be subject to the deadline, as extended.

5.2.6 Late submission

5.2.6.1 The server time indicated in the bid management window on the e- procurement website http://etender.up.nic.in will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Bidder cannot submit his/her e-bid/Proposal. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

5.2.7 Withdrawal and resubmission of Proposal

5.2.7.1 At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder shall first log in using his/her login ID and password and subsequently by his/her DSC on the e-procurement website http://etender.up.nic.in The Bidder shall 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 e-bid/Proposal.

5.2.7.2 No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security. The Bidder can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will considered for evaluation purposes. For resubmission, the Bidder shall first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement website http://etender.up.nic.in. The Bidder shall 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 detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.

5.2.7.3 The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.

5.2.7.4 No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

5.2.8 Selection of the Bidder

5.2.8.1 From the time the Proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Invest UP, on any matter related to their Proposal it shall do so in writing. Any effort by the Bidders to influence any officer or bearer of the Invest UP in the Proposal evaluation or contract award decisions may result in the rejection of the Bidder's Proposal.

5.2.9 Proposal opening

5.2.9.1 After the technical evaluation, the Invest UP shall prepare a list of prequalified Bidders in terms of Clause 4.2 for opening of their financial bid. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Bid. Before opening of the Financial Bid, the list of pre-qualified Bidders along with their technical scores will be read out. The opening of Financial Bid shall be done in presence of respective representatives of Bidders who choose to be present. The Invest UP will not entertain any query or clarification from Bidder who fail to qualify at any stage of the selection process.

5.2.9.2 Bidders are advised that selection shall be entirely at the discretion of the Invest UP. Bidders shall be deemed to have understood and agreed that the Invest UP shall not be required to provide any explanation or justification in respect of any aspect of the selection process.

5.2.9.3 Any information contained in the Proposal shall not in any way be construed as binding on the Invest UP, its agents, successors or assigns, but shall be binding against the Bidder if the service is subsequently awarded to it.

5.2.10 Opening of Proposals

5.2.10.1 Invest UP will open all technical e-bids/Proposals, in the presence of Bidder`s representatives who choose to attend on the prescribed date of opening at the Invest UP office.

5.2.10.2 The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid/Proposal opening being declared a holiday for the Invest UP, the e –bids shall be opened at the appointed time and place on the next working day. The Bidder who is participating in e-bid/Proposal shall ensure that the RTGS of Fee mentioned in the Data sheet must be submitted in the prescribed account of Invest UP within the duration (strictly within opening & closing date and time of individual e-bid/Proposal) of the work as mentioned in RFP, otherwise, in any case, bid shall be rejected.

5.2.10.3 The Bidders names and the presence or absence of requisite e-bid/Proposal security and such other details as the Invest UP at its discretion may consider appropriate, will be announced at the opening. The names of such Bidders not meeting the technical specifications and qualification requirement shall be notified subsequently.

5.2.10.4 The Invest UP will prepare minutes of e-bid/Proposal opening.

5.2.11 Confidentiality

5.2.11.1 Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.

5.2.11.2 After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Bidders or their representatives, if any. Any effort by the Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

5.2.12 Tests of responsiveness

5.2.12.1 Prior to evaluation of the Proposals, Invest UP will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

a. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.

b. It contains all information as desired in this RFP.

c. Information is provided as per the formats specified in the RFP.

d. It mentions the validity period as set out in Data Sheet.

e. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Date Sheet of this RFP.

5.2.12.2 Invest UP reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Invest UP in respect of such Proposal.

5.2.13 Clarifications sought by Invest UP

5.2.13.1 To assist in the process of evaluation of Proposals, Invest UP may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

5.2.14 Proposal evaluation

5.2.14.1 Submissions from Bidders would first be checked for responsiveness as set out in Clause 5.2.12. All Proposals found to be substantially responsive shall be evaluated as per the Technical/Evaluation Criteria set out in Clause 4.2 of this RFP.

5.2.14.2 The Proposal containing the Technical Details in Clause 4.2 of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.

5.2.15 Performance Guarantee

I. For the purposes of this Agreement, performance security shall be deemed to be an amount equal to INR 5,00,000 (the "Performance Security"); which can be provided in the form of a bank guarantee or RTGS.

II. In case any services are not found as per the prescribed Specification as given in clause 3.2 and clause 3.3, the Client may impose penalties on the Bidder. The consequential damages thereof shall be quantified by the Invest UP in a reasonable manner and recovered from the bidder by way of deemed liquidated damages, subject to a maximum of INR 5,00,000 and shall be recovered by appropriation from the Performance Security.

5.2.16 Consortium& Subcontracting

5.2.16.1 Consortium

No Joint Venture/Consortium shall be allowed.

5.2.16.2 Subcontracting

Subcontracting is applicable as per details mentioned in Data sheet (Clause-2), subject to the condition, the bidder shall notify the client regarding the subcontracting of its work and submit to the Invest UP a copy of the agreement(s) with the sub-contractor(s) and work order(s) issued to such sub-contractor(s), whereby any work under this RFP has been sub-contracted. However, such intimation to the Invest UP shall not release the bidder from any of its obligations under this RFP.

6 General Conditions of Contract (GCC)

6.1 General conditions

6.1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

a) "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and be in force from time to time;

b) "Authorized Representatives" shall have the meaning set forth in GCC Clause 6.1.5 ;

c) "Bidder" (including the terms 'Empanelled Bidder' or 'Contractor' or 'Supplier' or 'Service Provider' or 'Consultant' or 'Firm' or 'Bidder' or 'Manufacturer' or 'Successful Bidder' or 'Agency' in specific contexts) means any private or public entity that will provide the Services to the Invest UP ("the Client") under the Contract.

d) "Invest UP" means the Invest UP with which the Bidder signs the Contract for the services.

e) "Bid Processing Fee" shall mean the fee as specified in the RFP Data Sheet;

f) "Bills" or "Invoices" shall mean all such running bills, as also the final bills submitted by the Bidder regarding the works in consonance with Clause 3.1 of the Terms of Reference. All bills raised by the Bidder must in compliance with GST as also other extant statutory framework holding the field.

g) "Bill of Quantities" (including the term 'Price Schedule' or 'BOQ') means the priced and completed Bill of Quantities forming part of the Contract;

h) "Client" (including the term 'Invest UP') means the Invest UP;

i) "Contract" or "Agreement" means the Contract signed by the Parties and all the attached documents, if any;

j) "Confidentiality" shall have the meaning set forth in GCC Clause 6.2.10;

k) "Dispute" shall have the meaning set forth in GCC Clause 6.2.15;

l) "EMD" means Earnest Money Deposit submitted by the Bidder;

m) "Government" means the Government of the Client's Country/State;

n) "Key Dates" shall mean the dates mentioned in Clause-1 and the Data sheet in Clause-2;

o) "LOE" means Letter of Empanelment issued to the empanelled Bidders by the Client against an empanelment RFP;

p) "LOA" means Letter of Award issued to the empanelled Bidder by the Client issuing directions to commence Services;

q) "Liquidated Damages" shall have the meaning set forth in GCC Clause 6.1.12;

r) "Empanelment Period" refers to the period as mentioned in data sheet;

s) "Party" means the "Client or the Bidder" as the case may be, and "Parties" means both of them.

