TENDER DOCUMENT

भारत पर्यटन विकास निगम लिमिटेड

India Tourism Development Corporation Limited
(A Government of India Undertaking)

ASHOK EVENTS DIVISON

Rate Contract

for

Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services etc. on hire basis for period of 2 years (PAN India)

Tender Notice No: AE/2025-2026/Signage Dated 14.11.2025

Disclaimer

1. The tender document is invitation offer by India Tourism Development Corporation Ltd – Ashok Events Division (herein referred to as ITDC – Ashok Events Division) to the prospective bidders. The purpose of this document is to provide information to the interested parties/bidders that may be useful to them in the formulation of their proposal pursuant to this document.
2. ITDC – Ashok Events Division does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender document and it is not possible for ITDC – Ashok Events Division to consider particular needs of each party/bidder who read or use this tender document. This tender document includes statements which reflect various assumptions and assessments arrived at by ITDC – Ashok Events Division in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. Each prospective bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information provided in this tender document and obtains independent advice from their appropriate sources.
3. The ITDC – Ashok Events Division will not be responsible for any loss, expense, or damage that a prospective bidder may experience due to any information in this tender document, any part of the tender process, the awarding of the work or assignment, or any information provided by ITDC – Ashok Events Division or its employees. This includes liability under any laws, whether contract or tort, or principles of equity, restitution, or unjust enrichment. Additionally, ITDC – Ashok Events Division will not be liable for any issues arising from a bidder relying on the statements in this tender document, regardless of negligence or any other cause
4. ITDC – Ashok Events Division will not be responsible for any delay in receiving the proposals. The issue of this tender document does not imply that ITDC – Ashok Events Division is bound to select a bidder or to appoint the selected bidder, as the case may be, for the services detailed hereinunder and ITDC – Ashok Events Division reserves the right to accept/ reject any or all of proposals uploaded in response to this tender document at any stage without assigning any reasons whatsoever. The ITDC –Ashok Events Division also reserves the right to withhold or withdraw the process at any stage without assigning any reason whatsoever.
5. The information given in this tender document is not exhaustive on account of statutory requirements and should not be regarded as complete or authoritative statement of law. ITDC – Ashok Events Division accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. ITDC – Ashok Events Division reserves the right to change/ modify / amend any or all provisions of this tender document till the last date and time of submission of bids. Such revisions to the tender document / amended tender document will be made available on the website of India Tourism Development Corporation Ltd and e-Procurement Portal.
7. Voluntary Disclosure: The bidders confirm that all information and documents provided under the tender document and this Agreement are disclosed voluntarily, fully, and in good faith with a clear understanding and acceptability of the requirements and without any misinterpretation.

DEFINITIONS

i. **"Accounting Year"** means the financial year commencing from 1st April of any calendar year and ending on 31st March of the next calendar year

ii. **"Agreement/contract"** means this Agreement including hereto, and any amendments thereto made in accordance with the provisions of this Tender document

iii. **"Applicable Law"** shall mean all applicable statutes, laws, by-laws (including building by-laws), rules, regulations, orders, ordinances, protocols, codes, guidelines, policies, notices, directions, judgements, decrees or other requirements, or official directives of any Governmental Authority, statutory authority or other municipal and local authorities or court or other law, rule or regulation approval from the relevant Governmental Authority, government resolution, directive or other government restriction or any similar form of decision of, or determination by, or any interpretation or adjudication having the force of law in India, whether in effect on the date of this Agreement or thereafter.

iv. **"Ashok Events Division"** is the event management wing (An SBU) of the India Tourism Development Corporation Ltd, a Government of India undertaking

v. **"Banning"** means a prohibition order imposed by ITDC – Ashok Events Division or any Governmental Authority under applicable policies/guidelines, restraining an entity from participating in procurement/tenders or being awarded contracts for a specified period.

vi. **"Brand Name"** shall mean, the trademark registered in, (a) India in accordance with the provisions of the Trade Marks Act, 1999, or (b) any jurisdiction other than India in accordance with the applicable law in such jurisdiction, in each case, under which an entity is operating and managing its business, products or services in relation to this tender.

vii. **"Blacklist"** means the list maintained by ITDC – Ashok Events Division or any Governmental Authority identifying entities that are blacklisted/debarred/banned from participating in procurement processes or being awarded contracts for a specified period

viii. **"Breach"** means anything contrary to the terms and conditions of Tender Document/Agreement compliment annexures or any subsequent document, if any.

ix. **"Debarment"** means the formal exclusion of an entity from participation in tenders/awards by ITDC – Ashok Events Division or any Governmental Authority for a defined period due to causes including, but not limited to, fraud, corruption, breach or non-performance, as per applicable policies/laws.

x. **"Defaulter"** means the Bidder/Second Party found in default or non-performance of obligations under the NIT/Agreement, including failure to supply/provide services, delay beyond agreed timelines, quality/safety non-conformance, or other breach

xi. **"EMD"** means Earnest Money Deposit.

xii. **"e-Procurement Portal"** means Central Public Procurement Portal i.e. - https://etenders.gov.in

xiii. **"Evaluation Committee"** means committee nominated by ITDC

xiv. **"Existing Website"** means the ITDC's Corporate website https://itdc.co.in

xv. **"First Party"**: India Tourism Development Corporation Ltd., Unit: Ashok Events Division, having its Registered Office at Scope Complex, Core-8, 7-Lodhi Road, New Delhi - 110003 (hereinafter called the ITDC – Ashok Events Division or the First Party or Corporation)

xvi. **“Godown”** means a functional warehouse/storage facility used by the Bidder for storing materials/equipment required for services under this tender.

xvii. **“Governmental Authority”** means (a) central, state, local, municipal; (b) governmental or quasi-governmental authority of any nature; (c) individual, entity or body exercising, or entitled to exercise, any executive, legislative, judicial, administrative, regulatory, police, military or taxing power or authority by virtue of Applicable law

xviii. **“ITDC”** means India Tourism Development Corporation Ltd.

xix. **“Letter of Intent (LoI)”** means the written communication issued by ITDC – Ashok Events Division conveying its intention to award the work to the Successful Bidder(s), specifying key terms & Conditions, beside this tender document, agreement or subsequent agreement, if any

xx. **“Liquidated Damages”** means a genuine pre-estimate of loss payable by the Successful Bidder to ITDC – Ashok Events Division for delay in completion/delivery beyond the agreed timelines under the Tender Document/Agreement, at the rates and subject to the caps specified in Clause 4.5. Levy of Liquidated Damages is compensatory in nature, without prejudice to any other remedies of ITDC – Ashok Events Division, and shall not be construed as a penalty

xxi. **“NIT”** is the Notice Inviting Tender.

xxii. **“Office”** means a functional premises used by the Bidder for coordination/administration of services under this tender.

xxiii. **“Owned”** means owned by the Bidder in its name.

xxiv. **“Other Second Party”** means one of the two selected successful bidders (Second Party)

xxv. **“Parties”** means the parties to this Agreement collectively and “Party” shall mean either of the parties to this Agreement individually

xxvi. **“Pass-through damages”**: Any amounts (including but not limited to penalty/liquidated damages/charges/deductions) levied by the Principal Client upon ITDC – Ashok Events Division that are attributable to the acts/omissions of the Second Party.

xxvii. **“Penalty”** means a monetary deduction imposed by ITDC – Ashok Events Division on the Successful Bidder for deficient/unsatisfactory services, quality or safety non-compliance, or breach of specifications/requirements (other than delay which is addressed under Liquidated Damages)

xxviii. **“Performance Security (or Performance Bank Guarantee (PBG) or Security Deposit (SD))”** the security to be furnished by Successful Bidder in accordance with this tender document.

xxix. **“Premises”** means specific site of the event, encompassing all designated areas for event activities.

xxx. **“Principal Client”** means the end client of ITDC - Ashok Events Division

xxxi. **“Second Party”** (also referred to as the “Service Provider”, “Agency”, “Contractor” or “Supplier”) means each Successful Bidder selected under this tender process to whom the Authority issues a Letter of Intent (LoI) and with whom ITDC – Ashok Events Division executes this Agreement, acting through its Authorized Signatory; and, unless the context otherwise requires, includes its successors and permitted assigns

xxxii. **“Successful Bidder”** means Bidder selected under this tender to whom a Letter of Intent (LoI) is issued and with whom the Agreement is executed.

xxxiii. **“Termination Date”** means the date which shall be the date defined in the Termination Notice delivered or deemed to have been delivered by a Party issuing the same to the other Party in accordance with the provisions of this Agreement

xxxiv. **“The Authority”** or “The Purchaser” or “The Buyer” or “Corporation” or “ITDC” means the India Tourism Development Corp. Ltd. – Ashok Events Division

xxxv. **“The Bidder”** or “Supplier” or “vendor” or “Agency” or “Service Provider” or “Contractor” or “Applicant” or “company” means an Entity, which participates in the tender and submits its proposal.

xxxvi. Throughout these bidding documents, the terms “**bid” (Proposal) and tender”** and their directives (bidder / tenderer, bid / tender, bidding / tendering, etc.) are synonymous.

xxxvii. **“Tie up”** means a written arrangement with a third-party owner/operator giving the Bidder assured access and use of the Equipment/Infrastructure for the Agreement period outside Delhi NCR.

xxxviii. **“Violation”** means any act or omission that contravenes the provisions of this NIT/Agreement, scope of work, specifications, safety norms, the Code of Integrity, or Applicable Law.

Notice Inviting Tender (NIT)

India Tourism Development Corporation Ltd., Ashok Events Division, (**"ITDC – Ashok Events Division"**) invites tenders from all interested bidders for "Rate Contract for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services etc. on hire basis for period of 2 years (PAN India)".

Schedule of Requirements:

S. No.	Item	Date and Time
1.	Tender Publish Date	14.11.2025 10:00 hrs
2.	Tender Document Download Start Date and Time	14.11.2025 10:15 hrs
3.	Pre-bid Meeting Date and Time	19.11.2025 11:30 hrs onwards
4.	Bid Submission Start Date and Time	20.11.2025 10:00 hrs
5.	Bid Submission End Date and Time	11.12.2025 18:00 hrs
6.	Technical Bid Opening Date and Time	12.12.2025
7.	Financial Bid Opening Date and Time	To be communicated
8.	Contact	India Tourism Development Corporation Ltd, Ashok Events Division Convention Floor, The Ashok Hotel 50-B, Chanakyapuri, New Delhi-110 021 Tel No. 011–26872616 Email: ashokevents@itdc.co.in

e-Tenders are invited from well established, experienced, reputed and professional agencies specializing in providing solutions for Conceptualization, curation, ideation, designing, fabrication, installation and dismantling of Conference Signage & Setting -up of Exhibition Stall and other related services on hire basis (PAN India), that include and comprise large, medium and small national and international level Conferences / Exhibitions / Sammelans / Parvs and / or Events etc. on rate contract basis, for a period of two years, extendable by one year based on satisfactory performance of the successful bidder and on mutual consent and as per the specifications / terms & conditions in the tender document.

The bidders selected as per the process enlisted in this document will be responsible for the Conceptualization, curation, ideation, designing, fabrication installation and dismantling of Conference Signage & Exhibition Stall Set-up and other related services etc., on hire basis (PAN India) as per the qualitative, quantitative and time schedule requirements of ITDC – Ashok Events Division / principal client. The details / description of goods/services required are listed in this tender document.

The bids should be uploaded on the prescribed two-tier bid system i.e. technical bid & financial bid as per the instructions given on the online e-Procurement portal

Bid Security / EMD:

All Bidders shall submit EMD of 2,64,00,000 (Rupees Two Crore and Sixty-four lakh only) through Demand Draft/RTGS/NEFT/ Bank Guarantee to the bank account as per bank details provided in the term sheet. Micro and Small Enterprises (MSE's) as defined in the MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) (in the particular category) are exempted from paying EMD. Policy is meant for procurement of only goods produced and services rendered by MSEs. However, traders/ distributors/ sole agent/ Works Contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. If a bidder falls under the MSE category, then a copy of the valid Udyam registration certificate exhibiting the exemption of intended services needs to be provided by the bidder seeking exemption of EMD along with the proposal, failing which the exemption will not be considered at any point of time during the tender. Relaxation of EMD for MSE vendors to be substituted by 'Bid Security Declaration' as per the Annexure XIV.

Instructions:

1. The detailed tender document can be downloaded from e-Procurement portal, www.itdc.co.in from 14.11.2025 10:15 hrs onwards to last date and time of bid submission (proposal due date)
2. Intending bidders are advised to visit ITDC's website www.itdc.co.in and e-Procurement portal regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
3. Any corrigendum issued before the last day and time of submission of the Bid will also be part of the tender document and will be published on e-Procurement portal and on the homepage of our website www.itdc.co.in. To allow prospective bidders sufficient time to prepare their e-bids, the ITDC – Ashok Events Division shall extend the submission deadline as needed. This extension will also be announced on the aforementioned websites. There will be no separate press advertisement.
4. The bidder must submit a duly completed proposal on the Govt. e-Procurement portal along with the prerequisites/ documents in support of eligibility criteria etc. and information as per formats given in tender document, on or before the specified time mentioned in the term sheet. The Bidder must submit the physical sealed proposal (all legal documents in original i.e., Integrity Pact (on plain paper), Power of Attorney, Non-Blacklisted Certificate, undertaking etc. as per tender document) along with original EMD to the office of ITDC-Ashok Events before bid submission date and time as mentioned in the Term Sheet.
5. The bidders must read the terms and conditions of the tender document/notice and all other contractual terms and documents carefully. The bidder should only submit their bid if they consider themselves eligible and they are in possession of all the required documents.
6. The bidders are advised to follow the instructions as provided in the tender document including the "Instructions to the Bidders" given on the e-Procurement portal.
7. The bidders shall not tamper/modify the tender form including downloaded financial bid format in any manner. In case if the same is found to be tempered/modified in any manner, bid will be completely rejected and EMD would be forfeited, and the bidder is liable to be banned from participating in the tenders issued by the ITDC – Ashok Events Division for next 5 years.
8. The Notice Inviting Tender (NIT) and the tender document, including all annexures, schedules, and amendments/Corrigendum issued thereto, shall form part and parcel of the Agreement between the ITDC – Ashok Events Division and the Successful Bidder.

Term Sheet

Sr. No.	Description	
1.	Availability of tender document	Rate Contract for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services etc. on hire basis for period of 2 years (PAN India) website https://etenders.gov.in Copy of tender documents is also available on www.itdc.co.in.
2.	Estimated Tender Value	Rs 132 Crores (Rupees One Hundred Thirty-Two Crore only)
3.	Earnest Money Deposit (EMD)	Bidders are requested to refer clause 1.5 for details and instructions.
4.	Performance security [or Performance Bank Guarantee (PBG) or Security Deposit (SD)]	Bidders are requested to refer clause 1.6 for details and instructions.
5.	Contract Period	2 Years, extendable by 1 year subject to satisfactory services of successful bidders and on mutual consent
6.	Eligibility Criteria	Bidders are requested to refer clause 3.2 for details
7.	Bid System	Two Stage Two Envelope System
8.	Method of Selection	QCBS 30:70
9.	Site Visit	As per requirement of the scope of work
10.	Pre-Bid Conference & Last date of sending queries	19.11.2025 11:30 hrs Bidders may seek clarifications and address any doubts related to the tender during the pre-bid meeting; If bidder requires any clarification during the any stage of tender process, the bidder shall contact the designated officer mentioned in the term sheet, however, ITDC is not under any obligation to respond to any of such clarifications/queries posed by the bidder. Further, any clarifications/information shall be uploaded on the e-Procurement portal & ITDC portal, the bidders are requested to keep themselves updated by visiting the portals on regular basis.
11.	Address where Bidders must submit hard copies of necessary documents including the EMD, Bid Security Declaration, Power of Attorney, Non-black listing Declaration, Integrity Pact, Undertaking, CA	Ashok Events Division, Ground Floor, Adjoining Convention Hall, The Ashok Hotel, 50-B, Chanakyapuri, New Delhi - 21

Sr. No.	Description	
	Certificate for Turnover and Net worth	
12.	Last date and time of Submission Proposals (Proposal Due Date)	11.12.2025 18:00 hrs
13.	Date of opening of proposal By Bid opening Committee	12.12.2025
14.	Validity of Bids	90 days from the date of opening the tender
15.	Payment Terms	Refer Section 2.12

Table of Contents

1. Section 1: Instructions to Bidders (ITB)

1.1. Background

The ITDC – Ashok Events Division is the event management wing (An SBU) of the India Tourism Development Corporation Ltd, a Government of India undertaking. Over the years, ITDC-Ashok Events has successfully managed both national and international events, establishing itself as a leader in the field of event management, both in India and abroad.

ITDC – Ashok Events Division is a trusted and reputable name in the field of event management services, offering comprehensive solutions for conferences, exhibitions, and various events. Its clients include ministries, government departments, state governments, public sector undertakings (PSUs), and other esteemed organizations etc.

1.2. Tender Inviting Authority

For the purpose of this tender document, Tender Inviting Authority ("Authority") shall be **ITDC – Ashok Events Division**.

1.3. Tender Invitation

The ITDC – Ashok Events Division invites proposal in prescribed formats from eligible bidders for "Rate Contract for Appointment of Agency having set up in Delhi/ NCR for Conceptualization, Designing, Curation, Fabrication, Installation and Dismantling of Conference Signage & Exhibition Stall Set- up and other related Services on hire basis for 2 years (PAN India)".

It may be understood and agreed that the rate contract entered between ITDC - Ashok Events Division and the Successful Bidders does not exclude the right of ITDC - Ashok Events Division to seek / engage other sources/agency for providing similar services (Signages, setting up of exhibition stalls and related services) on hire basis for its requirements or requirements of its Principal client/s during the period of the Agreement.

Each Bidder shall upload only one Bid, whether as a partner on behalf of partnership firm or Private Limited Company/ Limited Company/Proprietorship firm, for the job work as outlined in the Tender Document. A bidder who uploads more than one Bid will be disqualified.

Bids from consortiums/JV are not allowed.

1.4. Right to Reject any or all Bids

ITDC – Ashok Events Division reserves the right, at its sole discretion and without incurring any obligation or liability, to:

a. Accept or reject any or all bids, suspend and/or cancel the bidding/selection/allotment process at any point of time without assigning any reason whatsoever
b. Communicate with any bidder to receive clarification or further information.
c. Retain any information and/or evidence submitted by or on behalf of any bidder, independently verify, disqualify, reject, and/or accept any and all submissions.
d. ITDC shall have no liability to the affected bidders or any obligation to inform them of the grounds for such actions.

1.5. Earnest Money Deposit (EMD)

1.5.1. Proposal should necessarily be accompanied by an Earnest Money Deposit for an amount of INR.2,64,00,000 Crore (Rupees Two Crore and Sixty-four lakh only). The Bidder shall submit the EMD in the form of DD/RTGS/Bank Guarantee from a scheduled commercial bank at ITDC -Ashok Events Division before the bid submission date and time.

1.5.2. If the EMD is not received within the stipulated time, the ITDC – Ashok Events Division reserves the right to immediately and summarily reject the proposal of the concerned bidder, without any further opportunity for correspondence.

1.5.3. Demand Draft shall be in the favor of “ITDC-Ashok Events”

1.5.4. The bidder may submit the EMD in the form of a Bank Guarantee issued by a Scheduled Commercial Bank, drawn in favor of “ITDC – Ashok Events.” The DD/ Bank Guarantee shall be valid for 90 days from the bid submission end date (Proposal Due Date) and shall include an additional claim period of 90 days beyond the validity. The Bank Guarantee shall be in the format prescribed at Annexure XIII. If the bid submission end date is extended, the DD/BG validity and claim period shall be calculated from the revised bid submission end date.