t) "Penalty" shall have the meaning set forth in GCC Clause 6.1.13;

u) "Performance Security" (includes the terms 'Security Deposit' or 'Performance Bond' or 'Performance Bank Guarantee' or other specified financial instruments in specific contexts) means a monetary guarantee to be furnished by the Bidder in the form prescribed for the due performance of the Contract;

v) "Personnel" means professionals and support staff provided by the Bidder assigned to perform the Services or any part thereof;

w) "RFP" means the Request for Proposal in response to which the Bidder has submitted a proposal, towards fulfilling the procurement of a commodity, service, or valuable asset;

x) "Scheduled Bank" means Banks specified in the RBI Act, 1932;

y) "Services" means the work to be delivered/performed by the Bidder pursuant to the Contract, Terms of Reference and Service Level Benchmarks (SLBs) specified in the RFP;

z) "Work Order" means the written document issued by the Client subsequent to commencement of the Contract requesting delivery of specified Services/materials from the Bidder as per the Contract terms and conditions.

6.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

6.1.3 Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

6.1.4 Notices

6.1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed, or if the service thereof is affected upon them by post or by electronic means, viz- fax and/or email on the official email address of the parties to this Contract, as provided hereinafter: info@investup.org.in orinfo@investup.org.in or the Client and the email address which shall be provided by the Bidder.

6.1.4.2 A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

6.1.4.3 Performance Notice

At any time during the subsistence of this Contract, the Bidder may be required by the Client to perform any of its obligations under this Contract or to remedy any issues, defect, deficiency, flaw or damage, etc. in its performance, by means of a written notice or such other means as may be feasible, within such time as may

be directed therein and the Bidder shall, upon receipt of such notice/intimation, comply with the same within this time stipulated therein.

Repeated and wilful failure to perform the obligation required by the Performance Notice within the time stated therein, the Client may, in its discretion and without prejudice to its right to charge liquidated damages, impose a penalty as per Clause-6.1.13 for every such failure, as also to forfeit the Bank Guarantee so as to materialize the covenant enumerated in Clause 6.2.8

6.1.5 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Bidder may be taken or executed by the officials specified in the Contract.

6.1.6 Taxes and Duties

GST/other applicable taxes shall be as specified in the BOQ.

6.1.7 Fraud and Corruption

The Implementation Agency (IA) and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process as well as during currency of the agreement. Notwithstanding anything to the contrary contained in this E-Bid, the Invest UP shall reject a Bid without being liable in any manner whatsoever to the Implementation Agency (IA), if it determines that the Implementation Agency (IA) has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process as well as during currency of the agreement. In such an event, the Invest UP shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Processing Fee, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Invest UP for, inter-alia, time, cost and effort of the Invest UP, in regard to the E-BID, including consideration and evaluation of such Implementation Agency (IA)'s Proposal.

6.1.7.1 For the purpose of this Contract, the terms set forth below shall have the following meaning:

a) "corrupt practice" means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution or duplicacy/inflation in billing/billed items;

b) "fraudulent practice" means misrepresentation or omission of facts in order to influence the selection process or the execution of a contract;

c) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

d) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of the contract.

6.1.7.2 Measures to be taken

The Client will terminate the Contract if the representatives of the Bidder are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract and forfeit the Performance Bank Guarantee;

The Client will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time the Client determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said contract. It is made clear that any termination made under this clause shall not necessitate the Bidder to be put to an advance notice and a mere communication in that regard by the Client would suffice.

6.1.8 Limitation of Liability

The Contract will require that the aggregate liability of the Bidder under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Bidder hereunder. The preceding limitation shall not apply to liability arising as a result of the Bidder's fraud in performance of the services hereunder, or accident cased due to negligence of the Bidder, or the cost of repairing or replacing defective equipment, or to any obligation of the Bidder to indemnify the Procuring Entity concerning IPR infringement.

6.1.9 Insurance

The Bidders are expected to maintain insurance cover for every event to mitigate the Bidder’s risks against but not limited to the following:

a) loss of or damage to any works and materials, including damages due to natural or man-made disasters like fire, explosion, flooding, electrocution, etc.

b) loss of or damage to any equipment, property in connection with the Contract;

c) personal injury or death of the employees/third party personnel;

d) penalties and demands by labour regulatory Invest UP and any other regulatory authorities.

For any accident/ mishappening that may occur onsite, the Client does not take any responsibility for insurance coverage.

6.1.10 Time is of the Essence

Time is of the essence as to the delivery/supply/installation and maintenance of the services to be delivered/performed by the Bidder in the empanelment Period.

6.1.11 Time Extension

In case of delay in performance due to reasons beyond the control of the Bidder, suitable extension of time may be granted by the Client prior to the completion of the empanelment /event Period and no such extension shall be granted during the empanelment /event Period, provided that the Invest UP may under exceptional circumstances extend any reasonable period during the empanelment /event Period, however, no extension shall be granted in any circumstances after the last date of the empanelment /event Period. The grant of such extension of time shall not be construed to be a waiver of any Liquidated Damages or Penalty or any other right of the Client under this contract.

6.1.12 Liquidated Damages

The parties agree that in case the Services provided by the Bidder are found to be unsatisfactory, of inferior quality, not meeting Service Level Benchmarks (SLBs), leading to delay in completion of Services or any other default with reference to the RFP conditions, or the same resulting in losses, monetary or otherwise, to the Client, which are difficult to quantify hence, Liquidated Damages, as mutually agreed genuine pre-estimation of such losses shall be imposed on the Bidder. The Liquidated Damages shall be subject to a maximum of 10% (ten per cent) of the Agreement/Contract Value. Details of the same have been provided below:

Conditions for Liquidated Damages to be imposed	**Amount of Liquidated Damages**
Failure to adhere to the SLBs as measured against the KPIs.	Liquidated Damages of 1% of the value of the Work Order for each such failure.
Failure to maintain the installed structures including anchoring, platforming and repairs/replacement as and when required	Liquidated Damages of 1% of the value of the Work Order.
Delay in installation of structures as per the given timeline in the Work Order/LOA	Liquidated Damages of 1% per day of the value of the Work Order.
Failure to address the notice given by Invest UP	Liquidated Damages of 1% per day of the value of the Work Order.

The Liquidated Damages shall be imposed and may *inter alia* be recovered either by appropriation from the Performance Security or from final bills or by any other mode in accordance with the laws. The Client shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without written notice to the Bidder in the event of breach of this Agreement for recovery of Liquidated Damages specified herein. The Liquidated Damages are without prejudice to the right of the Client to impose penalty or the right to independently recover any unliquidated damages suffered by the Client on account of any act or omission of the Bidder or its agents, representatives or employees, etc., which are not contemplated herein, inter alia by appropriation from the Performance Security or from final bills or by any other mode in accordance with the laws.`

6.1.13 Penalty

Without prejudice to the Liquidated Damage or any other right of the Client under this Contract, the Client reserves the right to impose a Penalty for any breach of the terms of this Contract, the amount and nature whereof shall be decided by the Client depending upon the quantum and/or severity of the breach in each case, including but not limited to the following penalties:

Breach	**Penalty**
Failure to address the notice given by Invest UP	• For First instance, to be kept on watchlist. • For second instance, the concerned key personnel and team leader to be removed from the project. • For third instance, Contract shall be

	terminated.
Failure to maintain the installed structures including repairs/replacement as and when required	The concerned key personnel and team leader to be removed from the project
Any incidence of misbehaviour by the staff of the Bidder	INR 5000 per incidence
If any of the Bidder's personnel, on duty or otherwise is found under the influence of any drug or intoxicants	INR 5000 per incidence
If any of the Bidder's personnel, on duty or otherwise is found attempting to claim false attendance	INR 10000 per incidence
Any other breach of contract	Suitable Penalty as determined by the Invest UP, including declaring the bidder ineligible to be awarded a contract for a stated period of time.

Note: the penalty shall be independent of any other deductions under this agreement.

6.1.14 Qualitative Deductions

In case the Bidder does not match the quality standards or fails to meet the SLBs in its work, the Client may make deductions for each such shortfall in the quality, not exceeding 20% of the Agreement Value in aggregate.

The decision of the Client made on the basis of TPIA report or Committee report, with respect to the quality of work done, services provided or materials supplied, etc. shall be final and binding on the Bidder.

6.2 Commencement, Completion, Modification and Termination of Contract

6.2.1 Effectiveness of Contract

This Contract shall come into effect from the date the Contract is signed by both Parties.

6.2.2 Commencement of Services

The Bidder shall begin carrying out the Services not later than 15 days after the Effective Date specified in the RFP or the Contract.

6.2.3 Expiration of Contract

Unless terminated earlier pursuant to GCC Clause 6.2.7 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the Contract.

6.2.4 Modifications or Variations

a) The Client shall have power to order the Bidder to do any or all of the following as considered necessary or advisable during the progress of the work.
   - Increase or decrease of any item of work included in the contract or BOQ
   - Omit any item of work in the contract of BOQ

- Change the character or quality or kind of any item of work in the contract or BOQ;
- Change the levels, lines, positions and dimensions of any part of the work in the contract or BOQ;
- Execute additional items of work of any kind necessary for the completion of the works; Change in any specified sequence, methods or timing of construction of any part of the work;
- Change the location of the works and
- Any other item as desired by the Client

b) The Bidder shall be bound to carry out the work in accordance with any instructions in this connection, which may be given to them in writing by the Client and such alteration shall not vitiate or invalidate the contract.

6.2.5 Quantities in the Contract

The quantities set out in the contract are estimated quantities. Payment shall be made for actual quantities delivered in accordance with the Work Orders issued by the Client subsequent to the signing of the Contract.

In case the delivered quantities have to be installed or deployed on site, payments shall be done only for the actual installed quantities. No payments shall be done for material dumped on the site and not installed.

6.2.6 Force Majeure

6.2.6.1 *Definition*

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to epidemics, quarantine restrictions, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, confiscation or any other action by government agencies.

Force Majeure shall not include (i) strikes, lockouts or other industrial action; (ii) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultant or agents or employees, nor (iii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

6.2.6.2 *No Breach of Contract*

The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

6.2.6.3 *Extension of Time*

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure, subject to the condition that no extension of time shall be granted during or beyond the Event/Empanelment period and any extension granted prior to the Event/Empanelment Period shall not extend into the Event/Empanelment Period, provided that the Invest UP may under exceptional circumstances extend any reasonable period during the Event/Empanelment Period, however, no extension shall be granted in any circumstances after the last date of the Event/Empanelment.

6.2.6.4 *Payments*

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, subject to the condition that no such payments shall be made in case the Bidder is unable to perform the services during the Event/Empanelment period.

6.2.7 Termination

Either Party may terminate the Contract with immediate effect by serving prior written notice to the other party.

6.2.7.1 *By the Client*

The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this GCC Clause 6.2.7.1. In such an occurrence the Client shall give not less than fifteen (15) days' written notice of termination to the Bidder, and thirty (30) days' in the case of the event referred to in (f).

a) If the Bidder does not remedy a failure in the performance of their obligations under the Contract, after being notified within such time as may be stipulated or within any further period as the Client may have subsequently approved in writing.

b) If the Bidder becomes insolvent or bankrupt.

c) If the Bidder, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

d) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than fifteen (15) days.

e) If the Bidder sublets any part of contract without approval of the Client.

f) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

g) If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 6.2.15 hereof.

6.2.7.2 *By the Bidder*

The Bidder may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this GCC Clause 6.2.7.2:

a) If the Client fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute pursuant to GCC Clause 6.2.15 hereof within forty-five (45) days after receiving written notice from the Bidder that such payment is overdue.

b) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 6.2.16 hereof.

6.2.7.3 *Payment upon Termination*

Upon termination of this Contract pursuant to GCC Clauses 6.2.7, the Client shall make the following payments to the Bidder:

a) payment pursuant to GCC Clause 6.2.12 for Services satisfactorily performed prior to the termination date;

b) except in the case of termination pursuant to paragraphs (a) through (c) and (f) of GCC Clause 6.2.7.1, reimbursement of any reasonable cost, incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

6.2.8 Risk and Cost

If the Bidder (i) does not perform any of its obligations under this Contract or remedy any issues, defect, deficiency, flaw or damage, etc. in its performance, upon service of a Performance Notice, within the time stipulated therein; or (ii) terminates this Contract before or during the Event/Empanelment Period, the Client may, without prejudice to any other right or remedy under this Contract or any extant Law, by a notice in writing, carry out the part work/ part incomplete work by any means at the risk and cost of the Bidder. Provided also that if the expenses incurred by the Client are less than the amount payable to the Bidder, the balance shall not be payable to the contractor.

In such an event, the Bidder shall have no claim to compensation for any loss sustained by it by reason of it having purchased or procured any materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of this Contract.