1.5.5. EMD will not bear any interest payable by the ITDC – Ashok Events Division to the bidders.

1.5.6. EMD of successful bidder shall be retained by the ITDC – Ashok Events Division till Security Deposit is submitted by the Successful Bidder. EMD of unsuccessful Bidders will be returned after the completion of tender process

1.5.7. RTGS/NEFT shall be done as per the following bank details:

- Beneficiary Name: ITDC – Ashok Events
- Bank Account No: 3723595824
- IFSC Code: CBIN0280298
- Bank Name: Central Bank of India
- Branch Name: The Ashok Hotel, Chanakyapuri Branch, New Delhi 110021

1.5.8. EMD shall be forfeited, and proposals of bidders shall be cancelled in the following cases:

- if the Successful Bidder fails to execute the Agreement within the stipulated time.
- If proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- If the bidder tries to influence the evaluation process.
- Eventually mentioned in clauses 2.2.2, and 2.3.2 defined in the tender/agreement.
- In the case of a Successful Bidder, if it fails within the specified time limit (as mentioned in clause 2.10)
    - Acceptance of LOI (within three (3) working days from the date of issue of the LoI)
    - Submission of PBG. (within Fifteen (15) days after issuance of LoI)
    - Signing of agreement (within Fifteen (15) days after issuance of LoI and submission PBG)

1.5.9. Micro and Small Enterprises (MSE's) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) (in the particular category) are exempted from paying EMD. Policy is meant for procurement of only goods produced and services rendered by MSEs. However, traders/ distributors/ sole agent/ Works Contract are excluded from the purview of Public Procurement Policy for MSEs Order, 2012. If a bidder falls under the MSE category, then a copy of the valid Udyam registration certificate exhibiting the exemption of intended services needs to be provided by the bidder seeking exemption of EMD along with the proposal, failing which the exemption will not be considered at any point of time during the tender. Relaxation of EMD for MSE vendors to be substituted by 'Bid Security Declaration' as per the Annexure XIV.

1.5.10. Upon the selected bidder's furnishing of performance security/guarantee and signing of Agreement/ contractual documents, the ITDC Ashok Events Division will refund their EMD amount without interest after the completion of tender process.

1.6. Performance Security

1.6.1. Performance Security [or Performance Bank Guarantee (PBG) or Security Deposit (SD)] is to be submitted by each Successful Bidder. Performance security should be for an amount of three (3) per cent of the contract value. "Contract Value" means the amount computed, after opening the Financial Bids, by applying the final item-wise discovered/matched rates to the tender itemized quantities in the BoQ (exclusive of GST/GST Cess). This amount is used solely to determine the Performance Security and does not imply any minimum order commitment. Performance security shall be furnished in the form of bank guarantee issued from any of the Scheduled Commercial Bank in India. Bank Guarantee should be as per the Annexure IX of the tender document.

1.6.2. Performance Security Deposit is to be furnished within 15 (fifteen) days after issuance of the letter of Intent (LoI) and it should remain valid for a period of 180 (One-Eighty) days beyond the date of completion of all contractual obligations or two years, or early termination, whichever is earlier. In case of extension, the duration of performance guarantee will be extended for the period of extension plus period of six months thereafter.

1.6.3. The Performance Security Deposit shall be released after satisfactory completion of the contract and its obligations including the extended period, if any, in all respects and provided further that there is no breach of the Agreement on the part of Successful Bidder, subject to any deduction. Failure to comply with the requirements specified in this tender document shall constitute sufficient grounds for the forfeiture of the performance bank guarantee, beside taking other legal recourse available with ITDC.

1.6.4. PBG / SD to be submitted by the Successful Bidder before signing of Agreement. PBG/ SD shall not bear any interest payable by the ITDC – Ashok Events Division to the Successful Bidder. If the Successful Bidder fails to submit the performance security bank guarantee in stipulated time, the EMD submitted by it will be forfeited by the ITDC – Ashok Events Division and his bid will be held void and the successful bidder may be suspended from participation in any tender of ITDC for a period of five years from the date of issue of LOI or from the date of issue of notification with regard to suspension, whichever is earlier.

1.6.5. In case the Successful Bidder causes any physical damages to the property of the ITDC – Ashok Events Division or any site of events, the ITDC – Ashok Events Division shall have discretionary rights to execute the repair of damages and recover the amount from the Successful Bidder or from his bill or adjust the equivalent amount from the submitted Performance Security Deposit.

1.7. Fraud and Corruption

1.7.1. ITDC – Ashok Events Division requires bidders to observe the highest standard of ethics during the selection process and in execution of contracts. In pursuance of this policy, the ITDC – Ashok Events Division defines, for the purposes of this provision, the terms set forth below as follows:

a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the bidding selection process or in execution in Agreement.

b. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process of Successful Bidder or the execution of Agreement.

c. "Collusive practices" means a scheme or arrangement between two or more bidders, designed to influence the action of any party in Agreement.

d. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidder selection process, or affect the execution of Agreement.

e. "Undue influence" defined. — (1) A contract is said to be induced by "undue influence" where the relations subsisting between the parties are such that one of the parties is in a position to dominate the will of the other and uses that position to obtain an unfair advantage over the other. (2) In particular and without prejudice to the generality of the foregoing principle, a person is deemed to be in a position to dominate the will of another— (a) where he holds a real or apparent authority over the other, or where he stands in a fiduciary relation to the other; or (b) where he makes a contract with a person whose mental capacity is temporarily or permanently affected by reason of age, illness, or mental or bodily distress.

f. "Restrictive Practice" means forming a cartel or a group or association or arriving at any understanding or arrangement, whether or not in writing, with the objective of restricting or manipulating or compromising, whether directly or indirectly, in the conduct of a full, fair and transparent competition on the bidding process

g. “Undesirable Practice” means establishing any contact by any means whatsoever, directly or indirectly, with or without the use of any Coercive Practice, with any person or persons connected with or employed or engaged by the Authority, with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the tender process, the selection or non-selection of a bidder, the issuance of the Letter of Intent or the execution of the Definitive Documents, or violation of any applicable laws

1.7.2. As per the Prevention of Fraud and Corruption Act or any other applicable law of land, ITDC – Ashok Events Division shall reject a bid or a proposal for award, beside on other grounds in the present document, if it determines that such bidder recommended for award has directly, or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices or undue influence, restricting practice, Undesirable practice in competing for the Agreement in question.

1.8. Preparation and Submission of the Proposal

1.8.1. Bids shall be submitted online on an e-Procurement portal. Bidders are advised to follow the instructions, besides others, provided in the ‘Instructions to the Bidder’ on the e-Procurement portal.

1.8.2. Bidder who has downloaded the tender from the official website of e-Procurement Portal shall not tamper/modify the tender form including downloaded price bid template in any manner.

1.8.3. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected summarily.

1.8.4. Pre-bid Meeting: To clarify the queries and take suggestions of the bidders, a pre-bid meeting will be scheduled on date, time and location specified in the Term Sheet. Participation/ attendance by Bidders in the Pre-bid meeting is not mandatory. Bidder should take into account of the corrigendum published while submitting the bids online.

1.8.5. The Bidders should submit the complete tender documents only after satisfying each and every condition laid down in the tender documents. Every document of the technical bid should be signed by its Authorized signatory with seal of the entity along with stamped Tender Document.

1.8.6. The proposal and all supporting documents shall be in the English language. Supporting documents refer to any documents submitted as part of the bid proposal that are intended to substantiate or provide evidence for any criteria specified in the tender document. This may include, but is not limited to, certificates, licenses, testimonials, financial statements, technical specifications, or any other relevant documentation required by the tender. If any supporting documents are originally in another language, they must be accompanied by a certified English translation. The translation should be certified by the bidder’s Authorized Signatory to ensure its accuracy and authenticity.

1.8.7. The original proposal shall contain no interlineations or overwriting except as necessary to correct the errors made by bidders themselves, which must be initialed by the Bidder or its Authorized Signatory.

1.8.8. ITDC - Ashok Events Division reserves the right to verify the claims/facts/figures made by the bidders and to carry out the capability assessment of the bidders and ITDC - Ashok Events Division may seek additional information, if required. ITDC – Ashok Events Division's decision shall be final and binding in this regard.

1.8.9. It is deemed that prior to submission of the proposal the bidder has made a complete and careful examination of tender document including any subsequent corrigendum, if any and received all relevant information required from the ITDC – Ashok Events Division and has submitted the financial bid considering all financial viability aspects of tender document/Scope of work. No additional information will be provided after the proposal due date (bid submission date as mentioned in the term sheet)

1.8.10. ITDC – Ashok Events Division reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and decision of ITDC – Ashok Events Division shall be final and binding in this regard.

1.8.11. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid. Conditional bids will be rejected outrightly.

1.8.12. The Bidders may be required to show the original documents if the ITDC – Ashok Events Division demands the same at any time during or after the tendering process.

1.8.13. The bids shall be submitted online in Two part, viz., technical bid and financial bid.

1.8.14. Financial bid is to be submitted as per the financial bid format/ BOQ template provided in e-Procurement portal, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are only allowed to enter information in relevant fields.

1.8.15. All rates shall be quoted in the online financial bid, shall include all material, labour, transportation, all taxes, duties, testing, commissioning, supervision, tools, plants, wastage, sundries, scaffoldings as required for mobilization, demobilization, transportation and handling of work across India, etc. These rates are applicable PAN India, and nothing extra shall be payable on any account. The above rates should not include the GST (Goods and Service Tax) & GST Cess)

1.8.16. The bidder must quote the rates in the financial bid for all the items listed in the scope of work/ financial bid format. In the absence of rates not quoted for any or all the items, the bid will be treated as non-responsive and will be rejected out rightly.

1.8.17. The bidder shall accept all the clauses of tender document failing which their bid/proposal is liable to be rejected. No claim for financial or any other adjustments to Value of Agreement, on lack of clarity of any such factors shall be entertained.

1.8.18. For the services required in the tender, the prices shall be quoted in Indian Rupees only and payment for such services as specified in the given Agreement shall also be made in Indian Rupees only.

1.8.19. The bids/proposal submitted by Telegram/Fax/email shall not be considered, the bidders shall submit/upload their bids/proposal on e-Procurement portal only. No correspondence will be entertained in this matter.

1.8.20. The bidder must read the terms and conditions and accept the same to proceed further to submit the bids. The General Terms & Conditions of the Agreement or any special condition of the Agreement besides given in the tender document will form an integral part of the Agreement. The Bidders should submit the complete tender documents only after satisfying each and every condition laid down in the tender documents. Every document/page of the technical bid should be signed by its authorized signatory with seal of the entity along with stamped tender document.

1.8.21. The bidders are requested to submit the bids through the online tender system (e-Procurement portal) well before the bid submission end date and time (Proposal due date) (as per Server System Clock) stipulated in this tender.

1.8.22. ITDC – Ashok Events Division will not be held responsible for any sort of delay or the difficulties faced during the submission/uploading of bids online by the bidders.

1.8.23. Original documents, if required (other than the documents mentioned in the term sheet – Point 11), may be asked from the bidders after opening of technical bid for cross verification and submission, and such bidders shall adhere with ITDC- Ashok Event's instruction, failing which their bids will be rejected.

1.8.24. The time that is displayed from the server clock at the top of the tender Portal will be valid for all actions requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

1.8.25. In view of the inadequate response to this tender notification, the last date of receipt of bids may be extended at the sole discretion of ITDC – Ashok Events Division & prospective bidders are requested to keep themselves informed by visiting the e-Procurement portal regularly for any corrigendum including but not limited to, extension of due date for receipt of e-bid or any change in the tender document.

1.8.26. Online bids (complete in all respect) must be uploaded on https://etenders.gov.in latest by the time & date mentioned in the Term sheet section.

Packet Number	Documents to be uploaded	Packey File Format
Packet 1 – Technical Bid	1. Copy of EMD (Annexure XIII)/ Bid Security Declaration (Annexure XIV) 2. Annexure I: Bid Application Form (signed on letterhead) 3. Annexure IV: Bidder's Profile 4. Annexure VII: Power of Attorney/Board Resolution (notarized)	Pdf.

Packet Number	Documents to be uploaded	Packey File Format
	5. Annexure VIII: Undertaking (safety/compliance) 6. Annexure X: Self-Declaration of Not-Blacklisted (notarized) 7. Annexure XI: Integrity Pact (signed on plain paper) 8. Full tender document, signed and stamped on every page by authorized signatory 9. Annexure XV: FRAUD PREVENTION POLICY 10. Scan copy of duly filled signed and stamped Pre-Qualification Eligibility Compliance Sheets as per Annexure V: and all the supporting/mandated documents and Annexures required for eligibility criteria. 11. Scan copy of duly filled signed and stamped Technical Compliance sheets as per Annexure V: and all the supporting/mandated documents and Annexures required for technical evaluation of the bid as per the evaluation criteria 12. Annexure XVII: Know Your Guarantor 13. Annexure XVIII: No Dues Certificate 14. Full tender document, signed and stamped on every page	
Packet 2 – Financial Bid	As per BoQ (as per format available on the e-procurement portal)	.xls

1.8.27. In addition to online submission, the following originals shall be delivered in a sealed cover labeled 'Technical – Originals' at the address mentioned in the Term Sheet by the bidder before Proposal Due Date: original EMD instrument (or Bid Securing Declaration for eligible MSEs), Power of Attorney/Board Resolution (Annexure VII), Non-blacklisting Declaration (Annexure X), Integrity Pact (Annexure XI, on plain paper), Undertaking (Annexure VIII), and CA certificates for turnover and net worth certificates.

1.9. Validity of Bids

1.9.1. The bids shall remain valid for a period of bid validity as mentioned in the Term Sheet section above.

1.9.2. ITDC – Ashok Events Division may solicit the Bidders' consent to an extension of bids validity (but without the modification in bids). A bidder may refuse the request, and such refusal shall be treated as withdrawal of bid and in such circumstances EMD shall not be forfeited.

1.9.3. The Bidders that agree to an extension of the validity period of their bids shall also extend the validity period of the EMD (submitted in form of Bank Guarantee/ DD) or provide new EMD to cover the extended validity period of their bids. A bidder who does not extend validity of EMD or fails to submit new EMD is considered to have declined the request to extend the validity period of their Bid, subsequently, their bid will be considered as rejected and not considered for further evaluation.

1.9.4. The rates under the Agreement shall be valid for the period of two years and the extended period, if any, on the same rates, terms and conditions, subject to satisfactory performance of the successful bidders and on mutual consent. No increase in the agreed final rates by the Successful Bidders will be acceptable during the period of the Agreement or the extended period, if any.

1.9.5. All rates quoted should be firm and should not be affected by any escalation in market rates whatsoever and the quoted rates shall remain firm for the entire period of Agreement including extended period, if any. It is imperative for bidders to quote for rates of all items listed in the Financial e-bid. It may be understood by all the bidders that by submission of the e-bid, the bidder agrees to supply all the items that are a part of the scope of work of this tender document and includes all the listed items and in adherence with terms and conditions of the tender document and Agreement.

2. SECTION 2: Evaluation, Award and Signing of Agreement

2.1. General Norms

The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by bidders in the bid and other allied information deemed appropriate by ITDC – Ashok Events Division. Evaluation of bids shall be based only on the criteria/ conditions included in the tender document.

2.2. Clarification of Bids and shortfall documents

2.2.1. During the evaluation of Bids, the ITDC – Ashok Events Division may, at its discretion, but without any obligation to do so, ask bidder/bidders to clarify its bid by a specified date. The bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted on e-Procurement portal only and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such a bidder. Only those clarifications will be considered which are being submitted by a bidder regarding its Bid in response to a request by the ITDC – Ashok Events Division.

2.2.2. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be rejected as non-responsive (as mentioned in the clause 2.4.1) in addition to other punitive actions under the tender document for violation of the Code of Conduct including forfeiture of EMD.

2.2.3. The ITDC – Ashok Events Division reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Submission Date, and which have not undergone change since then and does not grant any undue advantage to any bidder.

2.3. Contacting Authority and Its officials during the evaluation

2.3.1. If bidder requires any clarification during the any stage of tender process, the bidder shall contact the designated officer mentioned in the term sheet, however, ITDC is not under any obligation to respond to any of such clarifications/queries posed by the bidder. Further, any clarifications/information shall be uploaded on the e-Procurement Portal & ITDC portal, the bidders are requested to keep themselves updated by visiting the portals on a regular basis.

2.3.2. Any efforts by the bidder to influence the ITDC – Ashok Events Division and any of its officials during the processing of bids, evaluation, bid comparison or award decision shall be construed as a violation of the Code of Integrity and bid shall be liable to be rejected as non-responsive, beside bidder liable to other punitive actions for violation of Code of Integrity as per the Tender Document including forfeiture of EMD.

2.4. Evaluation of Proposal

2.4.1. Determining Responsiveness: a substantively responsive bid is complete and conforms to the tender document's essential terms, conditions, and requirements, without substantive deviation, reservation, or omission. Only substantively responsive bids shall be considered for further evaluation. Unless otherwise stipulated in the tender document, the following are some of the crucial aspects for which a bid shall be rejected as non-responsive:

a) The bid is not in the prescribed format or is not submitted as per the stipulations in the tender document.
b) The bidder is not eligible to participate in the bid as per laid down eligibility criteria.
c) The bidder has quoted conditional bids or more than one bid or alternative bids

d) The bid departs from the essential requirements stipulated in the bidding document.

2.4.2. The ITDC – Ashok Events Division reserves the right to reject any proposal which is non- responsive without bearing any obligations against any/such bidder.

2.4.3. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the bidder has made material misrepresentation or has given any materially incorrect or false information such eventuality, appropriate legal/ penal etc., action shall be taken by ITDC – Ashok Events Division including but not limited to forfeiture of EMD/ Security Deposit, black listing, termination etc., as deemed fit by ITDC – Ashok Events Division.

2.4.4. Notwithstanding anything contained in this tender document, the ITDC – Ashok Events Division reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all bids/proposals, at any stage without bearing any liability or any obligation for such rejection or annulment.

2.5. Selection Method

2.5.1. The selection of agencies shall be carried out using the Quality and Cost Based Selection (QCBS) method, with a weightage of 30% for the Technical Proposal and 70% for the Financial Proposal. Maximum 2 bidders shall be selected under this tender process.

2.5.2. Based on the combined QCBS scores, the two highest-ranked bidders (H1 and H2) shall be considered for selection.

2.5.3. For each item in the Bill of Quantities (BoQ), the rates quoted by H1 and H2 only shall be considered. The lowest rate among H1 and H2 of their respective BoQs for each item shall be considered as the final rate.

2.5.4. Both H1 and H2 shall be offered the opportunity to agree to the lowest item-wise rates. If both H1 and H2 agree in writing to match the lowest rates for all items in the BoQ, they shall be declared as the Successful Bidders under this tender.

2.5.5. If either H1 or H2 declines to match the lowest rates, ITDC – Ashok Events Division reserves the right to invite the next highest-ranked bidder (H3) and so on as per QCBS scores to match the lowest rates and be considered for selection.

2.5.6. The evaluation of bids under QCBS shall be based on a composite score derived from the technical and financial proposals calculated as follows:

A. Calculation of Technical Score (ST)

T = Technical Marks Obtain by the Individual Bidder

TH = Highest Technical Marks Obtain by Bidder

ST = Technical Score obtain by the Individual Bidder

Calculation of Technical Score (ST)

ST = 100 x (T/TH) (rounded off to 2 decimal places)

B. Calculation of Financial Score (SF)

F= Total Financial Bid amount quoted by individual Bidder
FL= Lowest Total Financial Bid amount quoted by individual Bidder
SF = Financial Score obtain by the Individual Bidder
Calculation of Financial Score (SF)
SF = 100 x (FL/F) (rounded off to 2 decimal places)
C. Calculation of Final Composite Score (S)
The Final Composite Score (S) shall be computed for each firm by assigning 30% weightage to the Technical Score (ST) and 70% weightage to Financial Score (SF) using the formula given below:
S = (ST x 0.3) + (SF x 0.7) (rounded off to 2 decimal places)

2.6. Pre-qualification Scrutiny

2.6.1. ITDC – Ashok Events Division will prepare a list of all the responsive Bidders, who comply with all the pre-qualification criteria of the tender document mentioned in clause 3.2. The bids that do not qualify for the pre-qualification criteria will be rejected. All pre-qualified bids will then be considered for further evaluation by the evaluation committee in accordance with the Tender document.

2.7. Technical Evaluation

2.7.1. The technical proposal of bidders will be evaluated as per the technical eligibility criteria as defined in clause 3.3 of the tender document. Only those bidders who score minimum 70% in technical evaluation shall be identified as technically qualified bidders and would be considered for financial proposal evaluation.

2.7.2. Marks will be awarded at technical evaluation stage including presentation to be made before evaluation committee of ITDC – Ashok Events Division in order to arrive at total marks at technical stage. The schedule of presentations will be intimated separately.

2.8. Financial Evaluation

2.8.1. Financial proposals of technically qualified Bidders will only be opened and evaluated.

2.9. Price Negotiation

2.9.1. Usually, there shall be no price negotiations. However, the ITDC – Ashok Events Division reserves its right to negotiate with the Successful Bidders.

2.10. Award of Contract and Signing of Agreement

2.10.1. The ITDC – Ashok Events Division shall notify the Successful Bidders through a Letter of Intent (LoI). The same should be acknowledged and accepted by the Successful Bidders within three (3) working days from the date of issue of the Letter of Intent (LoI).

2.10.2. The Successful Bidders shall deposit the Performance Bank Guarantee / Security Deposit within 15 days of issuance of Letter of Intent and execute the Agreement in the prescribed format given by the ITDC – Ashok Events Division on non-judicial stamp of appropriate value. The said Agreement duly signed, notarized and stamped on each page by the Successful Bidders should be submitted in originals to ITDC - Ashok Events Division within 15 days from the date of issuance of LoI.

2.10.3. Failure of the Successful Bidders to execute the Agreement and submit Performance Security Deposit within a specified period shall constitute sufficient grounds for the annulment of the LoI issued and forfeiture of the EMD beside taking other available recourse with ITDC".

2.10.4. In the event of failure by the bidder in adhering one or more mandatory requirements by the applicable laws, tender document & its corrigendum if any, Letter of Intent and the Agreement, may be decided for forfeiture of EMD/ Security Deposit, blacklisting, termination along with its consequences as deemed fit by ITDC Ashok Events Division after providing bidder to represent its case.

2.11. Allocation of Work

2.11.1. Successful bidders shall be selected at the final agreed rates. ITDC – Ashok Events Division will endeavour to allocate Works such that, in the aggregate, the two Successful Bidders shall be allocated approximately 50% each of the total value of works issued during each Accounting Year (measured on Work Order value, exclusive of GST).

2.11.2. The allocation of specific work/orders to either of successful bidder shall be at the sole discretion of ITDC – Ashok Events Division and no guarantee or commitment is made regarding the proportion or frequency of work assigned to any Successful Bidder.

2.11.3. The work allocation is indicative for operational planning. Actual allocation may vary due to event urgency, location, suitability, specific principal client/VVIP/security directions, seasonal peaks, or performance, etc. No complaints in this regard shall be entertained by ITDC – Ashok Events Division.

2.12. Payment Terms

2.12.1. No advance payment shall be made.

2.12.2. Payment will be made based on r satisfactory supply / receipt of goods / services to the satisfaction of ITDC – Ashok Events Division / Principal client(s). It should be duly supported by the tax invoice submitted to ITDC – Ashok Events Division within 15 days of successful completion of event along with itemized annexure list, which should be duly verified by authorized official of ITDC – Ashok Events Division. Payment will be made after receiving the payment by ITDC - Ashok Events Division from its principal client/clients. Further, in case the participating entity is an MSE entity, it shall need to follow all requisite requirement of tender document/ Agreement/ ITDC for processing of their payment.

2.12.3. The successful bidders shall submit GST compliant tax invoice / debit note / revised tax invoice to ITDC – Ashok Events Division. GST charged in the tax invoice / debit note / revised tax invoice by the successful bidders shall be released to the respective bidders only after successful bidders files the outward supply details in GSTR-1 on GSTN portal and reconciliation of inward supply is done by ITDC – Ashok Events Division with corresponding details of outward supply of successful bidders and successful bidders accept the changes made by ITDC – Ashok Events Division and has paid the GST at the time of filling the returns, as applicable and receipt of the same amount from the principal client of the ITDC – Ashok Events Division.

2.12.4. GST will be paid along with bill payment after submission of challan as per the norms of ITDC – Ashok Events Division & it will be reflected in GSTR-2B. Payment will be made within 45 days after submission of bill for MSE bidders & in case of Non-MSE bidders, payment will be made after receipt of payment from principal client.

2.12.5. Statutory obligations like ESI/EPF shall be paid by the successful bidders (wherever applicable).

2.12.6. The successful bidders shall be solely responsible for complying with the provisions of Employee Provident Fund Organization and Employee State Insurance Acts etc., (in force and as amended from time to time) relating to manpower engaged to this contract. In the event of any liability on ITDC – Ashok Events Division due to failure of Agreement to comply with the said Acts, the successful bidders shall indemnify and reimburse the amount payable to ITDC – Ashok Events Division on this account. However, it must be clearly understood that the successful bidders will comply to all statutory obligations in force and as amended from time to time and ITDC – Ashok Events Division will not be held responsible in any manner whatsoever for any non-compliance of statutory obligations.

2.12.7. Penalty clause- For deficient or unsatisfactory services, quality non-conformance, safety violations, or breach of specifications/requirements (excluding delays, which are addressed under Clause 4.5 – Liquidated Damages), ITDC – Ashok Events Division may impose penalties on the Successful Bidders. The quantum of penalty shall be decided at the sole discretion of ITDC – Ashok Events Division. Payment would be made after deducting the penalty which is calculated before every payment.

2.12.8. As per the law of land, statutory deduction (as applicable) shall be made from the Successful Bidder's bill.

2.12.9. Payment shall be made as per actual services as approved by the ITDC – Ashok Events Division.

2.13. Agreement Extension

2.13.1. ITDC – Ashok Events Division reserves the right to extend the Term for further period of maximum of one (01) year on the same terms and conditions subject to satisfactory performance of the Successful Bidder and on mutual consent.

2.14. Site Visit

2.14.1. The Evaluation Committee nominated by the ITDC – Ashok Events Division will visit and examine the site of the bidder's office /workshop /Labs and its surroundings etc. and obtain all the information that may be necessary & it deems fit, to verify the claims as made by the bidder in the bid document**.**

3. SECTION 3: Scope of Work and Evaluation Criteria

3.1. Scope of Work

3.1.1. The successful bidders are required to adhere to the event wise scope of work as per the directive of statutory authorities / individual requirements of Principal client/ ITDC – Ashok Events Division.

3.1.2. The successful bidders appointed as per the process enlisted in this document will be responsible for the deliverance of Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services on hire basis across India as per the qualitative, quantitative and time schedule requirements of ITDC - Ashok Events Division / its clients. The details / description of goods and services required are listed in this tender document under Section 3.6.

3.1.3. The successful bidders shall conduct a recce visit to the conference/event venue with a team of visualizers, graphic designers, and structural technicians to gather input from the client on behalf of ITDC (Ashok Events) regarding event requirements and complete assessment of site/requirements.

3.1.4. The successful bidders are responsible for performing site measurements and customizing signage or exhibition stalls according to the client's specifications at the venue.

3.1.5. The successful bidders shall prepare, scan, or drum scan logos and related conference materials using latest software like Corel Draw, Photoshop, Illustrator, or similar. ITDC - Ashok Events Division or its principal client is not obligated to provide "Ready to Print files" to the Successful Bidders.

3.1.6. The successful bidders shall creatively design the signage, exhibition stalls and present it to the client in a suitable format, demonstrating the placement of signage items at the venue using applicable software or photographic methods. A complete presentation shall be made to the ITDC – Ashok Events Division and its Principal Client.

3.1.7. The successful bidders must incorporate any additional design improvements suggested by ITDC – Ashok Events Division or its principal client. The successful bidder's visualizers or graphic design team shall visit ITDC – Ashok Events Division or the principal client's office with computers or laptops loaded with the relevant software to obtain approvals at no extra cost.

3.1.8. The successful bidders shall deploy adequate set of designing team at the premises of ITDC – Ashok Events Division/Principal client as per the requirement/workload.

3.1.9. The successful bidders are responsible for accommodating multiple presentations, changes, and site visits until the designs are approved, at no additional cost.

3.1.10. The successful bidders shall provide a list of technical manpower for the event, ensuring compliance with security regulations.

3.1.11. The successful bidders shall acknowledge that the conference or event venue will be handed over according to its booking and availability by the client.

3.1.12. The successful bidders must have adequate infrastructure and manpower to manage multiple events in a day, whether at the same or different venues or different locations across PAN India.

3.1.13. Upon handover of the site or venue, the successful bidders shall install the signage/exhibition stalls according to the time schedule provided by ITDC – Ashok Events Division or principal client.

3.1.14. If the event venue is unavailable 24 hours, the successful bidders must dismantle and reinstall the signage in fresh condition the next day at no extra cost.

3.1.15. The successful bidders shall be responsible for repairing any damage to signage at no additional cost.

3.1.16. The successful bidders shall comply with security requirements at the site as mandated by Delhi Police, CRPF, SPG, VIP Security, security agencies etc. A structural certificate for the main stage and the backdrop or supporting signage must be furnished to the security agencies as required.

3.1.17. The successful bidders must adhere to all venue safety norms and provide a technical maintenance team at the site during the preparation for the event and also, throughout the event. A designer or technical person must be available for nameplate printing at the site or conference venue on prior or short notice at no extra cost.

3.1.18. The successful bidders shall prepare an itemized challan or measurement sheet for inspection of all services provided or installed at the site by ITDC – Ashok Events Division or its principal client's team, or for joint inspection upon event completion and for billing purposes.

3.1.19. The successful bidders are responsible for securing and maintaining signage and miscellaneous materials outdoors. ITDC – Ashok Events Division shall not be liable for any lost or missing signage or miscellaneous materials.

3.1.20. The successful bidders must strictly follow dismantling or demobilization norms to clear the site or venue after the event's completion. ITDC – Ashok Events Division shall not be liable for any delay or damage caused by the successful bidder(s) or its team during dismantling. Any penalties incurred for violations must be borne and settled by the bidder.

3.1.21. The volume of business indicated in the tender document is indicative and may vary as per the actual requirement. ITDC - Ashok Events Division does not guarantee any firm volume of business and the actual business may increase or decrease and vary depending on the requirements received by ITDC - Ashok Events Division from its principal clients (i.e. Ministries/ Departments /PSUs/ Associations/ Autonomous Bodies/ Institutions etc.) spread over a period of two years and extension period, if any.

3.1.22. Structural safety/ stability certificate is required by any authority during any event/VVIP function for the installations of structure etc., the same shall be provided by the successful bidders as per the directions of the authorities at his own cost. Copies of all certificates /statutory permissions to be provided to ITDC - Ashok Events Division well before the event. All material used should be in consonance to fire safety norms & adhere to fire safety standards.

3.1.23. The successful bidders shall be responsible for the maintenance, upkeep, and cleaning of the event area, including adjacent areas. This includes the removal and disposal of garbage and the provision of garbage bins. The scope of work covers regular cleaning and maintenance during the pre-event, event, and post-event stages, ensuring cleanliness during the erection of structures, the main function, and the dismantling stage. The successful bidders must ensure that all areas are kept tidy and free of debris, with adequate garbage bins provided, to maintain a clean and professional environment throughout the event.

3.1.24. The successful bidders shall ensure that the construction, erection, and dismantling of signage, exhibition stalls, etc. structures are completed in all respects according to the given schedule. Any delay in delivering the scope of work, deliverables, or services may result in penalties being imposed by ITDC - Ashok Events Division, as deemed appropriate at the sole discretion of ITDC - Ashok Events Division.

3.1.25. The successful bidders shall be responsible for creating a suitable and pleasing ambiance in and around the structure. This includes ensuring that the structure is visually appealing from both exterior and interior perspectives. The successful bidders are also responsible for making adequate arrangements to control pests, monkeys, stray dogs, and other nuisances in and around the event area.

3.1.26. The charges, if any, towards applicable fees (Municipal/Local Authority/etc.) for erection of structure at the public place will be paid by the successful bidders. The obtaining of all necessary permissions and clearances including statutory permissions for activities listed in this document and/or related activities shall be the responsibility of the successful bidders entrusted with the task of event execution. These include permissions from civic, fire, police, security, Licensing authorities etc. and any other authorities/agencies as per the prevailing law of land. These shall be obtained by the bidder well in time before the event. The successful bidders entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied with in all respects.

3.1.27. The successful bidders shall ensure the presence of their liaison teams, electricians, technical teams, designers etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of structure. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the structure is the sole responsibility of the successful bidders. ITDC - Ashok Events Division or its officials shall not be held responsible for any untoward incident etc. whatsoever.

3.1.28. The successful bidders shall be responsible for rendering event-related ancillary services and providing any additional requirements or miscellaneous work necessary for the smooth, safe, and successful execution of the event.

3.1.29. The successful bidders shall ensure that all items provided are on a rental basis and that each item and service is of excellent quality, conforming to the desired industry standards, specifications, and practices. If any item or service fails to meet desired standards, penalties may be imposed at the sole discretion of ITDC - Ashok Events Division or the Principal Client. All items and services must also adhere to the safety standards established by the authorities.

3.1.30. In the event of unsatisfactory services or work by the bidder, ITDC - Ashok Events Division reserve the right to issue a letter for clarification. In case the clarification provided is deemed unsatisfactory, ITDC–Ashok Events Division reserves the right to impose penalties/Liquidated Damages at its sole discretion.

3.1.31. The successful bidders are solely responsible for the verification of the manpower deployed and working at any event site of ITDC – Ashok Events Division or its principal client across India. ITDC – Ashok Events Division will not be held responsible for any mishap, misconduct, or act committed by the workers deployed by the successful bidders, whether directly or indirectly. The successful bidders shall provide the details of worker deployed at any event site across India.

3.1.32. The services shall be performed at such locations as are specified by ITDC – Ashok Events Division/Principal Client across India.

3.1.33. All travel, lodging, and subsistence costs incurred by the Successful Bidders to, from, and during the stay for any event or conference shall be the sole responsibility of the successful bidders. ITDC – Ashok Events Division/Principal Clients will not be liable for any such expenses.

3.2. Pre- Qualification Criteria

The bidder should be fulfilling the following criteria and must upload/ submit documentary evidence in support of fulfilment of these criteria while submitting the bid.

Sr. No.	Pre -Qualification Criteria	Documentary Evidence
1.	**Statutory Criteria**	
a)	**Legal Entity** a. The bidder should be a company registered under Indian Companies Act 1956 (New Act 2013) or b. A partnership firm registered under Indian Partnership Act,1932 or c. Limited Liability Partnership Act 2008 or d. A Proprietorship firm for not less than 7 years on the date of issue of the tender in relevant work in similar environment or in closely related services	Attested Copy of the following: • Registration Certificate • Certificate of Incorporation (CoI) • Certificate of Commencement of Business (CCoB) • Memorandum of Association & Articles of Association • Registered Partnership deed must be provided • Notarized self-declaration on non-judicial stamp paper of Rs. 100 for proprietorship firm is required.
b)	**PAN & GST Certificates** The bidder should have a valid GST registration certificate and PAN in the name of the bidder.	Self-certified copy of relevant valid certificates along with Annexures
c)	**Valid Registration** The bidder should have a valid ESIC registration and Employee Provident Fund registration. In the case of MSME, the bidder should have the valid MSME registration.	Valid ESIC and EPFO registration certificate Valid UDYAM registration certificate in relevant field of similar work, failing which no exemption will be given at any point of time.
d)	**Non-blacklisting Undertaking** The bidder should not be blacklisted or debarred or banned or terminated by ITDC or any entity or Government of India or GNCTD or by any State Government/ Central Government/ Departments/ Agencies in last three (3) years as on bid submission	Declaration Cum undertaking as per Annexure-X on a Non-judicial stamp paper of Rs. 100 duly notarized by Notary Public

e)	**Litigation or Arbitration** The bidder should not have any history of litigation or arbitration resulting from contracts in the last seven years currently under execution, except in cases where the bidder has obtained a favorable award or judgment.	The bidder shall provide details on the company letterhead, along with documentary evidence wherever applicable.
f)	**Power of Attorney** The bidder shall submit a Power of Attorney on non-judicial stamp paper of Rs. 100, duly notarized, authorizing the signatory of the bidder to sign and execute the Agreement	Power of Attorney/Board Resolution – Annexure VII
2.	**Fiduciary Criteria**	
a)	**Turnover** The bidder should be profit-making firm in the last FY and should have a minimum annual average turnover of INR 39.60 Crores (30% of estimated tender value), from similar works / services in any of the last three financial years i.e., 2021-22, 2022-23, 2023-24 & 2024-25 for which the bidder's accounts have been audited.	A certificate by the Firm of Chartered Accountants, having UDIN as per Annexure II and Audited Balance Sheets, Statement of Profit and Loss and audit report along with ITR Copy of last three financial years.
b)	**Net worth** The bidder should have positive net worth for the financial year ending on 31st March 2025. A certificate issued and certified by a firm of Chartered Accountant with Unique Document Identification Number (UDIN) to be submitted.	A certificate by the Firm of Chartered Accountants, having UDIN as per **Annexure –II**
3.	**Technical Criteria**	
a)	**Past Relevant Experience** The Bidder should have successfully executed at least 75 events involving similar works during the last 5 financial years (project/ event, completed before 31.03.2025) for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies/Corporate Houses, out of which Four (4) events should be of a minimum value of Rs. 2 Crores (excluding taxes)	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III**
b)	**Professional Manpower** The Bidder should have at least 20 regular professional manpower having relevant experience in similar work for events/conferences including the following key dedicated resources: • Project Manager (2 Nos) • 3D Designer/Visualizer (3 Nos) • Graphic Designer (3 Nos) • AutoCAD Designer (2 Nos)	Self – undertaking on the company letterhead by Authorized Signatory along with CVs of dedicated resources **as per Annexure IV**
c)	**Geographical Presence**	Municipal Tax/ Property tax

	The bidder should have an office set up and running workshop/godown in the commercial area /Industrial area of Delhi NCR. Each such facility must have been established and operational for at least 6 months prior to the Tender Issuing Date.	receipts / Registered lease deeds/ Rent Agreement to be uploaded.
d)	**Structures/Equipment etc.** Availability of appropriate Structures / equipment's/Furniture's/Fixtures/Décor etc.	Attach self-certified list of equipment / infrastructure, the equipment/infrastructure should be owned & operated by the bidder. (for e.g. fully equipped computers for designing signage frames/ panels of various sizes sufficient inventory of octonorm panels, MS framework, wooden framework/podiums etc.) Asset register to be attached for relevant years of balance sheet

**For the purposes of this tender document, "similar work/services" refers to projects that involve a comprehensive range of services associated with the conceptualization, curation, ideation, design, fabrication, installation, and dismantling of conference signage and exhibition stalls/set-up. This includes developing creative concepts, graphic designing, renders and detailed design solutions tailored to conference and exhibition themes, curating thematic elements that enhance the overall event experience, and custom fabricating signage and stalls including the IT elements. It also involves efficient installation and dismantling of temporary structures (Signages & Stalls).*

3.3. Technical Evaluation Criteria

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Max Marks
1.	**Turnover** Average annual turnover from similar works/services in any of the last three financial years i.e., 2021-22, 2022-23, 2023-24 & 2024-25	• INR 39.60 Cr – 5 Marks • For every additional 3 Crores turnover, One (1) additional mark, max marks 10	Copy of certificate from Firm of Chartered Accountants along with UDIN no. **Annexure - II**	10 Marks
2.	**Past Relevant Experience** Experience of providing similar works for events for Central / State Governments / Public sector Undertakings (PSUs) / Government	• 4 events, value of minimum 2 Crore each (excluding taxes) – 4 Marks • 4 events, value of minimum 3 Crores each (excluding taxes) – 4 Marks	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of	12 Marks