6.2.9 Obligations of the Bidder

6.2.9.1 *Standard of Performance*

The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence and efficiency, in accordance with the stated Contract conditions, RFP Terms of Reference and Service Level Benchmarks (SLBs). The Bidder shall observe sound management practices, and employ appropriate technology, safe and effective equipment, machinery, materials and methods. For matters where the Contract does not specify any Standard, the Services delivered shall conform to National/ International Standards or generally accepted professional standards, techniques and practices.

The Bidder shall always act, in respect of any matter relating to this Contract, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Third Parties.

In cases where the performance or/and quality of Services is/are found to be unsatisfactory, Client shall impose Liquidated Damages and/or Penalties for the shortfall in performance as per GCC Clause 6.1.12 and 6.1.13.

Imposition of these Liquidated Damages and/or Penalty shall not absolve the Bidder from rectification or reperformance of the defective Service without further payment.

6.2.9.2 *Responsibility of the Bidder*

The Bidder shall commence execution of Services in accordance with GCC Clause 6.2 and shall carry out the Services in accordance with the program submitted by the Bidder, as updated with the approval of the Client.

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

No damage in any case shall be caused to an existing structure. The Bidder shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.

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

In the conduct of cleaning activities and operation of equipment, the Bidder shall utilize such practicable methods and devices as are reasonably available to control and minimize air/noise pollution.

Notwithstanding anything mentioned in the RFP and Contract, the Bidder shall ensure compliance with all Applicable Laws and any guidelines which have been issued by the government or Client from time to time.

6.2.10 Obligations under Labour Code

The Bidder shall fulfil all obligations under all applicable labour codes and rules and shall indemnify the Client from any and all claims arising out of non-compliance of the aforementioned labour codes.

6.2.11 IPR Rights & Confidentiality

6.2.11.1*IPR Rights*

All deliverables in the form of data, software, designs, utilities, tools, outputs, plans, drawings, specifications, designs, reports, models, systems and other methodologies and know-how ("Materials") submitted by the Bidder under this Contract shall become and remain the property of the Client and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without the Client's prior written consent.

The Bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Bidder may retain a copy of such documents and software but shall not use it for any commercial purpose.

6.2.11.2*Confidentiality*

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the Client to the Bidder, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the Client and shall not, without the prior written consent of Client, be divulged by the Bidder to any third party, nor be used by them for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by the Client, all copies of all such information in original shall be returned on completion of the Bidder's performance and obligations under this contract.

6.2.12 Accounting

The Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

6.2.13 Obligations of the Client

6.2.13.1 *Assistance and Exemptions*

The Client shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the Contract.

6.2.13.2 *Change in the Applicable Law Related to Taxes and Duties*

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the Bidder under this Contract shall be increased or decreased accordingly under this Contract.

6.2.14 Payments to the Bidder

6.2.14.1 *Professional fee and Payments*

The total payment due to the Bidder shall be governed by the Rate List prepared in accordance with Clause 4.2.2 and conditions mentioned in Clause 3.6 of the RFP.

6.2.14.2 *Terms and Conditions of Payment*

Payments will be made to the account of the Bidder of each event according to the payment schedule stated in Clause 3.6 of the RFP. The Payment shall be inclusive of taxes or similar charges, as well as customs, duties or tariffs imposed in respect of the Services. Unless otherwise set forth in the Contract, payment is due within thirty days following receipt of each invoice.

6.2.15 Good Faith and Indemnity

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6.2.15.1 For breach of IPR Rights

The Bidder shall indemnify and hold harmless, free of costs, the Client and its employees and officers from and against all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which may arise in respect of the Services provided by the Bidder under this Contract, as a result of any infringement or alleged infringement of any patent, utility model, registered design, copyright, or other Intellectual Proprietary Rights (IPR) or trademarks, registered or otherwise existing on the date of the contract arising out of or in connection with:

a) any design, data, drawing, specification, or other documents or Services provided or designed by the Bidder for or on behalf of the Client.

b) The sale by the Client in any country of the services/ products produced by the Services delivered by the Bidder, and

c) The delivery of the Services by the Bidder or the use of the Services at the Client site

Such indemnity shall not cover any use of the Services or any part thereof other than for the purpose indicated by or to be reasonably inferred from the contract, neither any infringement resulting from the use of the Services or any part thereof, or any service/ products produced thereby in association or combination with any other service, equipment, plant, or materials not delivered by the Bidder.

If any proceedings are brought, or any claim is made against the Client arising out of the matters referred above, the Client shall give the Bidder a notice thereof. At its own expense and in the Client's name, the Bidder may conduct such proceedings and negotiations to settle any such proceedings or claim, keeping the Client informed.

If the Bidder fails to notify the Client within twenty-eight (28) days after receiving such notice that it intends to conduct any such proceedings or claim, then the Client shall be free to conduct the same on its behalf at the risk and cost to the Bidder.

At the Bidder's request, the Client shall afford all available assistance to the Bidder in conducting such proceedings or claim and shall be reimbursed by the Bidder for all reasonable expenses incurred in so doing.

5.6.2 For Losses and Damages Caused by Bidder

The Bidder shall indemnify and keep harmless the Client, from and against, all actions, suit proceedings, losses, costs, damages, charges, claims, and demands of every nature and description brought or recovered against the Client because of any act or omission or default or negligence or trespass of the Bidder, his agents, or employees despite all reasonable and proper precautions may have been taken, during the execution of the Services. The Bidder shall make good at his own expense all resulting losses and/ or damages to:

a) the Services themselves or
b) any other property of the Client or
c) the lives, persons, or property of others

In case the Client is called upon to make good such costs, loss, or damages, or to pay any compensation, including that payable under the provisions of the Workmen's Compensation Act or any statutory amendments thereof; the amount of any costs or charges including costs and charges in connection with legal proceedings, which the Client may incur about it, shall be charged to the Bidder. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained and whether or not any damage shall have been sustained.

The Client shall have the power and right to pay or to defend or compromise any claim of threatened legal proceedings, or in anticipation of legal proceedings being instituted consequent on the action or default of the Bidder, to take such steps as may be considered necessary or desirable to ward off or mitigate the effect of such proceedings, charging to Bidder, as aforesaid, any sum or sums of money which may be paid and any expenses whether for reinstatement or otherwise which may be incurred and the propriety of any such payment, defence or compromise, and the incurring of any such expenses shall not be called in question by the Bidder.

6.2.16 Settlement of Disputes

6.2.16.1 This Contract shall be governed by, and construed in accordance with, the laws of India.

6.2.16.2 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

In the event of any dispute between the Parties arising out of or in connection with the Contract, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably, by means of conciliation and/or negotiation, in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect and the Parties shall keep performing their obligations under this Contract, especially during the Event/Empanelment Period, notwithstanding any disputes, pending any attempts at amicable settlement.