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Max Marks
	Autonomous bodies /Corporates, in the past 5 (five) financial years ending 31st March 2025	• 4 events, value of minimum 4 Crores each (excluding taxes) – 4 Marks	Receipt of Full Payment along with details as per **Annexure III**	
3.	**Past Relevant Experience for VVIP Events** Experience of providing similar works for the VVIP events (Hon'ble President, Vice President, Prime Minister, Chief Ministers, Cabinet Ministers) for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies /Corporates, in the past 5 (five) financial years ending 31st March 2025	• 1 mark for each event (max marks 5)	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III** along with experience certificate from end client certifying that event was graced by VVIP.	5 Marks
4.	**Geographic Presence** – Owned/Tie-up Office Set-up	• Office/Go-down set up in North Zone (apart from Delhi NCR)- 1 mark • Office/Go-down Set-up in Central Zone – 1 mark • Office/Go-down Set-up in West Zone – 1 Mark • Office/Go-down Set-up in South Zone – 1 Mark • Office/Go-down Set-up in East Zone – 1 mark	Municipal Tax/ Property tax receipts / Registered lease deeds/ Rent Agreement/MoU	5 marks

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Max Marks
5.	**Past Relevant Experience in North-East Region** Experience of providing similar works for events for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies /Corporates, in the past 5 (five) financial years ending 31st March 2025 in the North-East region	1 mark for each event (max marks 3)	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III**	3 Marks
6.	**Past Experience** Number of years of experience in the field of providing services for similar work as on year ending 31.03.2025	• Minimum 7 years of Experience – 5 Marks • 1 mark each for every additional year, subject to maximum of 5 marks	Memorandum & Articles of Association including Certificate of Incorporation/ Partnership Deed/Proprietorship etc., and duly supplemented with copies of work orders/ supporting documents citing experience for each completed year For a Proprietorship firm: Notarized self-declaration on	10 Marks

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Max Marks
			non-judicial stamp paper of Rs. 100 is required along with registration certificate under Shops & Commercial Establishments Act	
7.	**Professional Manpower Strength** Manpower strength of professionals on company's roll along with CVs of following resources: • Project Manager (2) • 3D designer / Visualizer (3) • Graphic Designer (3) • AutoCAD Designer (2)	• Minimum 20 professionals: 3 Marks • More than 21 to 30 professionals: Additional 1 marks • More than 31 professionals: Additional 1 marks CVs of the following dedicated resources will be evaluated • Project Manager (2) – 2 Marks • 3D designer / Visualizer (3) - 3 Marks • Graphic Designer (3) - 3 Marks • AutoCAD Designer (2) - 2 Marks	Self - Undertaking signed by Authorized Signatory along with CVs as per Annexure IV	15 Marks
8.	**POWER POINT PRESENTATION (maximum 15 slides)**	The presentation will be evaluated by the Evaluation Committee on parameters that may include: - 1) Brief overview of the company 2) Showcase achievements and Major Events in the last 7 years	Presentation to be submitted along with technical proposal. Same needs to be presented to the ITDC	40 marks

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Max Marks
		3) Proposed team & Expertise along with Bio-profile 4) Showcase prominent clients 5) Comprehensive understanding of scope of work 6) Conceptualization, design, and methodology for executing and managing the events including Project Execution Plan (the bidder shall be required to present approach for the use-case provided by ITDC) 7) Inventory details, (related material and equipment's etc.) along with the photographs of the items 8) Collaboration with a minimum of three printing agencies, showcase samples of banner, hoardings etc. 9) Innovative suggestions including immersive technology 10) Showcase capabilities in social media outreach, collaboration with media outlets including drafting press release and community engagement, etc.	Evaluation Committee	

Only those Bidders who score a minimum of 70% i.e. 70 Marks in technical evaluation (including site visit) shall be Technically Qualified Bidders and would be considered eligible for Financial Proposal evaluation

3.4. Financial Bid

3.4.1. The financial bid shall be quoted by the Bidder in Indian Rupees.

3.4.2. All rates must be quoted in the prescribed format and shall include all material costs, labor, transportation, taxes, duties, testing, commissioning, supervision, tools, equipment, and any incidental costs such as wastage, sundries, and scaffolding required for mobilization, demobilization, and transportation for events/conferences across India. GST and GST Cess (if applicable) will be addressed separately and should not be included in the financial bid. No additional charges shall be payable beyond the quoted rates on any account.

3.4.3. The final Schedule of Rates for this rate contract shall comprise the item-wise lowest rates discovered through this tender (post arithmetical check), which both Successful Bidders shall match. These final rates shall be firm and fixed for the Agreement period and any extended period, for delivery of services across India. At no point of time, any deviation from the final rates shall be entertained by ITDC - Ashok Events Division.

3.4.4. Rates of GST to be indicated separately in the financial bid.

3.4.5. The Financial Bid shall not include any conditions attached to it and if any such condition is found, the financial proposal shall be rejected out rightly and EMD will be forfeited.

3.4.6. Bidder shall fill up the entire price bid online.

3.4.7. ITDC - Ashok Events Division will evaluate and compare only those bids that are substantially responsive in accordance with NIT/tender document terms.

3.4.8. In preparing the Financial Proposal, the prospective bidders are expected to take into account the requirements and conditions outlined in the tender document.

3.4.9. ITDC - Ashok Events Division reserves the right, at any stage and in its absolute discretion, accept or reject proposals, and to suspend, discontinue, modify and/ or terminate the tender process at any stage.

3.5. Key Resources Profile

S. No.	Resource	Qualification & Experience	Job Profile
1.	**Project Manager**	• Minimum 5 years of experience working in the field of related activities of similar works • Must have experience in managing at least 5 events • Bachelor's degree with relevant experience	• Manage the overall execution of events, ensuring that all aspects of the events are completed on time and within budget • Lead and coordinate the efforts of various teams, including designers, technical staff, and maintenance personnel, to ensure seamless event operations. • Act as the primary point of contact for clients, understanding their requirements and ensuring that their expectations are met. • Prepare detailed reports and documentation for each event, including post-event analysis and feedback for continuous improvement • Address any issues or challenges that arise during the event planning and execution phases, implementing effective solutions
2.	**3D Designer/Visualizer**	• Bachelor's degree in graphic design, 3D Design, Visual Arts, or a related field • Minimum 3 years of experience working in the field of similar works • Must have experience of 3D designing for at least 5 events • Proficiency in 3D design software	• Create detailed 3D models and visualizations for event setups, including signage, exhibition stalls, and other structures, ensuring they meet client specifications and aesthetic standards • Contribute to the conceptualization and creative design process, providing innovative ideas and solutions for event layouts and structures • Prepare and present 3D designs to clients, incorporating feedback and making necessary adjustments to meet client expectations • Site visits to gather accurate measurements and ensure that 3D designs are feasible and practical for the event space
3.	**Graphic Designer**	• Bachelor's degree in graphic design,	• Develop innovative and visually appealing design concepts for

S. No.	Resource	Qualification & Experience	Job Profile
		Visual Arts, or a related field. • Proficiency in graphic design software such as Adobe Creative Suite, Canva, etc. (Photoshop, Illustrator, InDesign) • Minimum 3 years of experience working in the field of event management of similar works • Experience of working for 5 events	event signage, promotional materials, and other visual elements, ensuring alignment with the event's theme and objectives • Utilize graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) to create high-quality graphics and layouts
4.	**AutoCAD Designer**	• Certification or diploma in AutoCAD or a related field, • Minimum of 3 years of experience in AutoCAD design, particularly in drafting detailed technical drawings and plans for event structures and installations. • Experience of working for 5 events	• Work closely with project managers, 3D designers, and other technical staff to integrate AutoCAD designs into the overall event plan • Site visits to gather measurements and ensure that designs are feasible and practical for the event space

3.6. Tentative List of Items

Sl. No. As Per BoQ	Item Description	Quantity	Units
1	Conference Signage & Misc Material		
2	AIRPORT		
3	Creative Designing, Colour scheme customised to requirements fabrication, delivery at site portable communication device handheld paging paddle board with high quality custom printed six colour digital printing (1440 dpi) on PVC free vinyl mounted on 3mm thick forex sheet with back side handle on 6mm thick forex sheet		
4	Paging board, size 18" x 12" handle size 5" x 1"	1000	Each
5	Creative Designing, fabrication, delivery at site / dismantling welcome placards / bills boards, size 3' x 2' mounted on MS framework (section 25mm x 25mm: 18 gauge) on metal stand. The placard could be placed in PORTRAIT or LANDSCAPED format printing quality		
6	1. high quality six colour digital printing (1440dpi) on vinyl mounted on PVC free vinyl mounted on 3mm forex sheet		
7	Single side printing	900	Each
8	Double side printing	450	Each
9	Eco -friendly PVC free fabric media (190 GSM) black base (polyester-recyclable untearable with no curled - up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on plywood framework (37mm thickness)		
10	Single side printing	700	Each
11	Double side printing	500	Each
12	Creative Designing, fabrication, installation at site, dismantling of indoor direction render / oblong panel with text / high resolutions logo's / layout map of venue/ polyline drawing as applicable fixed on self-supporting stand		
13	1. Vinyl Cut text (50 microns pressure sensitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm:18 gauge)		
14	Size 6' x 2½'	300	Each
15	Size 6' x 3'	1000	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
16	Eco -friendly PVC free canvas media (280 GSM) (waterproof, untearable with no curled-up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
17	Size 6’ x 2½’	300	Each
18	Size 6’ x 3	300	Each
19	Eco -friendly PVC free fabric media (190 GSM) black base (polyester-recyclable untearable with no curled - up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
20	Size 6’ x 2½’	300	Each
21	Size 6’ x 3	250	Each
22	Fabrication of podium by round, multi-talented extrusion with eccentric tension lock with infilling of white panels (polychem in nature up to 3mm thick)		
23	non lockable, size 1m x 0.5m x 0.75m ht	400	Each
24	Lockable, size 1m x 0.5m x 0.75m ht	350	Each
25	Conceptualisation, development, deployment, and maintenance of various interactive digital technologies for exhibitions & conferences (Excluding all physical hardware interfaces) Interactive Display Solutions		
26	i. Touchscreen Kiosks ◦ Capacitive/Infrared touch-based screens with interactive UI ◦ multi-touch support for immersive experiences ◦ Customizable content management system (CMS)	600	Per Feature
27	ii. Projection Mapping ◦ Large-scale projection-based interactive content ◦ Real-time sensor-based interactions	21600	Per Second
28	iii. Augmented Reality (AR) Displays ◦ AR-powered wayfinding and information systems ◦ Mobile-based AR interaction with real-world objects ◦ Marker-based and marker less AR solutions	11000	Per Second
29	iv. Virtual Reality (VR) Experiences ◦ Fully immersive VR applications ◦ Integration with motion tracking and haptic feedback ◦ Multi-user VR environments	11000	Per Second
30	Smart & AI-Driven Interactive Installations		

Sl. No. As Per BoQ	Item Description	Quantity	Units
31	i. Gesture-Based Interactive Displays ◦ AI-powered gesture tracking ◦ Real-time response for exhibitions & public installations	8000	Per Second
32	ii. AI Chatbots & Voice Assistants ◦ AI-powered virtual assistants for kiosks ◦ Multilingual and text-to-speech integration	600	Per Feature
33	iii. Holographic Displays ◦ 3D hologram projections with interactive elements ◦ AI-driven content adaptation	9000	Per Second
34	Sensor-Based Interactive Systems		
35	i. RFID/NFC-Based Engagement Systems ◦ RFID wristbands for interactive experiences ◦ NFC-enabled smart exhibits	600	Per Feature
36	ii. IoT-Connected Smart Displays ◦ Real-time data processing for user interaction ◦ Cloud-connected dashboards for content updates	600	Per Feature
37	Detail-oriented and communication-driven Tele-calling & Reporting to manage outbound target segment engagement processes and ensure accurate data reporting within CRM and MIS platforms		
38	National	75000	Per Call
39	International	5000	Per Call
40	ENROUTE & VENUE		
41	Designing, fabrication, installation / Temporary board / Hoarding signage with text / logo printed on medium as described mounted on MS framework (section 25mm x 25mm: 18 gauge), back reinforcement of Scaffolding structure or stand as applicable at site. The above Hoarding site could be installed at ground level, building facade, Roundabout, Multilevel ht location.By Hoarding / board means a flat oblong panel, (with two sides equal or unequal) in MS framework medium as well as joint boards / hoardings to shape up as per site requirement		
42	High quality eco solvent printing (720dpi) on opaque flex (280 gsm)		
43	i. Regular suitable size more than 72 Sq. Ft.	375000	Sq. Ft.
44	ii. Regular suitable size equal or less than 72 Sq. Ft.	120000	Sq. Ft.

Sl. No. As Per BoQ	Item Description	Quantity	Units
45	Eco -friendly PVC free fabric media (190 GSM) black base (polyester-recyclable untearable with No curled -up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
46	i. Regular suitable size more than 72 Sq. Ft.	180000	Sq. Ft.
47	ii. Regular suitable size equal or less than 72 Sq. Ft.	94000	Sq. Ft.
48	High quality Eco solvent printing (720dpi) on star flex (280 gsm)		
49	i. Regular suitable size more than 72 Sq. Ft.	3000	Sq. Ft.
50	ii. Regular suitable size equal or less than 72 Sq. Ft.	3800	Sq. Ft.
51	Eco-friendly PVC free Canvas media (250 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi)		
52	i. Regular suitable size more than 72 Sq. Ft.	89700	Sq. Ft.
53	ii. Regular suitable size equal or less than 72 Sq. Ft.	47500	Sq. Ft.
54	SCROLLS		
55	Designing, fabrication, installation, dismantling: Ornamental design in shape of scroll fixed on poles (with heavy cast iron base min wt 100 kg) fitted with knobs, brackets Text / logo printed as High resolution solvent printing (720dpi) on opaque flex (300 gsm)		
56	i. Size 7’ x 2½’ (Single side) mounted MS framework (section 25mm x 25mm: 18 gauge)	6200	Each
57	ii. Size 8’ x 3’ (both side) mounted MS framework (section 25mm x 25mm: 18 gauge)	8500	Each
58	Eco -friendly PVC free Recyclable, waterproof, synthetic media, (200 microns) untearable with chemical / crack free six colour digital printing (1440 dpi)		
59	i. Size 7’ x 2½’ Single side	350	Each
60	ii. Size 7’ x 2½’ both side	250	Each
61	iii. Size 8’ x 3’ Single side	300	Each
62	iv. Size 8’ x 3’ both side	300	Each
63	v. Size 7’ x 2½’ (Single side) mounted MS framework (section 25mm x 25mm: 18 gauge)	400	Each
64	vi. Size 8’ x 3’ (both side) mounted MS framework (section 25mm x 25mm: 18 gauge)	800	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
65	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi) with chemical / crack free six colour digital printing		
66	i. Size 7’ x 2½’ Single side	2500	Each
67	ii. Size 7’ x 2½’ both side	1500	Each
68	iii. Size 8’ x 3’ Single side	1900	Each
69	iv. Size 8’ x 3’ both side	1400	Each
70	v. Size 7’ x 2½’ (Single side) mounted MS framework (section 25mm x 25mm: 18 gauge)	3200	Each
71	vi. Size 8’ x 3’ (both side) mounted MS framework (section 25mm x 25mm: 18 gauge)	5800	Each
72	Eco -friendly PVC free canvas media (280 GSM) (waterproof, untearable with no curled-up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
73	i. Size 7’ x 2½’ Single side	1100	Each
74	ii. Size 7’ x 2½’ both side	400	Each
75	iii. Size 8’ x 3’ Single side	1200	Each
76	iv. Size 8’ x 3’ both side	550	Each
77	v. Size 7’ x 2½’ (Single side) mounted MS framework (section 25mm x 25mm: 18 gauge)	1550	Each
78	vi. Size 8’ x 3’ (both side) mounted MS framework (section 25mm x 25mm: 18 gauge)	1000	Each
79	CAR PARKING DIRECTION		
80	Designing, fabrication, installation / dismantling Traffic control / Car Park Colour coded oblong panel for smooth integrated operation of car park on self-supporting stand High quality solvent printing (720dpi) on opaque flex (280 gsm) mounted on MS framework (section 25mm x 25mm:18 gauge)		
81	High quality solvent printing (720dpi) on opaque flex (280 gsm) mounted on MS framework (section 25mm x 25mm:18 gauge)		
82	i. Size 6’ x 5’ single side	2700	Each
83	ii. Size 5’ x 4’ single side	2000	Each
84	iii. Size 6’ x 5’ double side	1500	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
85	iv. Size 5’ x 4’ double side	1400	Each
86	Vinyl Cut text (50 microns pressure sensitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
87	i. Size 6’ x 5’ single side	4000	Each
88	ii. Size 5’ x 4’ single side	2000	Each
89	iii. Size 6’ x 5’ double side	2300	Each
90	iv. Size 5’ x 4’ double side	1600	Each
91	High Density Polyethylene PE (140GSM), recyclable, untearable with high quality chemical crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
92	i. Size 6’ x 5’ single side	3600	Each
93	ii. Size 5’ x 4’ single side	2000	Each
94	iii. Size 6’ x 5’ double side	2300	Each
95	iv. Size 5’ x 4’ double side	1500	Each
96	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
97	i. Size 6’ x 5’ single side	2500	Each
98	ii. Size 5’ x 4’ single side	1800	Each
99	iii. Size 6’ x 5’ double side	1200	Each
100	iv. Size 5’ x 4’ double side	1300	Each
101	WELCOME TOWER		
102	Designing, fabrication, installation / dismantling Four-sided welcome tower with ornate lattice panel in plywood (18" height) (CNC cut) around the tower sides and provision of heavy weight with in for weather resistance		
103	Text / logo on High quality solvent printing (720 dpi) on opaque flex (280 gsm) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
104	i. Suitable size more than 72 Sq. Ft.	24600	Sq. Ft.
105	ii. Suitable size equal or less than 72 Sq. Ft.	8000	Sq. Ft.
106	Vinyl Cut text (50 microns pressure sensitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
107	i. Suitable size more than 72 Sq. Ft.	6900	Sq. Ft.
108	ii. Suitable size equal or less than 72 Sq. Ft.	10400	Sq. Ft.

Sl. No. As Per BoQ	Item Description	Quantity	Units
109	High Density Polyethylene PE (140GSM), recyclable, untearable with high quality chemical crack free six colour digital printing mounted on MS framework (section 25mm x 25mm: 18 gauge)		
110	i.Suitable size more than 72 Sq. Ft.	16700	Sq. Ft.
111	ii. Suitable size equal or less than 72 Sq. Ft.	9500	Sq. Ft.
112	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi)		
113	i. Suitable size more than 72 Sq. Ft.	20000	Sq. Ft.
114	ii. Suitable size equal or less than 72 Sq. Ft.	10600	Sq. Ft.
115	Four-sided welcome tower with ornate lattice panel in plywood (18" height) (CNC cut) around the tower sides and provision of heavy weight with in for weather resistance. The above tower will have extruded layer of MS framework (section 25mm x 25mm: 18 gauge) (four sided) for 3D effect printed / pasted on High quality solvent printing (720 dpi) Each on opaque flex (300gsm)		
116	i. Suitable size more than 72 Sq. Ft.	26200	Sq. Ft.
117	ii. Suitable size equal or less than 72 Sq. Ft.	9600	Sq. Ft.
118	b) Vinyl cut Text / logo on Cloth (cotton: casement)		
119	i. Suitable size more than 72 Sq. Ft.	2300	Sq. Ft.
120	ii. Suitable size equal or less than 72 Sq. Ft.	9300	Sq. Ft.
121	High Density Polyethylene PE (140GSM), recyclable, untearable with high quality chemical crack free six colour digital printing mounted on MS framework (section 25mm x 25mm: 18 gauge)		
122	i. Suitable size more than 72 Sq. Ft.	2300	Sq. Ft.
123	ii. Suitable size equal or less than 72 Sq. Ft.	10300	Sq. Ft.
124	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
125	i. Suitable size more than 72 Sq. Ft.	7300	Sq. Ft.
126	ii. Suitable size equal or less than 72 Sq. Ft.	9600	Sq. Ft.

Sl. No. As Per BoQ	Item Description	Quantity	Units
127	Designing, fabrication, installation at site dismantling of outdoor Alighting point / Facilitation panel with text / high resolution logo or logo's as applicable fixed on stand and adequate reinforcement Text / logo mounted on MS framework in high quality eco-solvent printing (360 dpi) on opaque flex (280 gsm) (section 25mm x 25mm: 18 gauge)		
128	i. Size 8’ x 4’	9400	Each
129	ii. Size 10’ x 5’	7700	Each
130	iii. Size 8’ x 5'	7300	Each
131	Vinyl Cut text (50 microns pressure sensitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
132	i. Size 8’ x 4’	5500	Each
133	ii. Size 10’ x 5’	3400	Each
134	iii. Size 8’ x 5'	10400	Each
135	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
136	i. Size 8’ x 4’	3700	Each
137	ii. Size 10’ x 5’	3000	Each
138	iii. Size 8’ x 5'	13100	Each
139	Eco-friendly PVC free Canvas media (280 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
140	i. size 8' x 4'	6500	Each
141	ii. Size 10' x 5'	2200	Each
142	iii. Size 8' x 5'	3500	Each
143	INDOOR: Designing, fabrication, installation at site dismantling of indoor direction / oblong panel with text /high resolutions logo's / layout map of venue/ as applicable fixed on stand		
144	Vinyl Cut text (50 microns pressure sensitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
145	i. Size 6’ x 2½’	5500	Each
146	ii. Size 6’ x 3	6700	Each
147	iii. Size 8’ x 2’	3000	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
148	iv. Size 8’ x 3’	8000	Each
149	Text / logo on High quality eco solvent printing (720 dpi) on opaque flex (280 gsm) on MS framework (section 25mm x 25mm: 18 gauge)		
150	i. Size 6’ x 2½’	8500	Each
151	ii. Size 6’ x 3	11000	Each
152	iii. Size 8’ x 2’	6000	Each
153	iv. Size 8’ x 3’	11000	Each
154	Eco -friendly PVC free fabric media (190 GSM) black base (polyester-recyclable untearable with no curled - up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
155	i. Size 6’ x 2½’	7400	Nos
156	ii. Size 6’ x 3	7700	Nos
157	iii. Size 8’ x 2’	2200	Nos
158	iv. Size 8’ x 3’	3700	Nos
159	Eco -friendly PVC free Recyclable, waterproof, synthetic media, (200 microns) untearable with chemical / crack free six colour digital printing (1440 dpi)		
160	i. Size 6’ x 2½’	3900	Each
161	ii. Size 6’ x 3	8200	Each
162	iii. Size 8’ x 2’	1900	Each
163	iv. Size 8’ x 3’	3100	Each
164	PP Honeycomb (3mm), panels, recyclable, humidity resistant with chemical/ crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
165	i. Size 6’ x 2½’	1100	Each
166	ii. Size 6’ x 3	1600	Each
167	iii. Size 8’ x 2’	700	Each
168	iv. Size 8’ x 3’	900	Each
169	BACKDROP/ HOARDINGS designing, fabrication, installation (with adequate new reinforcement), dismantling Various sizes as per venue. Mounted on MS framework (section 25mm x 25mm: 18 gauge) on self-supporting stand / structure		

Sl. No. As Per BoQ	Item Description	Quantity	Units
170	Eco -friendly PVC free fabric media (190 GSM) black base (polyester-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi)	140000	Sq. Ft.
171	High quality eco solvent printing (720dpi) on opaque flex (280 gsm)	400000	Sq. Ft.
172	High quality eco solvent printing (720dpi) on star flex (280 gsm)	83000	Sq. Ft.
173	Eco-friendly PVC free Canvas media (250 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi)	60000	Sq. Ft.
174	Eco-friendly Backlit PVC free polyester fabric (130 GSM) fire retardant with chemical / crack free six colour printing (1440 dpi)	150000	Sq. Ft.
175	THEME / SESSION PANELS (designing, fabrication, installation, dismantling) a specific format in front of the head table		
176	High resolution eco solvent printing (720 dpi) on opaque flex mounted on MS framework (section 25mm x 25mm: 18 gauge)		
177	i. Size 8’ x 2½’	17100	Each
178	ii. Size 12’ x 2½’	12800	Each
179	iii. Size 16’ x 2½’	8600	Each
180	iv. Size 39’ x 2½’	2800	Each
181	Vinyl Cut text (50 microns pressure senstitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
182	i. Size 8’ x 2½’	3700	Each
183	ii. Size 12’ x 2½’	2800	Each
184	iii. Size 16’ x 2½’	1900	Each
185	iv. Size 39’ x 2½’	600	Each
186	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with no curled -up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
187	i. Size 8’ x 2½’	4300	Each
188	ii. Size 12’ x 2½’	3000	Each
189	iii. Size 16’ x 2½’	2200	Each
190	iv. Size 39’ x 2½’	900	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
191	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
192	i. Size 8' x 2½'	5400	Each
193	ii. Size 12' x 2½'	2800	Each
194	iii. Size 16' x 2½'	1800	Each
195	iv. Size 39' x 2½'	1300	Each
196	Theme / Session Tiles Showing concurrent session designing, logo finishing, fabrication, installation at site		
197	rectangular tile of 3mm sun board with logo cut in vinyl or high resolution six colour digital print (1440 dpi) with matt Lamination		
198	i. Size 18" x 12"	26400	Each
199	ii. Size 30" x 20"	33000	Each
200	iii. Size 36" x 48" & higher	17000	Each
201	High quality six colour digital printing (1440 dpi) on pvc free vinyl with matt lamination on 3mm forex sheet		
202	i. Size 18" x 12"	26600	Nos
203	ii. Size 30" x 20"	48000	Nos
204	iii. Size 36" x 48" & higher	27000	Nos
205	High quality six colour digital printing (1440 dpi) on PVC free vinyl with matt lamination on 5mm forex sheet		
206	i. Size 18" x 12"	30500	Each
207	ii. Size 30" x 20"	38000	Each
208	iii. Size 36" x 48" & higher	20000	Each
209	Digital UV printing (1440 dpi) on PVC free vinyl with matt lamination on eco-friendly 3mm board		
210	i. Size 18" x 12"	600	Each
211	ii. Size 30" x 20"	600	Each
212	iii. Size 36" x 48" & higher	600	Each
213	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable with chemical crack free six colour digital printing (1440 dpi)		
214	i. Size 18" x 12"	39800	Each
215	ii. Size 30" x 20"	30400	Each
216	iii. Size 36" x 48" & higher	16000	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
217	PP Honeycomb (3mm), panels, recyclable, humidity resistant with chemical/ crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
218	i. Size 18" x 12"	16800	Each
219	ii. Size 30" x 20"	23300	Each
220	iii. Size 36" x 48” & higher	16000	Each
221	PP Honeycomb (5mm), panels, recyclable, humidity resistant with chemical/ crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
222	i. Size 18" x 12"	20000	Each
223	ii. Size 30" x 20"	23400	Each
224	iii. Size 36" x 48” & higher	13000	Each
225	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
226	i. Size 18" x 12"	19800	Each
227	ii. Size 30" x 20"	27800	Each
228	iii. Size 36" x 48” & higher	18000	Each
229	Sponsor’s Boards:		
230	Designing (Scanning / drum scanning)/ logo finishing of sponsor logo's files) installation at site, dismantling, Text logo		
231	1. High quality ecosolvent printing (720 dpi) on opaque flex (280 gsm) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
232	i) Suitable size more than 72 Sq. Ft.	102300	Sq. Ft.
233	ii) Suitable size equal or less than 72 Sq. Ft.	53800	Sq. Ft.
234	Eco -friendly PVC free fabric media (190 GSM) (polyster-recyclable untearable with no curled -up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
235	i) Suitable size more than 72 Sq. Ft.	96100	Sq. Ft.
236	ii) Suitable size equal or less than 72 Sq. Ft.	31600	Sq. Ft.

Sl. No. As Per BoQ	Item Description	Quantity	Units
237	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
238	i) Suitable size more than 72 Sq. Ft.	60500	Sq. Ft.
239	ii) Suitable size equal or less than 72 Sq. Ft.	28700	Sq. Ft.
240	Sponsor's logo tiles Designing (Scanning / drum scanning)/ logo finishing of sponsor logo's files) installation at site,		
241	Rectangular tile of 3mm sunboard with logo cut in vinyl or high resolution six colour digital print (1440 dpi) with matt Lamination		
242	i. Size 18" x 12"	51000	Each
243	ii. Size 30" x 20"	33000	Each
244	iii. Size 36" x 48" & higher	17000	Each
245	High quality six colour digital printing(1440 dpi) on PVC free vinyl with matt lamination on 3mm forex sheet		
246	i. Size 18" x 12"	27000	Each
247	ii. Size 30" x 20"	70000	Each
248	iii. Size 36" x 48" & higher	30000	Each
249	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable) with chemical / crack free six colour digital printing (1440 dpi)		
250	i. Size 18" x 12"	40400	Each
251	ii. Size 30" x 20"	30000	Each
252	iii. Size 36" x 48" & higher	16000	Each
253	Digital UV printing (1440 dpi) on PVC free vinyl with matt lamination on eco-friendly 3mm board		
254	i. Size 18" x 12"	600	Each
255	ii. Size 30" x 20"	600	Each
256	iii. Size 36" x 48" & higher	600	Each
257	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
258	i. Size 18" x 12"	39000	Each
259	ii. Size 30" x 20"	28000	Each
260	iii. Size 36" x 48" & higher	12000	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
261	PODIUM BOARDS		
262	Designing, fabrication, installation at site dismantling with wooden moulding on four sides Text / logo printing on high resolution solvent printing (720dpi) on opaque flex (280 gsm) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
263	a. Size 4’ x 2’	1500	Each
264	b. Size 4’ x 2½’	2600	Each
265	Vinyl Cut text (50 microns pressure senstitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
266	a. Size 4’ x 2’	1400	Each
267	b. Size 4’ x 2½’	2500	Each
268	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable) with chemical / crack free six colour digital printing (1440 dpi)) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
269	a. Size 4’ x 2’	1500	Each
270	b. Size 4’ x 2½’	2600	Each
271	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS framework (section 25mm x 25mm: 18 gauge)		
272	a. Size 4’ x 2’	1200	Each
273	b. Size 4’ x 2½’	2300	Each
274	Name Plates both sided for head table in acrylic holder (Single Colour) (with provision of designer / technical person at site for Name plate printing)		
275	size 16" x 4"		
276	in English	45000	Each
277	in Bilingual	28000	Each
278	Designer Name Plates both sided for head table in acrylic holder (Four Colour) (with provision of designer / technical person at site for Name plate printing)		
279	size 16" x 4"		
280	in English	39000	Each
281	in Bilingual	18600	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
282	Clip on (aluminium) Name plates (backlit) single sided for in acrylic holder with provision of designer / technical person at site for Name plate printing size 16" x 4"		
283	Single Colour		
284	in English	36600	Each
285	in Bilingual	13000	Each
286	Four Colour		
287	in English	28000	Each
288	in Bilingual	9600	Each
289	Seating Name Plates (Both sided) for Reserved rows in acrylic holders		
290	Single Colour		
291	English	2700	Each
292	Bilingual	1900	Each
293	in colour code (High resolution digital six colour printing: 1440 dpi)		
294	English	2500	Each
295	Bilingual	1200	Each
296	Seating Signs (Both Sided) on stands for Reserved rows on MS stand high resolution size 14” x 18"		
297	Single colour		
298	English	11000	Each
299	Bilingual	7300	Each
300	in colour code (High resolution digital six colour printing: 1440dpi)		
301	English	6400	Each
302	Bilingual	2600	Each
303	on stainless steel (gauge 16, grade 304) stands for Reserved rows on SS stand high resolution Eco solvent printing (720 dpi) size 14” x 18" Single colour		
304	English	1000	Each
305	Bilingual	500	Each
306	in colour code (High resolution digital six colour printing: 1440 dpi)		
307	English	1000	Each
308	Bilingual	500	Each
309	“Programme – at – a – Glance” Board Programme typing, designing, colour coded programme installation at site		

Sl. No. As Per BoQ	Item Description	Quantity	Units
310	Logo / Text Eco solvent printing (720 dpi) on opaque flex (280 gsm) mounted on MS framework (section 25mm x 25mm: 18 gauge) showing highlights of the conference		
311	i) Regular size more than 72 Sq. Ft.	49000	Sq. Ft.
312	ii) Regular size less than 72 Sq. Ft.	20000	Sq. Ft.
313	Vinyl Cut text (50 microns pressure senstitive coloured vinyl cut) pasted on cloth (cotton casement) on MS framework (section 25mm x 25mm: 18 gauge)		
314	i) Regular size more than 72 Sq. Ft.	57000	Sq. Ft.
315	ii) Regular size less than 72 Sq. Ft.	17000	Sq. Ft.
316	Eco -friendly PVC free fabric media (190 GSM) black base (polyster-recyclable untearable with No curled -up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
317	i) Regular size more than 72 Sq. Ft.	60000	Sq. Ft.
318	ii) Regular size less than 72 Sq. Ft.	20000	Sq. Ft.
319	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
320	i) Regular size more than 72 Sq. Ft.	51000	Sq. Ft.
321	ii) Regular size less than 72 Sq. Ft.	19000	Sq. Ft.
322	Baggage / Registration Counter		
323	Providing counters, erected in octanorm modular system with text / logo on fascia with two chairs.		
324	i) With cabin Size 2.5m x 2.5m with enclosure.	1400	Each
325	ii) With cabin Size 2.5m x 2.5m with enclosure and sun proof / canvas roofing	2300	Each
326	Providing counters, erected in wooden panelling in conjunction with octonorm system with text/logo on fascia with two chairs.		
327	i) With cabin Size 2.5m x 2.5m with enclosure.	1100	Each
328	ii) With cabin Size 2.5m x 2.5m with enclosure and sun proof / canvas roofing	2700	Each
329	Pigeon Hole		
330	Pigeon Hole: size: 1.82m (width) x 1.20m(ht) in plywood material (white paint finish) with 24 slots size Each 12inch x 12 inch	1800	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
331	Pigeon Hole: size: 1m (width) x 2.44m(ht) in octonorm modular system with four laminated slots / shelves size each 1m (w) x .5m (depth)	900	Each
332	Fascia, Text / logo		
333	Digital vinyl high resolution printing (1440 dpi) on 3mm forex sheet	3000	Sq. Ft.
334	Digital printing high resolution (1440 dpi) on PVC free vinyl on 3mm forex sheet	3000	Sq. Ft.
335	Digital printing high resolution (1440 dpi) on PVC free vinyl on 5mm forex sheet	3000	Sq. Ft.
336	Eco -friendly PVC free fabric media (190 GSM) (polyster-recyclable untearable with No curled -up edges) with chemical / crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)	1500	Sq. Ft.
337	Directory panel showing " What is Where". Design, fabrication, delivery at site, installation & dismantling with colour coded layout as applicable		
338	Logo / text as High quality ecosolvent prints (720 dpi) printing on flex (280gsm) Printed on flex, mounted on Ms framework (section 25mm x 25mm: 18 gauge)		
339	i) Size 10’ x 5’	1200	Each
340	ii) Size 8’ x 4’	4800	Each
341	iii) Size 8’ x 3’	2800	Each
342	iv) Size 6’ x 3’	2300	Each
343	Logo /text as High quality on Eco -friendly PVC free fabric media (190 GSM) (polyster-recyclable untearable with No curled -up edges) with chemical crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
344	i) Size 10’ x 5’	1100	Each
345	ii) Size 8’ x 4’	4600	Each
346	iii) Size 8’ x 3’	2500	Each
347	iv) Size 6’ x 3’	2100	Each
348	Eco-friendly PVC free Canvas media (300 GSM) (waterproof, untearable with no curled-up edges) with chemical/crack free six colour digital printing (1440 dpi) mounted on MS Framework (section 25mm x 25mm: 18 gauge)		
349	i) Size 10’ x 5’	800	Each
350	ii) Size 8’ x 4’	5600	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
351	iii) Size 6’ x 3’	1500	Each
352	Roll up stands (Nomadic) with digital printed banner: wt app 2.5kg with chrome plated legs (high resolution digital printing 1200 dpi)		
353	i. 36”x78”	500	Each
354	ii. 36”x72”	100	Each
355	Roll up stand (Nomadic) with eco-friendly six colour digital printing (1440 dpi) on Eco -friendly PVC free fabric media (190 GSM) (polyster-recyclable untearable with No curled -up edges)		
356	i. 36”x78”	500	Each
357	ii. 36”x72”	100	Each
358	Poster Display Panels made of soft board covered with velvet fabric installation & dismantling (including technical assistance for poster display & thumb pins) (With spotlight)		
359	i. Size 6’ x4’	700	Each
360	(Without spotlight)		
361	ii. Size 6’ x4’	1300	Each
362	iii. Size 4’ x 4’	200	Each
363	with digital vinyl stickers 4" x 4” on sunboard (without spotlight)		
364	iv. Size 6’ x4’	700	Each
365	v. Size 4’ x 4’	300	Each
366	Application of Paints		
367	Outdoor Painting		
368	Scrapping with sandpaper, applying priming coat of cement paint @ 2kg / 10 sqm	9000	sqmtrs
369	Painting with 2 coats of exterior weatherproof apex paint first quality of approval colour and make @3 Ltrs/10 sqmtrs	8000	sqmtrs
370	Indoor Painting		
371	Scrapping with sandpaper, applying priming coat of putty	15000	sqmtrs
372	Indoor painting applying 2 coats of acrylic emulsion (first quality)	15000	sqmtrs
373	Bamboo wall cladded on MS pipe structures with fasteners		
374	i. single side	10000	Sq. Ft.
375	ii. Double side	10000	Sq. Ft.
376	Bamboo wall cladded on wooden frame section (50mm x 50mm) with fasteners		

Sl. No. As Per BoQ	Item Description	Quantity	Units
377	i. single side	10000	Sq. Ft.
378	ii. Double side	10000	Sq. Ft.
379	iii. Processing & fixing of wallpaper	20000	Sq. Ft.
380	Exhibition Stall & Misc Material (Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis) Enclosures		
381	Creation of enclosures by round, multi – talented extrusions with eccentric tension lock with header plate / Fascia. Infilling of white panels (polychem in nature up to 3mm thick) in the multi-talented extrusion components. (Edges of the enclosures are to be user friendly, non – sharp and placed so as not to impede movements). System brand name: Octonorm, finish white powder coated. (Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis)		
382	i) Stall Size (3m x 3m)	2400	Each
383	ii) Stall Size (3m x 2.5m)	1200	Each
384	iii) Stall Size (3m x 2m)	1100	Each
385	iv) Stall Size (2.5m x 2.5m)	500	Each
386	v) Stall Size (2m x 2m)	1300	Each
387	vi) Maxima façade (section 100 mm x 100 mm: finish white powder coated) ht 3 m, width 3m with hanging fascia.	3800	Each
388	Octonorm Modular System with fire retardant Polychem Panel upto (3mm thickness)		
389	(Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis)		
390	i. Size 2.5m x 1m	6200	Each
391	ii Size 2.5m x 0.50m	600	Each
392	Lights, Plug points		
393	(Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis)		
394	i Spotlights (100 watt Each)	10500	Each
395	ii LED spotlight (15 w Each): Colour: Warm white	55000	Each
396	iii LED flat light (upto 3w)	55000	Running mtrs
397	iv Plug Point 5/15 A	5200	Each
398	v) Power strip (minimum 3 sockets) 5/15A	1000	Each
399	vi) Socket with USB bore universal socket with 2 USB Ports	1000	Each
400	Ceiling smart LED light: colour (track bulbs) white ISI approved		