6.2.16.3 Arbitration

In case of failure in amicable settlement, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Client from the panel of arbitrators nominated by the parties to this agreement with mutual consent and a list of the panel so decided shall form part of this agreement. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 as amended from time to time.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect and the Parties shall keep performing their obligations under this Contract, especially during the Event/Empanelment Period notwithstanding any disputes, pending the award in any arbitration proceedings hereunder.

6.2.16.4 Jurisdiction

In the event that Parties fail to settle the dispute amicably, the same shall be settled by binding Arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996.

The venue of arbitration shall be in Lucknow, Uttar Pradesh.

The language of arbitration proceedings shall be English.

Any dispute arising in relation to this Contract shall be subjected to Jurisdiction of Courts at Lucknow, Uttar Pradesh.

Courts located in Lucknow shall have exclusive jurisdiction to settle dispute arising under this agreement.

7 Annexure A: Standard Forms

7.1 Form 1: Power of Attorney

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 **Empanelment of Event Management Agencies for Invest UP** including signing and submission of all documents and providing information/responses to the Client 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 _____2026

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 Bidder.

7.2 Form 2: Technical Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Invest UP*]

Dear Sir:

We, the undersigned, offer to provide the services for **Empanelment of Event Management Agencies** in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this a Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the Proposal Validity Period, we undertake to negotiate on the basis of the proposed staff. 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 at a date mutually agreed between us.

We hereby declare that the financial years to be considered for both eligibility and technical evaluation shall include the following: FY (…….fill in all the financial years to be considered for evaluation of the technical proposal……..).

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

7.3 Form 3: Covering Letter: (On the letterhead of the bidder)

Date:

To,

The Nodal Officer

Invest UP

Reference: **Request-for-Proposal for Empanelment of Event Management Agencies for Invest UP**

Dear Sir,

1. With reference to your RFP for _____ dated....., we, having examined the Bidding Documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to Invest UP any additional information it may find necessary or required to supplement or authenticate the Bid.
5. We acknowledge the right of Invest UP to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises. (Appendix G as a non-debarment affidavit is a mandatory required. It needs to be attached in the technical bid, in addition to the cover letter).
7. We declare that:
    - We have examined and have no reservations to the Bidding Documents, including any Addendum issued by Invest UP.
    - We do not have any conflict of interest in accordance the RFP document.
    - We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with Invest UP or any other public sector enterprise or any government, Central or State; and
    - We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We understand that, in case of any fact found false, the proposal shall be treated as cancelled even after award of LoA.

10. We declare that we are not a member of any other firm submitting a Proposal for the Assignment.
11. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
12. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
13. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
14. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate Invest UP of the same immediately.
15. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Invest UP in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the abovementioned Assignment and the terms and implementation thereof.
16. In the event of our being declared as the successful Bidder, we agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
17. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by Invest UP or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
18. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
19. We offer an EMD as mentioned in Data Sheet to Invest UP in accordance with the RFP Document.
20. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
21. We agree to keep this offer valid for 180 days from the Proposal Due Date specified in the RFP.
22. We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

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)

7.4 Form 4: Details of Bidder (On the letterhead of the bidder)

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.	Cost of tender (UTR No.) EMD amount (UTR No.)		
9.	Other Eligibility documents attached:		
9 A.	Documents in evidence of Past Experience		
9 A I.	List of important clients		
9 An II.	Proof of such association like accreditations, memberships and certificates from important past clients		

7.5 Form 5: Financial capacity of the Bidder

Financial Capacity of the Bidder

(Chartered Accountant certificate, Average Annual Turnover for last 3 financial year from 2022-2025 (i.e., 2022-23, 2023-24 and 2024-25) and net worth for all three years from 2022-2025)

UDIN Number:

Bidder:				
Financial Year	2022-23	2023-24	2024-25	2025-26
Annual Turnover				
Net Worth				

(Turnover of sister concerns/ affiliates will not be considered)

Name & address of Bidder:

Instructions:

The Bidder shall submit a Chartered Accountant certificate only with UDIN number mentioned. The certificate should mention:

1. CA certification regarding annual turnover in any three consecutive financial years[2] i.e. (FY 2022-23, 2023-24, 2024-25 & 2025-26) as per RFP Terms.
2. Net worth for the last three financial year as per RFP Terms (2022-23, 2023-24 and 2024-25).
3. UDIN Number

7.6 Form 6: Eligible assignments of the Bidder

Project Data Sheet

(To be used for providing additional information for past projects)

Name of the Firm: _____

Event Name:		Country
Project Location Within Country:		Type of Event: No. of Participants: Cost (Rs Crore):
Name of Client		
Name & Designation of Chief Guest		
Start Date (Month/Year)	Completion Date (Month/Year)	Approx. Value of Services (in INR):
Description of the Project:		
Description & Samples (if any) of Actual Services provided:		

This is to certify that the above information has been examined by us on the basis of Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of conducted summits and found correct.

(Signature, Address, Seal & Membership No. of Chartered Accountant) OR (Signature of the Authorized Signatory)

Note: Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of projects. In addition, samples of creatives, video links etc. also needs to be furnished as sought in individual eligibility criteria.

7.7 Form 7: Approach and Methodology – Technical Presentation

Guidelines for Technical Presentation

The presentation shall be evaluated in the following parameters:

a. Planning to organize an event (Approach & methodology) -**10 Marks**
b. Innovation ideas for Invest UP Stall representation (stall design options) - **10 Marks**
c. Proposed deployment of manpower and their experience and background- **5 Marks**
d. Overall Designs of the event, Stage Backdrop setups & Branding Options etc. – 2.**5 Marks**
e. Any rewards/recognition from any government organization**- 2.5 Marks**

(Note : The bidder shall share the technical presentation with the department in soft copy and Hard Copy both at least 15 minutes before the start of technical presentation. The date, time and venue for the technical presentation shall be notified only to the bidders who are eligible pursuant to Clause 4.1 of the RFP).

7.8 Form 8: Non-Debarment Affidavit (On stamp paper of INR 100/-)

Date:

To,

Nodal Officer

Invest UP

Reference: : **Request-for-Proposal for Empanelment of Event Management Agencies for Invest UP**

Dear sir,

I/We _____ hereby declare that statements, project documents, credentials, documentary evidence, 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 RFP, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, Invest UP, 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 Invest UP.

I/We, also declare that I/We have not be blacklisted / terminated / debarred by any State or Central Government or their agencies and have not been found guilty of any criminal offence by any court of law, in the last seven (7) years.

All abovementioned point is true, authentic to the best of my/our knowledge

Yours faithfully,

Name of the Bidder

…….

Signature of the Authorised Person

…….