Sl. No. As Per BoQ	Item Description	Quantity	Units
401	30w: size 600mm x 600mm	1000	Each
402	15w: size 300mm x 300mm	1000	Each
403	Tracklights Aesthetically designed LED track light luminaire equipped with aluminium die-cost housing exclusively designed heat sink suitable for 3 circuit track system having following features with track light bulbs 16w each (each set is set of 3 track lights within 1m track)	1000	Each
404	Suspension of track flat wooden plyboard (18mm) with deco paint finish	1000	Each
405	Metal Lights LED		
406	a) 100 w	6100	Each
407	b) 200 w	10500	Each
408	c) 50 w	7500	Each
409	d) Ceiling down Lights 6w - 10w	500	Each
410	e) Hanging / Pendant lights	500	Each
411	Charges for round mainline with MCB/MCCB/ELCB	18600	kw
412	Charges for Additional Items		
413	(Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis)		
414	i. Chairs Folding (Director's chair)	37600	Each
415	ii. Tables non lockable: size 1mt(l) x0.5mt (w) x 0.75 mt (ht)	14400	Each
416	iii. Tables non lockable: size 1mt(l) x0.5mt (w) x 1mt (ht)	14500	Each
417	iv. Tables: lockable: size 1mt (l) x0.5mt (w) x 0.75 mt (ht)	8500	Each
418	v. Tables: lockable: size 1mt (l) x0.5mt (w) x 1 mt (ht)	6400	Each
419	vi. Providing (nonwoven) New Carpet (psqm) with polythene (more than 50 microns (including wastage) Carpet thickness 2.5mm, density (900 gsm per sqmts): Regular colours	550000	Sq mtrs
420	vi a) Providing (non-woven) new carpet with polytheme more than 50 microns (including wastage) carpet thickness 2.5, density (900 gsm Sq. Mtrs: Non-Regular / Special colours	75000	Sq mtrs
421	vi b) Laying of loop pile carpet (thickness 5mm) with foam backing sound Insulation, superior absorption and cushioning fixed on surface (including wastage)	25000	Sq mtrs
422	vi c) Laying of cut pile carpet (thickness 10mm) with foam backing sound Insulation, superior absorption and cushioning fixed on surface (including wastage)	17000	Sq mtrs

Sl. No. As Per BoQ	Item Description	Quantity	Units
423	vi d) Laying of carpet tiles (thickness 5mm) with 2mm rubber cushioning fixed on surface (including wastage)	14000	Sq mtrs
424	vi e) Multilayered PVC vinyl flooring (thickness within 1.5mm) with form backing sound insulation, superior absorption and cushioning fixed on surface (including wastage)	5000	Sq mtrs
425	vii Providing coir matt Brand new (psqm), matt thickness 10mm, density (2500 gsm per sqmts)	450000	Sq mtrs
426	viii a) Providing stable wooden platform (100mm high)	214252	Sq mtrs
427	b) Fabrication of plywood skirting panels 100mm high with rollar paint finish	3000	Sq.mtrs
428	ix Providing & laying of main/submain with 3.5x50 sq mm PVC insulated aluminium conductor cable on the ground with proper dressing/bunching on hire bais i/c connections and interconnections etc: complete as required & disconnection after completion of function	5000	kw
429	x. provision of LT cubical type Feeder pillar on hitr basis with 250 Amp TPMCCB -1 n: as incomer and 63 Amp TPMCCB -6 Ns: as outgoing complete including making connection etc: complete as required & disconnection after completion of function	500	kw
430	xi. Electrical Earthing at site pit 20ft deep with Tor steel & copper wire	300	Each
431	xii. Easel stand		
432	in wood	3000	Each
433	in Metal	800	Each
434	Book Display Racks		
435	Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis)		
436	i) Erected in octonorm system panel, Size 2.5m x 1m, fitted with 1m x ½m x 75cm podium on front with provision of 2 to 5 bookshelves.	3000	Each
437	ii) Revolving Book Rack	300	Each
438	iii) Ms stands with A4 size brochure base in deco paint finish stand ht (1m -1.25m): CRC pipe sections 25mm x 25mm) CPC sheet brochure jacket machine bend, stand with height adjuster /Leveller with adjuster	500	Each
439	iv) Providing acrylic jackets A2 size	500	Each
440	v) Turn Table (motorized):		
441	a) Diameter within 2 ft: wt within 15 kg	200	Each
442	b) Diameter within 3 ft: wt within 25 kg	250	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
443	c) Diameter within 4ft: wt within 35 kg	350	Each
444	d) Diameter within 6ft: wt within 50 kg	600	Each
445	Motion Display Scrollar: (Wall mounted) Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis) Multi imaging scrolling pictures (high quality six colour digital printing 1200 dpi) on PVC free vinyl with AC motor (220V microchip controller board) with sensor and aluminium body (2mm thickness) powder coated (10 microns) with backlit (LED module)		
446	i) Suitable size equal or less than 6 Sq. Ft.	15000	Sq. Ft.
447	ii) Suitable size more than 6 Sq. Ft.	30000	Sq. Ft.
448	Truss Gate		
449	(Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)	180000	Sq. Ft.
450	Podium		
451	Rental charges for 1 to 3 days (Additional Day Charges shall be on pro rata basis)		
452	i. Wooden	1400	Each
453	ii. Acrylic	70	Each
454	Modelled Thematic Fabrications (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
455	Curated Modelled Thematic wooden fabrication contributing to designers base panel using thick plyboard (ISI approved & BWR) on wooden pillars (pinewood) section (45mm x 37mm) with priming coat of putty ply board thickness		
456	i) 8mm thickness	34500	Sq. Ft.
457	ii) 18mm thickness	12600	Sq. Ft.
458	Curated Modelled Thematic wooden fabrication using thick ply board (ISI approved & BWR) with veneer 1.5mm thick and melamine polish finish ply board thickness		
459	i) 8mm thickness	40000	Sq. Ft.
460	ii) 18mm thickness	20000	Sq. Ft.
461	Curated Modelled Thematic wooden fabrication using thick ply board (ISI approved & BWR) with 1mm mica sheet lamination ply board thickness		
462	i) 8mm thickness	15000	Sq. Ft.
463	ii) 18mm thickness	10000	Sq. Ft.

Sl. No. As Per BoQ	Item Description	Quantity	Units
464	iv) Curated Modelled wooden panelling display / Storage counters box using 12mm thick ply board (ISI approved & BWR) with mica 1mm (ISI approved) sheet lamination inside finish mica lamination 0.8mm thickness (ISI approved) with necessary hardware	10000	cubic ft
465	v) Scrapping with sandpaper and application of melamine polish at site	10000	Sq. Ft.
466	vi) Curated modelled wooden Planned wall panels section (12mm x 120mm)	10000	Sq. Ft.
467	vii) Rattan cane webbing Roll smooth finish	2000	Sq. Ft.
468	viii) Thermo Ayush & Thermo Ash Section (9 X 92mm)	131	Running Ft
469	ix) 3d text Laser cutting of letters (acrylic / MDF)) with deco paint		
470	i) 8mm thickness	500	Sq. Ft.
471	ii) 12mm thickness	500	Sq. Ft.
472	iii) 18mm thickness	500	Sq. Ft.
473	Extruded letters & Display Panels (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
474	Stainless steel extruded letters fabrication letters & logo 50mm thick hollow in brush /gloss finish structural steel 20 gauge thick 304 grade, polish thickness: 0.5 microns fixed on the wall	250	Running Inch
475	Golden mirror acrylic letters (3mm thick) fabrication letters & logo fixed on the wall	250	Running Inch
476	Extuded letters: WPC (wood plastic composite material) fabrication & letters & logo (50mm thick) with deco paint finish	250	Running Inch
477	Extruded letters: Acrylic letters & logo (50mm thick with deco paint finish	250	Running Inch
478	Extruded letters: Acrylic (3mm thick), fixed on wall	250	Running Inch
479	Entrance Board: High Intensity Prismatic film (150 microns) on ACP sheet panel board with aluminium framework	250	Sq. Ft.
480	Fabrication of ACP panel board with aluminium framework with ACP sheet (4-5mm) thickness fixed on existing façade	250	Sq. Ft.
481	False Ceiling Display (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		

Sl. No. As Per BoQ	Item Description	Quantity	Units
482	i) False ceiling providing and fixing in true horizontal level 600mm x 600mm false ceiling using galvanised steel section with pre-coating capping, main tee of size 24 x 27mm the above grid is suspended at every 1200mm c/c in both directions using 2mm thick pre - straightened GI wire laying edge ceiling. Tiles 600mm x 600mm x 15mm surface having 3 coats of white paint, back of tile duty sanded and finished with coat of protective paint over the formed grid complete	8000	Sq mtrs
483	ii) Maintenance free gypsum plasterboards false ceiling fixed on GI metal frame suspended	5000	Sq mtrs
484	iii) Fabric False Ceiling molded in multiple shapes	40000	Sq mtrs
485	Railings / Balustrades (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
486	Staircase railing Top Railing Balustrade in stainless steel (304 grade) section (50mm x 50mm)	2000	Running mtrs
487	Staircase railing Top Railing Balustrade in stainless steel (304 grade) section (50mm x 50mm) with toughened glass panels 10mm thick with accessories	4000	Running mtrs
488	ACCESSORIES (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
489	Roll-up Blinds on glass windows	2000	Sq. Ft.
490	Drapery rods chrome finish with complete accessories stainless steel grade 304 (1.5 microns)	1000	Running mts
491	Frames / quotes on walls with glass and wooden border (infill component to be provided by clients)	1000	Sq. Ft.
492	Frames / quotes on walls (Digital print high resolution on 3mm forex sheet with glass and wooden border)	1000	Sq. Ft.
493	Glass with reflective coating	1000	Sq. Ft.
494	Glass Panelling (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
495	High quality glass Toughened glass applications at site 12mm thick glass with fitting at site	1000	Sq. Ft
496	Fitting of toughened glass door panels with accessories (SS handles, machine with smooth opening of door) of good quality: ISI approved	1000	Sq. Ft
497	Toughened glass shelves size 1.25m x 0.3m (12mm thick): make: standard (ISI)	22000	Sq. Ft
498	Wooden shelves in glass float 5mm thick fixed on brackets	22000	Sq. Ft

Sl. No. As Per BoQ	Item Description	Quantity	Units
499	Sound Retardancy (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
500	Sound insulation Eco friendly sound insulation acoustic polyster wool 1000gsm (50mm thickness), fire Retardant in nature, for Thermal & Sound installation	50000	Sq. Ft
501	Furniture (Rental charges for 1 to 3 days) (Additional day charges shall be on pro rata basis)		
502	High top table (dia 610 mm, ht 1000 mm square or circular in shape) to provide a surface to lay/lean on with a stretch of long & lush table covers (underlay) in polyester fabric	1,000	Each
503	Overlay fabric with high natural breathability, high moisture wicking abilities, low heat retention abilities in Jacquard fabric	1,000	Each
504	Folding straight tables designed to seat a large no: of people as well as for serving food or displaying objects	1,000	Each
505	Rectangular in length, (1500 mm or 1820 mm), ht (750 mm), managing setups like classic, hollow square, star, herringbone, U-shaped, board room, classroom.	10,000	Each
506	Top covering of folding straight table in semi-cotton fabric & frilling as type of fabric weave that produces a characteristically glossy smooth lustrous material	1,000	Each
507	Top covering of folding straight table in semi-cotton fabric & frilling in bottom pleated cotton fabric and masking on wooden framework	1,000	Each
508	Maximising conversation opportunities table, circular in shape with underlay in polyester fabric		
509	i) Diameter 750 mm	5,000	Each
510	ii) Diameter 1200 mm	3,000	Each
511	iii) Diameter 1500 mm	2,000	Each
512	iv) Diameter 1800 mm	2,000	Each
513	v) Diameter 2100 mm	200	Each
514	Maximising conversation opportunities table, circular in shape		
515	i) diameter 750 mm: glass top	500	Each
516	ii) diameter 750 mm: laminated top	500	Each
517	iii. Overlay fabric with high natural breathability, high moisture wicking abilities, low heat retention as per colour scheme (Jacquard fabric)	138	Each

Sl. No. As Per BoQ	Item Description	Quantity	Units
518	Table runner: Soft furnishing (305 mm width) designed to complement a tablecloth as per colour scheme (Jacquard fabric)	1000	Running mtrs
519	Table border: (100 mm width) designed to delineate and compliment table boundary	5000	Running mtrs
520	Four-legged stackable chair and backrest made in metal pipe frame and padded, cushioned and upholstered in coloured fabric	100000	Each
521	Chair covering in polyester (in lycra fabric)	50000	Each
522	Chair covering in premium, stretchable fabric covers	50000	Each
523	VVIP chair (four legged) chair in wooden material (melamine polish) with arms and backrest, plush cushioning in fabric or leatherite material	300	Each
524	Visitor chair (Each) (leatherlite finish without handle):		
525	colour: White	21330	Each
526	colour: Black	20783	Each
527	Visitor chair: White with handle	21408	Each
528	Visitor chair: black with handle	19564	Each
529	Centre table with glass top	4561	Each
530	Elevated chair (Each)		
531	a) Colour: white	1700	Each
532	b) Colour: black	1000	Each
533	c) Round Table diameter 30"	10000	Each
534	Ornate plastic chair with arms and backrest, high stiffness, strength, padded cushion upholstered in coloured fabric.	19000	Each
535	VVIP leatherite sofa (less resistant to stains), comfortable seats made of quality material	14000	Seat
536	VVIP fabric sofa (less resistant to sleeves) comfortable seats made of quality material	5000	Seat
537	Coffee table: Low table designed to be placed in a seating area for convenient support of keeping various items, size (2' x 2')		
538	i. In SS finish	1900	Each
539	ii. In wooden finish (melamine polish)	800	Each
540	Application of roller paint (acrylic emulsion ISI marked) first quality on raw surface with application of sandpaper	1300000	Sq Ft
541	Centre table: Low table designed to be placed in a seating area for convenient support of keeping various item size 3' x 1.5'		

Sl. No. As Per BoQ	Item Description	Quantity	Units
542	i. In SS finish	2200	Each
543	ii. In wooden finish (melamine polish)	1000	Each
544	Side table: Placed beside a piece of furniture to ensure essential items within easy reach		
545	i. In SS finish	1000	Each
546	ii. In wooden finish (melamine polish)	500	Each
547	Flag poles: High quality noticeable way of displaying flags/pennants with stable base		
548	Indoor		
549	i. 25 mm diameter in MS material in neat paint finish	500	Each
550	ii. 25 mm diameter in SS material (grade 304)	1,500	Each
551	b) Outdoor		
552	i. 50 mm diameter in MS material in neat paint finish on heavy base	500	Each
553	ii. 50 mm diameter in SS material (grade 304) on heavy base	1,500	Each
554	Multi-talented event shade pillars less fire-retardant tensile structures, waterproof in nature	3,000	sqmtrs
555	Stanchions/Barricade stands used as separators in all queues (linear, circular, priority, de-queue)		
556	i. Single belt SS finish	10,000	Each
557	ii. Single velvet rope SS finish	1,000	Each
558	iii. Single velvet rope SS make in golden polish finish	1,000	Each
559	Multi-talented triangulated system of straight, interconnected structural elements in MS pipe, outer section (300 mm x 300 mm) with semi-cotton fabric stretched. Application of above used as gate structures, ambience wall panelling, passage connector, seating areas and related		
560	i. non-waterproof	2,000	sqmtrs
561	ii. Waterproof	4,000	sqmtrs
562	Utility area		
563	Fire retardant triangulated system of straight interconnected structural elements in MS pipe with zinc coated metal sheet roof and similar all sides on metal sliding panels	10,000	sqmtrs
564	Impede access barriers/barricading to control traffic, pedestrian safety and perimeter security, ht 1220 mm in MS steel with high gloss paint finish	10,000	sqmtrs

Sl. No. As Per BoQ	Item Description	Quantity	Units
565	Temporary structure, system of supporting components scaffolds in tube and courier with a load bearing base jack or plate and protective rubber foot pads/end caps	5,000	Cubic mts

Note: Above bill of quantity table is for the reference purpose only, the bidder shall not submit the prices along with the technical proposal. The financial proposal shall be submitted on the e-Procurement portal only as per the BoQ (.xls) template provided**.**

4. SECTION 4: Key Clauses of Agreement

4.1. Period of Agreement

4.1.1. The term of this Agreement shall be for a period of two (2) years commencing from the effective date as specified in the Letter of Intent issued by ITDC – Ashok Events Division, unless terminated earlier in accordance with the provisions of this Agreement.

4.1.2. The Agreement may be extended for an additional period of one (1) year subject to satisfactory performance by the Successful Bidder and on mutual consent.

4.1.3. The Agreement shall expire automatically at the end of the aforesaid period or the extended period, if any,

4.1.4. Either party may terminate this Agreement before the expiration of the contract period by giving the notice and following the termination clause of this Agreement.

4.2. Payment Terms

4.2.1. No advance payment shall be made.

4.2.2. Payment will be made based on r satisfactory supply / receipt of goods / services to the satisfaction of ITDC – Ashok Events Division / Principal client(s). It should be duly supported by the tax invoice submitted to ITDC – Ashok Events Division within 15 days of successful completion of event along with itemized annexure list, which should be duly verified by authorized official of ITDC – Ashok Events Division. Payment will be made after receiving the payment by ITDC - Ashok Events Division from its principal client/clients. Further, in case the participating entity is an MSE entity, it shall need to follow all requisite requirement of tender document/ Agreement/ ITDC for processing of their payment

4.2.3. The successful bidders shall submit GST compliant tax invoice / debit note / revised tax invoice to ITDC – Ashok Events Division. GST charged in the tax invoice / debit note / revised tax invoice by the successful bidders shall be released to the respective bidders only after successful bidders files the outward supply details in GSTR-1 on GSTN portal and reconciliation of inward supply is done by ITDC – Ashok Events Division with corresponding details of outward supply of successful bidders and successful bidders accept the changes made by ITDC – Ashok Events Division and has paid the GST at the time of filling the returns, as applicable and receipt of the same amount from the principal client of the ITDC – Ashok Events Division.

4.2.4. GST will be paid along with bill payment after submission of challan as per the norms of ITDC – Ashok Events Division & it will be reflected in GSTR-2B. Payment will be made within 45 days after submission of bill for MSE bidders & in case of Non-MSE bidders, payment will be made after receipt of payment from principal client.

4.2.5. Statutory obligations like ESI/EPF shall be paid by the successful bidders (wherever applicable).

4.2.6. The successful bidders shall be solely responsible for complying with the provisions of Employee Provident Fund Organization and Employee State Insurance Acts etc., (in force and as amended from time to time) relating to manpower engaged to this contract. In the event of any liability on ITDC – Ashok Events Division due to failure of Agreement to comply with the said Acts, the successful bidders shall indemnify and reimburse the amount payable to ITDC – Ashok Events Division on this account. However, it must be clearly understood that the successful bidders will comply to all statutory obligations in force and as amended from time to time and ITDC – Ashok Events Division will not be held responsible in any manner whatsoever for any non-compliance of statutory obligations.

4.2.7. Penalty clause- For deficient or unsatisfactory services, quality non-conformance, safety violations, or breach of specifications/requirements (excluding delays, which are addressed under Clause 4.5 – Liquidated Damages), ITDC – Ashok Events Division may impose penalties on the Successful Bidders. The quantum of penalty shall be decided at the sole discretion of ITDC – Ashok Events Division. Payment would be made after deducting the penalty which is calculated before every payment.

4.2.8. As per the law of land, statutory deduction (as applicable) shall be made from the Successful Bidder's bill.

4.2.9. Payment shall be made as per actual services as approved by the ITDC – Ashok Events Division.

4.3. Performance Security

4.3.1. Performance Security [or Performance Bank Guarantee (PBG) or Security Deposit (SD)] is to be submitted by each Successful Bidder. Performance security should be for an amount of three (3) per cent of the contract value. "Contract Value" means the amount computed, after opening the Financial Bids, by applying the final item-wise discovered/matched rates to the tender itemized quantities in the BoQ (exclusive of GST/GST Cess). This amount is used solely to determine the Performance Security and does not imply any minimum order commitment. Performance security shall be furnished in the form of bank guarantee issued from any of the Scheduled Commercial Bank in India. Bank Guarantee should be as per the Annexure IX of the tender document.

4.3.2. Performance Security Deposit is to be furnished within 15 (fifteen) days after issuance of the letter of Intent (LoI) and it should remain valid for a period of 180 (One-Eighty) days beyond the date of completion of all contractual obligations or two years, or early termination, whichever is earlier. In case of extension, the duration of performance guarantee will be extended for the period of extension plus period of six months thereafter.

4.3.3. The Performance Security Deposit shall be released after satisfactory completion of the contract and its obligations including the extended period, if any, in all respects and provided further that there is no breach of the Agreement on the part of Successful Bidder, subject to any deduction. Failure to comply with the requirements specified in this tender document shall constitute sufficient grounds for the forfeiture of the performance bank guarantee, beside taking other legal recourse available with ITDC.

4.3.4. PBG / SD to be submitted by the Successful Bidder before signing of Agreement. PBG/ SD shall not bear any interest payable by the ITDC – Ashok Events Division to the Successful Bidder. If the Successful Bidder fails to submit the performance security bank guarantee in stipulated time, the EMD submitted by it will be forfeited by the ITDC – Ashok Events Division and his bid will be held void and the successful bidder may be suspended from participation in any tender of ITDC for a period of five year from the date of issue of LOI or from the date of issue of notification with regard to suspension, whichever is earlier

4.3.5. In case the Successful Bidder causes any physical damages to the property of the ITDC – Ashok Events Division or any site of events, the ITDC – Ashok Events Division shall have discretionary rights to execute the repair of damages and recover the amount from the Successful Bidder or from his bill or adjust the equivalent amount from the submitted Performance Security Deposit.

4.4. Obligation of the Successful Bidder

4.4.1. Definitions:

First Party: India Tourism Development Corporation Ltd., Unit: Ashok Events Division, having its Registered Office at Scope Complex, Core-8, 7-Lodhi Road, New Delhi - 110003 (hereinafter called the ITDC – Ashok Events Division or the First Party or Corporation), which expression shall unless the context otherwise required shall mean and include its successors and assignees.

Second Party(ies): M/s. _____________, a Company duly incorporated under the Indian Companies Act, 2013, Proprietorship/Partnership/ through having its Registered Office at ___________ through its Director / Partner / Authorized representative Mr. ___________ (hereinafter called the Second Party or Service Provider), which expression shall unless the context otherwise required shall mean and include its successors and assignees.

4.4.2. The Agreement entered between ITDC – Ashok Events Division (First Party) and the Second Party does not exclude the right of ITDC – Ashok Events Division to seek or engage other sources/agencies for Conceptualization, Designing, Curation, Ideation, Fabrication, Installation and Dismantling of Conference Signage & Exhibition Stall Set- up and other related Services on hire basis for its requirements or for requirements of its Principal Client(s) during the period of the contract across PAN India or any extension, thereof. The decision of ITDC – Ashok Events Division in this regard shall be final and binding upon the Second Party.

4.4.3. The Second Party shall perform the services and carry out their obligations hereunder with respect of terms and conditions of NIT, with all due diligence, efficiency and economy in accordance with generally accepted professional standards and practices, and shall observe sound management practices, employ appropriate technology ensuring safe and effective equipment, machinery, materials, and methods. The Second Party shall always act, in respect of any matter relating to this Agreement or to the services, as a faithful adviser to the ITDC – Ashok Events Division and shall at all times support and safeguard the legitimate interests of the ITDC – Ashok Events Division in any dealings.

4.4.4. The Second Party shall faithfully and diligently perform all work, services, duties, and responsibilities as detailed in the tender document, scope of work, and this Agreement, in accordance with the quality, timelines, and specifications stipulated herein or as directed by the ITDC – Ashok Events Division. The Second Party shall ensure full compliance with all the requirements set forth and shall not omit any part of the scope of services entrusted under this Agreement/tender document.

4.4.5. The Second Party warrants that its staff is knowledgeable about and has the desired experience in performing the work efficiently, as required in this Agreement, and it will use its best skill and attention to provide the work described in this Agreement in a professional and timely manner. ITDC – Ashok Events Division may, in writing, require the Second Party to remove from the project work any of its employee/manpower/personnel whom ITDC – Ashok Events Division deems incompetent, careless, or otherwise objectionable and replace with suitable employee/manpower/personnel to fulfill the obligation under this Agreement to the satisfaction of ITDC – Ashok Events Division.

4.4.6. If ITDC – Ashok Events Division, at its sole discretion, determines that the services are not being performed satisfactorily or that any security rules, standards, guidelines, policies or procedures are not being followed, ITDC – Ashok Events Division shall serve notice to the Second Party, who shall take such steps as necessary and appropriate to redress the situation, in adherence with the instructions of ITDC – Ashok Events Division.

4.4.7. Neither the Second Party nor any of its employees/ its personal/ workman or any individual assigned by the Second Party shall be or be deemed to be an employee of ITDC – Ashok Events Division for any purpose whatsoever. The Second Party shall be solely responsible for payment of compensation and any other costs attendant to employment of its employees, including any amounts that may be due as per the prevailing wage law applicable to the manpower/personnel assigned to perform services under this Agreement.

4.4.8. The Second Party shall obtain comprehensive Insurance coverage for men/workforce/its employee and material so that in case of any untoward incident on account including but not limited to fire, storm, epidemics etc. during the course of the events including installation/on site. The Second Party should be fully equipped and ready to deal with these kinds of situations for compensation/claim, if any. ITDC – Ashok Events Division will not be responsible for the same.

4.4.9. The Second Party shall not give or offer their services to any client of ITDC – Ashok Events Division directly at rates lower than the rates offered to ITDC – Ashok Events Division without prior permission of ITDC – Ashok Events Division. In the event it is found that this has been done, ITDC – Ashok Events Division reserves the right to cancel the Rate Contract without assigning any reason thereof.

4.4.10. Conflict of Interest: The Second Party shall hold ITDC – Ashok Events Division's interest paramount, without any consideration for future work, and strictly avoid conflict of interest with its other assignments or their own corporate interests. If during the period of this Agreement, a conflict of interest arises for any reason, the Second Party shall promptly disclose the same to ITDC – Ashok Events Division and seek its instructions. Other provisions related to conflict of interest as detailed in this document shall apply.

4.5. Liquidated Damages

4.5.1. In the event of delay by the Second Party in completion/delivery of any event/work beyond the agreed timelines, ITDC – Ashok Events Division may levy liquidated damage. Levy of liquidated damages shall be without prejudice to any other contractual remedies and shall not relieve the Successful Bidder of its obligation to complete the work.

4.5.2. Liquidated damages shall be computed and applied event-wise. ITDC – Ashok Events Division may recover liquidated damages by way of set-off/deduction from any amounts due or becoming due to the Second Party and/or by encashment of the Performance Security, without prejudice to any other remedies available under the NIT/Agreement.

4.5.3. Any amounts (including but not limited to penalty/liquidated damages/charges/deductions) levied by the Principal Client upon ITDC – Ashok Events Division that are attributable to the acts/omissions of the Second Party shall be recovered by ITDC from the Second Party as pass-through damages, in addition to liquidated damages and/or penalties as applicable.

4.6. Termination

4.6.1. ITDC reserves the right to terminate the Agreement by giving 30 days' notice to the Second Party in writing without assigning any reason thereof. However, the Second Party shall not terminate the Agreement before the expiry of the period of Agreement except by giving 3 months advance notice in writing.

4.6.2. ITDC – Ashok Events Division may terminate this Agreement in case of the occurrence of any of the events including but not limited to specified below:

a) If the Second Party fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension, within Ten (10) days of receipt of such notice of suspension or within such further period as ITDC – Ashok Events Division may subsequently approve in writing.
b) If the Second Party or any entity associated with it or any of its members becomes insolvent or goes into liquidation or receivership whether compulsory or voluntary.
c) If the Second Party submits to ITDC – Ashok Events Division a false statement which has a material effect on the rights, obligations or interests of ITDC – Ashok Events Division. If the Second Party, in the judgment of the ITDC – Ashok Events Division has engaged in corrupt or fraudulent practices in competing for or in executing this Agreement.
d) If the Second Party places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to ITDC – Ashok Events Division
e) If there is non-performance by Second Party during the execution of any event due to non-adherence of the timelines of the event or performance does not align with the desired quality standards or quality of work is not satisfactory etc.
f) If ITDC – Ashok Events Division, in its sole discretion and for any reasons whatsoever, decides to terminate this Agreement. In such an occurrence the ITDC – Ashok Events Division shall give a written notice of termination to the Second Party.
g) That upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except:
   - such rights and obligations as may have accrued on the date of termination or expiration,
   - the indemnification by Second Party to ITDC-Ashok Events.
   - the obligation of confidentiality set forth in the bid document,
   - the Second Party's obligation to permit ITDC-Ashok Event's inspection, copying and auditing of their accounts and records set forth in the bid document, and
   - any other right which a Party may have under the Law.

h) That upon termination of this Agreement by notice of either Party to the other, the Second Party shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in a prompt and orderly manner and shall make every reasonable effort to safeguard the interests of ITDC – Ashok Events Division.
i) That upon termination of this Agreement, ITDC – Ashok Events Division shall make the payments as per the payment terms mentioned in the tender document subject to other applicable clauses of Tender Document/Agreement or any subsequent agreement thereof".
j) If the Second Party fails to abide by the terms and conditions of this document or fails to complete the work/supply or at any time repudiates the Agreement, ITDC – Ashok Events Division will have the right to:
   - Forfeit the EMD (Before signing of the Agreement)
   - Forfeit the performance security / Invoke Performance Bank Guarantee.

k) That immediately upon termination or expiration of the Agreement or upon written communication of the ITDC – Ashok Events Division, the Second Party must return all confidential information, all documents or tangible media containing any such confidential information, and any/ all copies or extracts thereof in hard disk within 15 (fifteen) calendar days, and permanently erase any backups/ copies etc. of such material in intangible form under intimation/ confirmation in writing to ITDC – Ashok Events Division.

l) Absolute loyalty / secrecy of information on ITDC - Ashok Events Division & its principal client is expected from the Second Party and persons so engaged by Second Party for the services requisitioned by ITDC - Ashok Events Division, If any sort of breach of trust/ misconduct with the staff or officers or principal clients directly or indirectly related to ITDC - Ashok Events Division is noticed, the Second Party will be legally bound to withdraw that person /persons immediately on a written request from the authority of ITDC - Ashok Events Division, failing which the given Agreement will be liable for termination.

4.7. Effects of Termination

4.7.1. In the event that ITDC – Ashok Events Division terminates this Agreement pursuant to failure on the part of the Second Party to comply with the conditions as contained herein, the Performance Guarantee furnished by Second Party may be forfeited; and

4.7.2. Upon termination of this Agreement, the Parties will comply with the Exit Management Schedule set out in clause 4.9 of this tender document/Agreement.

4.8. Termination of this Agreement due to bankruptcy of Second Party

4.8.1. The ITDC – Ashok Events Division may serve written notice to Second Party at any time to terminate of this Agreement with immediate effect in the event that the Second Party reporting an apprehension of bankruptcy to the Authority.

4.9. Exit Management

4.9.1. The Second Party at the end of the Agreement or termination of the Agreement before the Agreement period for any reason shall successfully carry out the exit management and transition of the services provided under this Agreement to the ITDC – Ashok Events Division or to i) the other Second Party under this tender, or (ii) any other agency engaged by ITDC – Ashok Events Division to continue the services, in each case to the satisfaction of the ITDC – Ashok Events Division. The Second Party shall undertake to complete the following as part of the exit management and transition:

- Complete updating of all project documents and other artefacts and handover the same before transition.
- Undertake to design standard operating procedures to manage content, document the same and train identified personnel by ITDC Ashok Events Division and the other agency engaged by ITDC on the same.

4.9.2. The exit management and transition will be considered complete based on approval from ITDC – Ashok Events Division.

4.10. Indemnity

4.10.1. The Second Party undertakes to fully indemnify and at all times keep first party fully indemnified and harmless against any actions, sanctions, claims, losses, demurrage, demands, expenses or costs whatsoever that first party may incur and / or suffer on account of any default on the part of the second party in the discharge of the obligation under this Agreement, including but not limited to the claims, if any, third party brings a lawsuit or proceeding against first party, then second party shall hold first party harmless against any loss, damage, expense or cost, including reasonable advocates fees, arising from the claim and any other circumstances. In case, second party fails to deliver service as per terms and condition set out in Agreement or if first party at its sole discretion considers that the second party is not in a position to fulfill its obligations, first party may without being obliged to do so and without prejudice to any of its other rights and remedies, repudiate this Agreement and procure the scope of work done at the cost and risk of the second party from alternative sources. The provisions of the aforementioned indemnity clause shall survive the termination of this Agreement.

4.10.2. The Second Party hereby undertakes to indemnify and hold the ITDC – Ashok Events Division harmless against all costs, damages, liabilities, expenses arising out of any third-party claims relating to non-completion of the fit-out; quality of the fit-out and the fabrication/ installation/dismantling activities, etc. duties of bidder defined under the NIT/Scope of work,(Section 3.1)/Agreement, (clause 4) or any other Agreement, if any.

4.10.3. The Second Party hereby undertakes to indemnify the ITDC – Ashok Events Division against all losses and claims in respect of death or injury to any person or loss or damage to any property which may arise out of or in consequence of the execution and completion of works and remedy the defects therein and against all claims, proceedings, damages, costs charges and expenses whatsoever in respect thereof or in relation thereto.

4.10.4. The bidders hereby undertakes that the ITDC – Ashok Events Division shall not be liable for or in respect of any damages or compensation payable to any workman or other person in the employment of Second Party

4.10.5. The Second Party shall indemnify and keep indemnified the ITDC – Ashok Events Division against all such damages and compensation, all claims proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

4.10.6. The Second Party shall comply with all the provisions of Labour Laws & regulation in force including but not limited to the Contract Labour (Regulation & Abolition) Act-1976, Payment of Wages Act, including any subsequent amendment/notifications thereof and the rules/Acts made to the relevant and applicable law of the land. The Second Party shall indemnify the ITDC – Ashok Events Division for any loss and damages suffered due to violation of its provision.

4.10.7. The Second Party hereby indemnify the ITDC – Ashok Events Division against any loss, damage or liabilities arising as a result of any act of omission or commission on part of Second Party or on part of its personnel or in respect of non-observance of any statutory requirements or legal dues of any nature.

4.10.8. The Second Party hereby undertake to discharge all statutory obligations and liabilities in connection with employment of its personnel in the said premises during the events. It is solely the responsibility of the Second Party to conduct thorough verification, including character and police checks, of its employees prior to their deployment at the premises for any event. Furthermore, the Second Party hereby indemnifies the ITDC – Ashok Events Division against any liability arising in connection with the employment of its personnel in the said premises due to any act/omission.

4.10.9. The Second Party shall indemnify the ITDC – Ashok Events Division from any claims that may arise from the statutory authorities against any statutory taxes, statutory dues, local levies, etc. in connection with this Tender Document/ Agreement

4.10.10. The Second Party shall indemnify the ITDC – Ashok Events Division from any serious accident caused due to negligence of the Second Party, resulting in injury, death to commuters or the ITDC – Ashok Events Division's employees or loss to property of the ITDC – Ashok Events Division.

4.10.11. The Second Party shall indemnify the ITDC – Ashok Events Division from any direct or indirect losses suffered by the ITDC – Ashok Events Division due to non-compliance on part of Second Party under GST Act, which adversely affects the GSTN rating of ITDC – Ashok Events Division.

4.10.12. In case of any non-compliance by the Second Party which results into loss of input tax credit under GST Law to ITDC – Ashok Events Division, the Second Party shall pay ITDC – Ashok Events Division an amount equal to lost input tax credit along with interest/penalties or any other monetary loss suffered because of such noncompliance under GST Act.

4.10.13. The Second Party shall be liable for and shall indemnify, protect, defend and hold harmless the ITDC – Ashok Events Division, officers of the ITDC – Ashok Events Division, its employees and agents from and against any and all demands, claims, suits and causes of action and any and all liability, costs, expenses, settlements and judgments arising out of the failure of the Second Party to discharge its obligations under this Tender Document/Agreement and to comply with the provisions of Applicable laws and Applicable Permits.

4.10.14. The Second Party shall indemnify and keep indemnified the ITDC – Ashok Events Division for any losses/ penalties levied by any judicial/statutory authorities/courts etc.

4.11. Force Majeure

4.11.1. If at any time during the existence of this agreement, neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but not limited to, fire, flood, explosion, acts of God , public disorder, riots, embargoes, acts of military authority, epidemics, insurrections, civil commotion, war, enemy actions; provided that the reason for such delay or non-performance is furnished in writing within reasonable time by either party herein. Force Majeure shall not include: -

a) any event which is caused by the negligence or intentional action of the Second Party or by its agents or employees, nor
b) any event which a diligent Second Party could reasonably have been expected both to take into account at the time of being assigned the work and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

4.11.2. Party to the agreement affected by an event of Force Majeure shall immediately notify the other Party of such event with documentary evidence to that effect from the competent government authority/chamber of commerce of such event and shall similarly give written notice of the restoration of normal conditions as soon as possible.

4.11.3. The failure of a party to fulfil any of its obligations under this agreement shall not be considered to be a breach of, or default insofar such inability arises from an event of Force Majeure and shall take all precautions, due care and reasonable alternative measures for performance not prevented by the Force Majeure event in order to carry out the terms and conditions of this agreement

4.11.4. No Breach of tender document/given Agreement: The failure of a party to fulfil any of its obligations under the tender document/given Agreement shall not be considered to be a breach of, or default under this tender document/given Agreement in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event:

a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this tender document/given Agreement, and
b) has informed the other party as soon as possible about the occurrence of such an event.
c) the dates of commencement and estimated cessation of such event of Force Majeure; and
d) the manner in which the Force Majeure event(s) affects the Party ‘s obligation(s) under the tender document/given Agreement.

4.11.5. Neither Party shall be able to suspend nor excuse the non- performance of its obligations hereunder unless such Party has given the notice specified above to the other party.

4.11.6. Payments: During the period of their inability to perform the services as a result of an event of Force Majeure, the Second Party shall be entitled to continue to be paid under the terms of this Agreement and as per legitimate works carried out during such period for the purposes of the services and in reactivating the services after the end of such period, and subject to the payment received from the Principal Client of ITDC – Ashok Events Division,

4.11.7. Measures to be taken by the Second Party affected by an event of Force Majeure shall continue to perform its obligations under the Agreement as far as it is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

4.11.8. Notwithstanding this, provisions relating to indemnity, confidentiality survive the termination of this agreement

4.12. Confidentiality of Information

4.12.1. The Second Party is not authorized to waive or release any privilege or other protection of information, confidential, secret, or otherwise, obtained from or on behalf of the ITDC - Ashok Events Division & its Principal client.

4.12.2. The Second Party is required to keep all confidential privileges or secret information confidential. This requirement is perpetual i.e. it will continue even after the termination. This requirement is also intended to prohibit the Second Party from using information obtained from or on behalf of ITDC – Ashok Events Division, including work product, services prepared at ITDC - Ashok Events Division expense, for other clients of the Second Party without ITDC - Ashok Events Division prior written approval.

4.12.3. The Second Party is not authorized to identify ITDC - Ashok Events Division as a client e.g. for purposes of marketing or advertising, without the prior written approval of ITDC - Ashok Events Division. Upon termination of the Agreement, the Second Party agrees to return promptly all information obtained from or on behalf of ITDC - Ashok Events Division to ITDC - Ashok Events Division.

4.12.4. The Second Party is not authorized to communicate with the public, including the Press, about ITDC - Ashok Events Division or this matter without the prior written approval of ITDC - Ashok Events Division.

4.12.5. The Second Party also agrees to take all reasonable precautions, including the establishment of appropriate procedures, to safeguard in strictest confidence, the information, including limiting disclosure of the information to advisors and employees of the Second Party. Any document or information provided to Second Party is presumed to be confidential and subject to the terms of the documents.