Name of the Authorized Person

7.9 Form 9: Financial Proposal

[*Date*]

To: [*Name and address of Client*]

Subject: Financial Undertaking

Reference: **Request-for-Proposal for Empanelment of Event Management Agencies for Invest UP**

Dear Sir,

We have read and examined the RFP document complete with the Terms of reference, Instructions to Bidders and General Conditions of Contract.

We hereby submit our quotes for the Department of the services specified in the RFP.

The financial proposal submitted is unconditional and fulfils all the requirements of the RFP document.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal. We understand the Department is not bound to accept any proposal that is received.

_____

Signature and Name of the Authorised Person

_____

NAME OF THE BIDDER AND SEAL

BOQ for Event Management Agencies

(Rates to be quoted by the bidder in a separate excel sheet attached with the tender documents)

Terms & Conditions:

- Agency Shall Propose theme decoration for entire event. Generating & creating overall ambience around all structure and public movement area with making creatives, designing and Execution for the event.
- Post Event Report- (In soft copy and hard bounded copy) Consisting of all events related detail photographs and data of visitors and participants etc. Complete for entire event period.
- All the rates include, labour, material, T&P charge complete.
- All the tax liability shall be borne by contractor/firm as per applicable rule.
- Above rates include GST and other charges.
- **The Bidder must quote the rates as per the single day event.**
- The Payment shall be made by the Department only for the Event Day.

Name of the Bidder/ Bidding Firm / Company :	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Quoted Currency in INR / Other Currency	RATE (including all taxes) In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	12	13	54	55
1	**HIRING OF STRUCTURE & TENTAGE ITEMS**	A						
1.01	Providing and Fixing of **German temporary hangar** which is made of imported aluminium extrusions with base plate that are anchored to the ground and covered with blackout PVC fabric that is fire retardant. The hangar	item 1	1	Sqm	**INR**		**0.000**	INR Zero Only

	structure (imported or equivalent) should be able to withstand wind speed up to 100 KMPH. The Hangar will be completely weatherproof and with adequate number of entry exit points including emergency exits. General lighting will be part of the hangar, hangar will be pillarless inside. Hangar Span: **30 M to 40 M**							
1.02	Providing and Fixing of **German temporary pagoda** structure of size 5Mx5M	item 2	1	Nos.	**INR**		**0.000**	INR Zero Only
1.03	Providing & fixing of Waterproof Pandal with ceiling (MS Pipe) including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 3	1	Sqft	**INR**		**0.000**	INR Zero Only
1.04	Providing & Fixing of **View Cutter** wall with the help of good quality cloth and wooden frame as requirement with colour clothes sizes as per approved by officer-in-charge.	item 4	1	sqft	**INR**		**0.000**	INR Zero Only
1.05	Providing & Fixing of Complete **Mojo Barricading** inside & outside as arrangements of security & seating plan, height of barricading must be approximately 4 ft. fitted by as per direction of officer-in-charge.	item 5	1	RFT	**INR**		**0.000**	INR Zero Only
1.06	Providing & Fixing of **New Non-Woven Synthetic carpet** along with PVC covering including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 6	1	SQFT	**INR**		**0.000**	INR Zero Only
1.07	Providing and fixing of levelled rigid **stage setup** with the help of Scaffold structure to be erected on iron structure with provision of 2 Nos. steps.At **4 ft. height** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 7	1	Nos.	**INR**		**0.000**	INR Zero Only

2.00	**FABRICTION WORKS AND ITEMS ON HIRE BASIS**	**B**						
2.01	Providing and fixing of latch free **Wooden flooring/ramp single ply** and wooden batten including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 8	1	Sqft	**INR**		**0.000**	INR Zero Only
2.02	Providing and fixing of **Wooden Pergo flooring** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 9	1	Sqft	**INR**		**0.000**	INR Zero Only
2.04	Providing and fixing of **Automatic Remote-Controlled Motorized Curtain System**, along with the addition of a printed sticker on a 3ft x 2ft Black Granite Marble Stone, followed by carving the same content post-event. Delivery will be arranged to the designated warehouse or location, as specified by the authority or the overseeing officer	item 10	1	Sqft	**INR**		**0.000**	INR Zero Only
2.05	Providing and fixing of latch free **Wooden Wall with MDF**, wooden batten and paint finish including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 11	1	sqft	**INR**		**0.000**	INR Zero Only
2.06	Providing and fixing of latch free **Gypsum grid ceiling** including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 12	1	sqft	**INR**		**0.000**	INR Zero Only
2.07	Providing and fixing of pleated frill of **Multi or single colour cloth ceiling** inside structures like hangar,pagoda etc. including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	item 13	1	sqft	**INR**		**0.000**	INR Zero Only
3.00	**EXHIBITION STALLS ON HIRE BASIS**	**C**						

3.01	Design, fabrication, supply, installation and dismantling of standard Octanorm Exhibition Stall complete with modular octanorm framework, wall panels, fascia with exhibitor name, carpet/floor covering, LED lighting, table, chairs, dustbin, power socket, electrical wiring, switchboard, distribution board, power connections, branding provisions, necessary fixtures and fittings, housekeeping before handover, all tools, plants, labour, transportation and all incidental works, complete in all respects as per the approved layout and specifications. **Standard Inclusions (per 9 sqm stall):** 1 Information Table,2 Chairs,1 Fascia with Stall Name,LED Lighting (minimum 3 × 20W or equivalent) ,1 × 5A Power Socket,Internal Electrical Wiring & Switchboard,1 Dustbin,Carpet/Floor Covering Complete Installation & Dismantling	item 14	1	Per Sqm	**INR**		**0.000**	INR Zero Only
3.13	**Custom Designed Exhibition Stall** – Fabrication (Wooden Structure with Laminate Finish,including fascia and electrical wiring as per the design approved. Max Height 3m)	item 15	1	sqm	**INR**		**0.000**	INR Zero Only
4.00	**FURNITURE ITEMS ON HIRE BASIS**	**D**						
4.01	Providing & Fixing of **VVIP Leatherette sofa** set of SS Frame & legs including proper cleaning and positioning ***(Single Seater) / (Two-Seater)/ (Three-Seater)*** as per approved by officer-in-charge.	item 16	1	Per Seat	**INR**		**0.000**	INR Zero Only
4.04	Providing & Fixing of **Banquet chair with cover**	item 17	1	Nos.	**INR**		**0.000**	INR Zero

	& Bow including proper cleaning and positioning as approved by officer-in-charge.							Only
4.06	Providing & fixing **Prefabricated Coffee table of 2 ft. x 2 ft**. size as approved by officer-in-charge.	item 18	1	Nos.	**INR**		**0.000**	INR Zero Only
4.07	Providing & fixing **Leatherette finished VVIP Chair** with new white towels for dais as approved by officer-in-charge.	item 19	1	Nos.	**INR**		**0.000**	INR Zero Only
4.08	Providing & fixing **Glass/ Wooden Centre Table of size 5 ft. x 2.5 ft**. approximately as approved by officer-in-charge.	item 20	1	Nos.	**INR**		**0.000**	INR Zero Only
4.10	Providing & fixing of **Tent Table with frill** and cover 6 ft. x 3 ft. size as approved by officer-in-charge.	item 21	1	Nos.	**INR**		**0.000**	INR Zero Only
4.11	**Podium** for announcement as approved by officer-in-charge.	item 22	1	Nos.	**INR**		**0.000**	INR Zero Only
5.00	**FLOWER DECORATION ON SUPPLY BASIS**	**E**						
5.01	Exotic Fresh **Flower Decoration on Main Stage** with floral garden on LED, Podium, Garden décor on dais and stage front area for multiple stage sizes.	item 23	1	sqft	**INR**		**0.000**	INR Zero Only
5.02	**Flower Bouque**t assorted of mixed flowers wrapped in paper/ crepe packing VIP/VVIP	item 24	1	Nos.	**INR**		**0.000**	INR Zero Only
6.00	**BRANDING WORKS AND ITEM ON HIRE BASIS**	**F**						
6.01	Providing & Fixing of Flex of required size as cut-out on Iron Frame tubular member.	item 25	1	sqft	**INR**		**0.000**	INR Zero Only
6.02	Providing & Fixing of Flex of required size as cut-out on Wooden Frame	item 26	1	sqft	**INR**		**0.000**	INR Zero Only
6.03	Providing & Fixing of Hoarding on Flex on iron Frame and erection with the help of girder	item 27	1	sqft	**INR**		**0.000**	INR Zero Only
6.04	Printing & Installation of Eco solvent Vinyl 120 micron	item 28	1	sqft	**INR**		**0.000**	INR Zero Only
6.05	Printing & Installation of	item	1	sqft	**INR**		**0.000**	INR

	Eco solvent Vinyl with sun board 120 micron	29						Zero Only
6.06	Printing & installation of Backlit flex with wooden/iron frame complete	item 30	1	sqft	**INR**		**0.000**	INR Zero Only
6.07	Providing, Printing & Installation of Flex gate on iron frame and 3d Sun board and vinyl as per the design approved by the officer-in-charge (measurement to be done as per print area)	item 31	1	sqft	**INR**		**0.000**	INR Zero Only
8.00	**SUPPLY OF ITEMS WITH MERCHANDISING**	**H**						
8.01	Printing and Supply of Lanyard with multicolour printing	item 32	1	Nos.	**INR**		**0.000**	INR Zero Only
8.02	Printing and Supply of Badges with transparent pouch cover	item 33	1	Nos.	**INR**		**0.000**	INR Zero Only
8.03	Printing and Supply of Badges (PVC)	item 34	1	Nos.	**INR**		**0.000**	INR Zero Only
9.00	**PHOTOGRAPHY & VIDEOGRAPHY ON HIRE BASIS**	**I**						
9.01	Digital Photography - Agency to Arrange the digital photo shoot for entire event agency to shoot and compose the photo about event date wise. Agency to submit soft copy composed as well as raw data by way of pen drive/hard drive with labelled date on drives for Per day for eight hrs.	item 35	1	Nos.	**INR**		**0.000**	INR Zero Only
9.02	HD Videography - Agency to Arrange HD Video Shoot for the entire event, agency to shoot & edit the video to submit the pen drive/hard drive of edited videos along with raw data Per day for eight hrs.	item 36	1	Nos.	**INR**		**0.000**	INR Zero Only
9.03	Drone With operator and live feed options	item 37	1	Nos.	**INR**		**0.000**	INR Zero Only

10.00	**HIRING OF GENSET & Electrical Cabling** Genset-Providing Genset of various capacities at different locations as per layout with 75% generation capacity including diesel, cartage, electrical for maintenance. Cabling - To draw cabling for the individual genset with distribution board, earthing up to the source of supply to the individual location as per site requirement. Power back up must be double i.e. if one power back up fails the second one should take over. Trail and testing one day before the event.	**J**						
10.01	62.5KVA (Genset with fuel for 8 hours shift)	item 38	1	Per Shift	**INR**		**0.000**	INR Zero Only
10.02	125KVA (Genset with fuel for 8 hours shift)	item 39	1	Per Shift	**INR**		**0.000**	INR Zero Only
11.00	**HIRING & FIXING OF LED SCREENS** *Digital projection screens, LED having brilliance for outdoor/Indoor use. LED screen. with all electrical cabling including fibre optics cabling with data voice connecting from control room to all LED in a loop including trail run, testing 1 days before the event and removing the same after the event is over.*	**K**						
11.01	Supply, Installation, Testing, Commissioning, Operation & Dismantling of Indoor LED Video Wall **(P3 or better)** complete with all controllers, processors, cabling, mounting structure, accessories and operators.	item 40	1	sqft	**INR**		**0.000**	INR Zero Only
11.02	Supply, Installation, Testing, Commissioning, Operation & Dismantling of Outdoor LED Video Wall **(P4 or better)** complete with all controllers,	item 41	1	sqft	**INR**		**0.000**	INR Zero Only

	processors, cabling, mounting structure, accessories and operators.							
12.00	**HIRING & FIXING OF LED TV /Touch screens**	**L**						
12.01	LED HD 55 inch with self-stand	item 42	1	Nos.	**INR**		**0.000**	INR Zero Only
12.02	55" Interactive Touch Display – 4K UHD, Anti-glare glass, 20-point touch, Inbuilt speakers	item 43	1	Nos.	**INR**		**0.000**	INR Zero Only
12.03	Digital Standee	item 44	1	sqft	**INR**		**0.000**	INR Zero Only
13.00	**HIRING & FIXING OF SOUND SYSTEM** *Temporary providing installing & testing of sound system one day prior the event as per along with below mention details.*	**M**						
13.01	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Indoor Sound Reinforcement System** suitable for conferences, seminars, exhibitions and official events with seating **capacity up to 1,000 attendees**, comprising adequate line array/point source speakers, subwoofers (where required), delay/fill speakers, stage monitors, minimum 32-channel digital mixing console, amplifiers, DSP processors, wired and wireless microphones (handheld, lapel, headset and podium), conference discussion system (where required), audio distribution system, stage box, complete cabling, power distribution, communication system, aluminium truss/rigging (where required), skilled sound engineers/operators, testing prior to the event,	item 45	1	Job	**INR**		**0.000**	INR Zero Only

	operation throughout the event and dismantling after completion, ensuring uniform speech intelligibility and audio coverage across the venue..							
13.02	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Outdoor Sound Reinforcement System** suitable for public events, exhibitions, roadshows and government functions with **audience capacity up to 10,000 attendees**, comprising high-output line array speaker system with adequate subwoofers, front-fill, delay towers, stage monitors, minimum 64-channel digital mixing console, amplifiers, DSP processors, wired and wireless microphones (handheld, lapel, headset and podium), conference discussion system (where required), stage boxes, fibre/CAT-6 audio networking, complete cabling, power distribution, communication system, aluminium truss, rigging & suspension hardware, chain motors, skilled sound engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, ensuring uniform sound pressure level and speech intelligibility throughout the venue.	item 46	1	Job	**INR**		**0.000**	INR Zero Only

14.00	**HIRING OF ELECTRICAL ITEMS** *Temporary Providing & erecting various types of light fixture, fan, power plug, lights etc. including various fixtures controlled from sub distribution, board/ panel including wire/DB/SB to fixtures, including wire pipes, necessary hardware materials & labour as per direction of engineer in charge. The agency must ensure safety and security by protecting covering all the panel/ distribution boards, wire, etc. from the general public without fail.*	**N**						
14.01	Load Distribution Panel and automatic changeover with adequate capacity as required for power distribution main and sub distribution in event, cabling to be drawn with use of wire manager as required as per direction of officer- in-charge.	item 47	1	Kw	**INR**		**0.000**	INR Zero Only
15.00	**HIRING OF LIGHTING ITEMS** *Temporary providing installing & testing of light system one day prior the event as per along with below mention details*	**O**						
15.01	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Indoor Event Lighting System** suitable for conferences, seminars, exhibitions and official events with **seating capacity up to 1,000 attendees**, comprising stage lighting, front lighting, backdrop lighting, architectural/façade lighting (where required), LED PAR lights, LED wash lights, moving head fixtures, audience/blinder lights, follow spot (where required), decorative lighting, lighting console with programming, DMX	item 48	1	Per Fixture	**INR**		**0.000**	INR Zero Only

	network, power distribution system, aluminium truss/rigging (where required), complete cabling, skilled lighting engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, as per the approved event layout and technical specifications.							
15.03	Supply, installation, testing, commissioning, operation and dismantling of a **Professional Outdoor Event Lighting System** suitable for public events, exhibitions, roadshows and government functions with a**udience capacity up to 10,000 attendees**, comprising high-output stage lighting, venue lighting, façade lighting, LED PAR lights, LED flood lights, LED wash lights, moving head beam/spot/profile fixtures, follow spots, audience/blinder lights, decorative lighting, lighting console with programming, DMX network, power distribution system, aluminium truss, rigging & lifting arrangements, complete cabling, skilled lighting engineers/operators, testing prior to the event, operation throughout the event and dismantling after completion, ensuring adequate illumination, visual effects and safety as per the approved event layout and technical specifications.	item 49	1	Per Fixture	**INR**		**0.000**	INR Zero Only
17.00	**HIRING OF SIMULTANEOUS INTERPRETATION SYSTEM EQUIPMENTS**	**Q**						

17.01	Supply, installation, testing, commissioning, operation and dismantling of a Complete Simultaneous Interpretation (SI) System suitable for conferences, seminars, investor meetings and official events with audience capacity up to 200 delegates, comprising central control unit, interpreter consoles, soundproof interpretation booths (where required), infrared/RF transmission system, delegate receivers with headsets, charging units, transmitter, power supply, audio interface, distribution system, complete cabling, software, technical support, testing prior to the event, operation throughout the event and dismantling after completion, including deployment of trained technicians and ensuring seamless multilingual interpretation as per the approved event requirements.	item 50	1	Job	**INR**		**0.000**	INR Zero Only
18.00	**HIRING AND FIXING OF FAN, COOLER ,DUCTABLE AC, TOWER AC**	**R**						
18.01	Package/Ductable Air Conditioning Unit (5 TR and above) complete with ducts (where required), electrical connections, controls, installation, operation, dismantling and accessories. Capacity shall be specified in the work order.	item 51	1	Per Unit	**INR**		**0.000**	INR Zero Only
18.02	Tower Air Conditioner (3 TR and above) complete with installation, electrical connections and accessories. Capacity shall be specified in the work order.	item 52	1	Per Unit	**INR**		**0.000**	INR Zero Only
18.03	Mist Fan complete with water tank/pipeline, installation and operation.	item 53	1	Per Unit	**INR**		**0.000**	INR Zero Only

18.04	Pedestal Fan (Heavy Duty/Silent Type) complete with stand, electrical cable and accessories.	item 54	1	Per Unit	**INR**		**0.000**	INR Zero Only
18.05	Air Cooler (Silent/Evaporative Type) complete with water arrangement and accessories.	item 55	1	Per Unit	**INR**		**0.000**	INR Zero Only
19.00	**Housekeeping Services on HIRE BASIS** *Providing trained housekeeping staff for venue cleaning, sanitation, waste disposal, food court and toilet cleaning, including all tools, equipment, consumables, uniforms, supervision and manpower required for the event. Manpower deployment shall be submitted before the event.*	**S**						
19.01	Deployment of Male/Female Housekeeping Staff for cleaning, sanitation, waste collection, toilet maintenance, drinking water service support, venue upkeep and post-event cleaning, complete with uniforms, PPE, cleaning tools, equipment, consumables and supervision for an 8-hour shift.	item 56	1	Per Person	**INR**		**0.000**	INR Zero Only
19.02	Supply and placement of Dustbins of various capacities (10–240 Litres) including liners, collection, periodic waste disposal and cleaning.	item 57	1	Per Unit	**INR**		**0.000**	INR Zero Only
20.00	**HIRING OF Security, Fire Services,Water Arrangement & Manpower Services**	**T**						
20.01	Temporary CCTV Surveillance System complete with cameras, recording system, display monitor, installation, operation and dismantling.	item 58	1	Per Set	**INR**		**0.000**	INR Zero Only
20.08	Provision of Female/ Male Usher for 8 Hours shift	item 59	1	shift	**INR**		**0.000**	INR Zero Only

20.10	Providing & arranging of announcer well dressed and well fluent in both Hindi & English Language for entire event	item 60	1	Nos.	**INR**		**0.000**	INR Zero Only
21.00	**Hiring of Toilets /Vanity Van** Providing on rental , toilet maintenance i.e., cleaning, manpower housekeeping items such as soap, towels, napkins, for VVIP, General Public, ladies & gents toilets separately, including enclosure & privacy maintained.	**U**						
21.01	FRP portable toilet(chemical toilet)	item 61	1	Nos.	**INR**		**0.000**	INR Zero Only
21.02	VVIP Toilet (AC TOILET VAN)	item 62	1	Nos.	**INR**		**0.000**	INR Zero Only
21.03	Vanity Van equipped with all Luxury amenities	item 63	1	Nos.	**INR**		**0.000**	INR Zero Only
Total in Figures							**0.000**	INR Zero Only
Quoted Rate in Words						**INR Zero Only**		