4.12.6. Second party agrees to keep in confidence, and not to disclose or use for its own respective benefit or for the benefit of any third party (except as may be required for the performance of services under this agreement or as may be required by law), any information, documents, or materials that are reasonably considered confidential regarding each other's products, business, customers, First Party, suppliers, or methods of operation; provided, however, that such obligation of confidentiality will not extend to anything in the public domain or that was in the possession of either party prior to disclosure. Second Party will take reasonable precautions to safeguard property of the other entrusted to it.

4.13. Dispute Resolution Clause

4.13.1. In the event of any dispute and or difference arising between the parties out of or in connection with this tender document/Agreement, the Parties shall make endeavor to settle such dispute amicably.

4.13.2. The Agreement shall be governed by and interpreted in accordance with the laws in force in India and Courts at Delhi shall have exclusive jurisdiction in all matters and to adjudicate any disputes arising out of this tender document/Agreement.

4.14. Governing Law, modification of this document, entire Agreement:

4.14.1. Governing Law and Jurisdiction: As provided in Clause 4.13.2.

4.14.2. Any modification/further amendment of this Agreement shall be in writing and signed by an authorized representative of each Party which shall form the part the existing Agreement.

4.14.3. If, after the date of this Agreement, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Bidder for providing the services i.e. Goods & Services Tax (GST) or any such applicable Law/Tax etc. from time to time, which increases or decreases the cost incurred by the Bidder /Second Party in performing the Services, then the remuneration otherwise payable to the Bidder / Second Party under this Agreement shall be increased or decreased accordingly by Agreement between the Parties hereto.

4.15. Fairness and Good Faith

4.15.1. The Parties undertake to act in good faith with respect to each other rights under this given Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this tender document/Agreement.

4.15.2. The Second Party shall not be entitled to appear or render opinion against the ITDC - Ashok Events Division in any proceedings in Court which they have here after appeared for the ITDC - Ashok Events Division or was expected to represent the ITDC - Ashok Events Division during the period of this Agreement and after termination/completion of this Agreement, even though this Agreement/ document is terminated by ITDC - Ashok Events Division.

4.16. Risk and purchase

4.16.1. If the Second Party fail to abide by the terms and conditions of the Agreement or fails to complete the work, provide deficient services or at any time repudiates the Agreement, ITDC - Ashok Events Division will have the right to:

- Forfeit the Security Deposit/ Invoke Security Deposit
- Invoke Performance Guarantee (Bank Guarantee).

4.16.2. In the event ITDC – Ashok Events Division avails the same or similar services and/or items on hire basis from the “Other Second Party” selected under this tender or any other source due to the Second Party’s default/ inability (to which work was originally allocated), ITDC – Ashok Events Division shall be entitled to recover from the concerned Second Party any additional cost and incidental expenses so incurred over and above the amount that would have been payable under this Agreement for an equivalent scope, together with any penalties/damages levied by the Principal Client attributable to such default. ITDC – Ashok Events Division may recover such amounts by way of set-off/deduction from any sums due or becoming due to the Second Party and/or by encashment/adjustment of the Security Deposit and/or Performance Bank Guarantee.

4.17. Change of Control

4.17.1. The Second Party shall notify ITDC - Ashok Events Division of any material change in their organizational status (in particular where such change would impact on performance of obligations under this Agreement.)

4.17.2. The obligations of the Second Party under this Agreement shall remain in effect even if there is a change in ownership. The successor or transferee is required to fulfill the terms of the Agreement. If the Second Party intends to transfer their business during the term of this Agreement, they must obtain prior written consent/approval from the Authority and ensure that the transfer Agreement includes a provision requiring the successor or acquiring company to continue fulfilling the duties, commitments, and obligations outlined in this Agreement, and to assume all associated liabilities.

4.17.3. In the event that the net worth of the surviving entity is less than that of the outgoing Agency prior to the change of control, the First Party may within 30 days of becoming aware of such change in control, require the Surviving agency to replace the existing Performance Guarantee with a new guarantee of same value as specified in the term sheet This new performance guarantee must be furnished by a successor/surviving entity acceptable to the Authority. If such a guarantee is not furnished within 30 days of the First Party requiring the replacement, the First Party may exercise its right to terminate this Agreement within a further 30 days by written notice, to become effective as specified in such notice

4.17.4. Pursuant to termination, the effects of termination as set out in ‘Termination clause’ herein and in the given Agreement, shall follow.

4.18. Bidder's Personnel

4.18.1. The Second Party shall employ and provide such qualified and experienced Personnel as are required to carry out the Services detailed in the SOW/ Agreement as per the norms.

4.19. Insurance and Waiver of Liability

4.19.1. The Second Party shall bear the cost, throughout the term of the given Agreement, for a comprehensive general liability insurance covering injury to or death of any person(s) while working for ITDC – Ashok Events Division or Principal client, including death or injury caused by the act or omission of negligence of the Second Party or the Second Party's failure to perform its obligations under the Agreement. Upon the request of ITDC – Ashok Event Division, the Second Party shall submit suitable evidence that the foregoing policy or policies are in effect, to ITDC – Ashok Events Division. In the event of the default i.e. avoiding the insurance cover, the Second Party agrees and undertakes to indemnify and hold the ITDC – Ashok Events Division harmless against any and all liabilities.

4.19.2. The failure of either party to enforce or to exercise at any time or for any period, any term of or any right pursuant to this Agreement shall not be construed as a waiver of any such term or right and shall in no way affect that party's right later to enforce or exercise it

4.19.3. In addition to the insurance required under clause 4.19.1, the Second Party shall, at its own cost, obtain and maintain during the course of the events (including mobilization, installation on site, event days, and dismantling) appropriate insurance coverage for: (a) its workforce/employees engaged for the services; and (b) its materials, equipment, tools, structures, and works, against risks of loss or damage arising from untoward incidents including, but not limited to, fire, storm, theft, vandalism, and accidental damage. Upon the request of ITDC – Ashok Events Division, the Second Party shall submit suitable evidence that the foregoing policy or policies are in force. Failure to obtain or maintain the required insurance shall not limit the Second Party's obligations; the Second Party agrees and undertakes to indemnify and hold ITDC – Ashok Events Division harmless against any and all liabilities arising therefrom.

4.20. Secrecy

4.20.1. Absolute loyalty / secrecy of information on ITDC - Ashok Events Division & its principal client is expected from the Second Party and persons so engaged by Second Party for the services requisitioned by ITDC - Ashok Events Division. If any sort of breach of trust/ misconduct with the staff or officers or principal clients directly or indirectly related to ITDC - Ashok Events Division is noticed, the Second Party will be legally bound to withdraw that person /persons immediately on a written request from the authority of ITDC - Ashok Events Division, failing which the given Agreement will be liable for termination.

4.21. No Right to Recourse

4.21.1. Any decision made by ITDC - Ashok Events Division in relation to the selection of Second Party will be final and binding and ITDC - Ashok Events Division is not liable for any costs or expenses incurred by any bidder in preparing and lodging the proposal and presentation, if any, thereafter irrespective of whether such bidder is successful in proceeding to the next stage in the process or not.

4.22. Relationship between the parties

4.22.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the "ITDC - Ashok Events Division" and the Bidder/Second Party. The Bidder/Second Party, subject to this Agreement, has complete charge of its Personnel, if any, performing the Services and Bidder/Second Party shall be fully responsible for the Services performed by them or on their behalf hereunder.

4.22.2. Both the parties will be governed by their respective rights and obligation under Tender Document/agreement.

4.23. Conflict of Interest

4.23.1. The Second Party shall hold ITDC - Ashok Events Division's interest paramount, without any consideration for future work, and strictly avoid conflict of interest with its other assignments or their own corporate interests. If during the period of this Agreement, a conflict of interest arises for any reasons, the such bidder shall promptly disclose the same to ITDC - Ashok Events Division and seek its instructions.

4.23.2. The Second Party will also disclose list of its clients who may have a financial interest or conflict of interest with the ITDC - Ashok Events Division and assures not to render any advice to any of its clients, whether specified in the list or not in any matter which pertains to ITDC - Ashok Events Division, directly or indirectly. In case there is any other conflict of interest then the bidder may withdraw from the work assigned with prior approval of ITDC. The decision of ITDC - Ashok Events Division shall be final and binding. No query in this regard shall be entertained.

4.23.3. The bidder shall not give / offer their services to any client of ITDC - Ashok Events Division - directly at rates lower than the rates offered to ITDC - Ashok Events Division - without permission of ITDC - Ashok Events Division. In the event it is found that this has been done, ITDC - Ashok Events Division - reserves the right to cancel the Rate Contract without assigning any reason thereof. Intending bidders should read, understand and agree to the points pertaining to Conflict of Interest of this document.

4.23.4. Prohibition of Conflicting Activities: Neither the bidder nor its Personnel shall engage, either directly or indirectly, in any of the following activities:

a) during the term of the given Agreement, in any business or professional activities which would conflict with the activities assigned to them under this LoI /Tender Document/ Agreement.

4.23.5. The Second Party shall not engage or work directly with the clients of ITDC - Ashok Events Division during the period of the Agreement and any extension thereof.

4.23.6. That the Second Party shall accord the interests of ITDC – Ashok Events Division with paramount priority. With a view to obviating Conflict of Interest of the Second Party with the interest/s of ITDC – Ashok Events Division and with a view to protecting its business interests, ITDC – Ashok Events Division may summarily reject bids of bidders at any stage of evaluation or even later off in the case of any Conflict of Interest including perceived/ anticipated Conflict of Interests. This may involve rejection of bids shortlisted so far and the decision of ITDC – Ashok Events Division in this regard shall be final.

4.24. Experts, consultants, support services, outsourcing etc.

4.24.1. The Second Party is not authorized to outsource or sub-delegate work to third party/Subcontractor.

4.25. Absolute Ownership of the Bidder's files and work product:

4.25.1. The Second Party understands that all files/creative data/designs and work product etc., prepared by the Second Party at the expense of ITDC - Ashok Events Division in the course of this Agreement are the exclusive property of ITDC - Ashok Events Division. Without ITDC - Ashok Events Division - prior approval, the same shall not be used by the Second Party nor disclosed to others, except strictly as necessary to perform the Services/Work in the ordinary course of execution ("representation"). For clarity, "representation" means operational communications and submissions undertaken solely for performing the Services/Work under this Agreement and expressly authorized in writing by ITDC – Ashok Events Division; it shall not bind ITDC – Ashok Events Division nor permit the Second Party to enter into contracts, make commitments, or issue public communications on its behalf. The Second Party agrees that ITDC - Ashok Events Division owns all rights including copyrights, to material prepared by ITDC - Ashok Events Division or by the Second Party on behalf of ITDC - Ashok Events Division during the currency of the Agreement pertaining directly or indirectly to ITDC – Ashok Events Division.

4.25.2. Upon termination or the end of the Agreement, the Second Party is required to hand over all the recovery files and backups to the ITDC – Ashok Events Division

4.26. No rights Granted

4.26.1. The Second Party recognize and agree that nothing in this tender document will be construed as granting any property rights by license or otherwise, to any confidential information of the ITDC - Ashok Events Division, or to any invention or any patent copyright, trademark or other intellectual property right that has issued or that may be issued based on such confidential information. Other than as expressly permitted by a separate written Agreement between the parties, Second Party will not make, have made, use, distribute or disseminate for any purpose any product or other items using, incorporating or derived from any confidential information of the ITDC - Ashok Events Division during and after the currency of this Agreement/NIT/ Scope of work/ Awarded work.

4.27. Authorized Representatives

4.27.1. Any action required or permitted to be taken, and any document required or permitted to be executed under given Agreement by the ITDC – Ashok Events Division or the Second Party/ Bidder may be taken or executed by the officials specified in the document.

4.28. Taxes and duties

4.28.1. The Second Party and/or its authorized representative shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

4.29. Expiration of Agreement

4.29.1. Unless terminated earlier, given Agreement shall expire at the end of such time period after the effective date as specified in the bid document or the extended period, if any.

4.30. Entire Agreement

4.30.1. All terms & conditions of this Agreement including scope of work, documents mentioned in this Agreement or any subsequent Agreement, if any, shall also be deemed as part of this Agreement and will be binding on both the parties.

4.30.2. Any changes/modifications/amendments required to be incorporated in this Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary Agreements/undertakings etc. shall be bindings on both the parties and shall form the part of this Agreement.

4.30.3. This Agreement contains all covenants, stipulations, and provisions agreed upon by the Parties. No agent or representative of either Party has the authority to make any statement, representation, promise, or Agreement that is not set forth herein, and the Parties shall not be bound by or liable for any such unauthorized statements or Agreements

4.31. Severability

4.31.1. All provisions and the various clauses of this Agreement are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of this this Agreement which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scripto and the remaining provisions and clauses of this Agreement shall remain of full force and effect. The Parties declare that it is their intention that this Agreement would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

4.32. Headings

4.32.1. The clause and paragraph headings contained herein are for reference purposes only and shall not affect in any way the meaning or interpretation hereof.

4.33. Notices

4.33.1. That the powers conferred upon ITDC – Ashok Events Division by this Agreement, and all notices, consents, directions and approval to be given by the ITDC shall be in writing and may unless otherwise expressly provided, shall be exercised by Head of Department, Ashok Events Division or any other officer so authorized for the purpose.

4.33.2. Any notice to be served on the second party shall be deemed to be sufficiently served if delivered to the Second Party (Name of the Entity) or sent by Registered AD addressed to the second party at its registered office on the address on the first page of the Agreement or last known place of business or his residence.

4.33.3. Any notice to be served on ITDC – Ashok Events Division by the second party shall be duly served if delivered under signatures in the office of Head of Department, Ashok Events Division or sent by registered post addressed to the Ashok Events Division on the address on the first page of the Agreement.

4.33.4. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bid

4.33.5. Notice periods under this Agreement

a. Termination (by ITDC – Ashok Events Division): 30 days' prior written notice. (ref: Clause 4.6)
b. Termination (by the Second Party): 3 months' advance written notice. (ref: Clause 4.6)
c. Termination (apprehension of bankruptcy): written notice with immediate effect. (ref: Clause 4.8)
d. Force Majeure (occurrence): immediate written notice stating commencement, estimated cessation, and impact on obligations. (ref: Clause 4.11)
e. Force Majeure (restoration): written notice of restoration as soon as possible. (ref: Clause 4.11)
f. Change of Control (notification): prompt written notice upon such change. (ref: Clause 4.18)
g. Change of Control (replacement of Performance Guarantee): furnish replacement within 30 days of ITDC's written requirement. (ref: Clause 4.18)
h. Change of Control (termination for non-replacement): ITDC may terminate within a further 30 days by written notice. (ref: Clause 4.18)

4.34. Integrity Pact

4.34.1. The prospective bidders are required to upload the duly filled, stamped and signed Integrity pact as per the format given in Annexure-XI along with their Technical Bid on plain paper.

4.34.2. The details of Independent External Monitors (IEMs) appointed by ITDC - Ashok Events Division is given below-

(a) Lt. Gen Balbir Singh Sandhu, Ex-DG, Ministry of Defence Email: balbirsandhul957@gmail.com	(b) Shri Varanasi Udaya Bhaskar, Ex-CMD, Bharat Dynamic Ltd. Email: - varudabha@yahoo.co.in

4.35. STAMP DUTY AND COUNTERPARTS

4.35.1. The stamp duty and any associated costs on this Agreement shall be borne by the successful bidder/Second party. This Agreement may be executed in several counterparts, and each counterpart shall when executed and delivered shall constitute one and the same instrument.

4.36. No Dues Certificate (NDC)

4.36.1. The bidder(s) should submit details of current and closed contracts at ITDC and that of disputed and undisputed dues along with details of Security Deposit and the mode of SD.

4.36.2. Party should submit NDC issued from ITDC for a period up to _____________.

4.36.3. Only signed certificates will be valid. Photocopy of the signed certificate to be attested by the bidder(s).

5. SECTION 5: Annexures

5.1. Annexure – I: Bid Application Form

Bid Application Form for <Tender Name>
(On Official letterhead of the Applicant)

Bid No: Dated:

To,
HoD
ITDC – Ashok Events Division
The Ashok
50-B, Chanakyapuri,
New Delhi-110 021

Sub: Bid for <Tender Name>

Sir,

With reference to above subject, I/we, having examined the Tender Document and understood their contents, hereby submit my/our Proposal for the aforesaid **<Tender Name >** as per terms of tender document and selection process. The Bid is unconditional and unqualified.

1. I/ We acknowledge that ITDC – Ashok Events Division shall be relying on the information provided in the Proposal and the documents accompanying the Bid for selection of **<Tender Name>** for the aforesaid subject, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.

2. This statement is made for the express purpose of our selection as Successful Bidder for the aforesaid subject. I/ We shall make available to ITDC – Ashok Events Division any additional information it may find necessary or require to supplement or authenticate the Bid.

3. I/ We acknowledge the right of the ITDC – Ashok Events Division to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

4. I/ We declare that:

   a) I/ We have examined and have no reservations to the Bid Document, including Addendum / Corrigendum, if any, issued by ITDC – Ashok Events Division; and

   b) I/ We do not have any conflict of interest in accordance with provisions of the Bid document; and

   c) I/ 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 stipulated in the bid document, in respect of any Bid or request for proposal issued by or any Agreement entered into with ITDC – Ashok Events Division; and

d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Bid Document, no person acting for us or on our behalf has engaged or shall engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and

e) the information given by us along with the bid proposal in response to the tender document for the above subject were true and correct as on the date of making the Proposal and are also true and correct as on the proposal due date and I/we shall continue to abide by them.

5. I/ We understand that you may cancel the Bidding/Selection 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 above subject, without incurring any liability to the Bidders, in accordance with provisions of the tender document.

6. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the ITDC – Ashok Events Division in connection with the selection of the bidder, or in connection with the Bidding/Selection Process itself, in respect of the above-mentioned subject Agreement and the terms and implementation thereof.

7. In the event of my/ our being declared as the Successful Bidder, I/we agree to enter into a Agreement in accordance with the draft provided at the time LOI. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

8. I/ We have studied all the tender document and Proposal 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 the ITDC – Ashok Events Division or in respect of any matter arising out of or relating to the Bidding/Selection Process including the award of Agreement.

9. I/ We shall submit Performance security [or Performance Bank Guarantee (PBG) or Security Deposit (SD)] to the ITDC – Ashok Events Division in accordance with the tender Document.

10. I/ We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the work as mentioned in above subject are not awarded to me/us or our Proposal is not opened or rejected.

11. The financial offer has been quoted by me/us in the financial proposal after taking into consideration all the terms and conditions stated in the tender document, addenda/ corrigenda, our own estimates of costs and after careful assessment.

12. I/ We agree and undertake to abide by all the terms and conditions of the tender Document.

13. I/ We shall keep this offer valid for 90 (Ninety) days from the Tender Opening date specified in the tender document.

14. I/We undertake that I/we am/are not blacklisted, barred or banned by the ITDC – Ashok Events Division, or any government entities in last 3 years from participating in its tenders/projects or there is no bar subsists as on the Proposal Due Date,

15. I/ We hereby submit our Proposal, tender document duly signed on each page as token of unconditional acceptance of all terms and conditions set out herewith.
16. In witness thereof, I/ We submit this Proposal under and in accordance with the terms of the tender document.

Yours

(Signature, name and designation of the Authorized signatory)

Name and seal of Applicant

Date:

5.2. Annexure – II: Financial Capacity of the Bidder

Financial Capacity of the bidder
(Certificate from Statutory Auditor/ Firm of Chartered Accountants)

S. No.	Financial Year	Annual Turnover (In Lakhs)	Net Worth
1	2024-2025		
2	2023-2024		
3	2022-2023		
4	2021-2022		

Certificate from Statutory Auditor/ Firm of Chartered Accountants

This is to certify that the bidder has the turnover from the field of Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services etc.

Name of the Audit Firm:

Seal of the Audit Firm:

Date:

Name and Signature of Authorized Signatory

UDIN:

5.3. Annexure – III – Bidder Experience

List of Work/ Purchase Order or Bills AND Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment (For the period 1st April 2020 to 31st March 2025)

S. No.	Name of client	Location of Event	Description of Event	Date of Event	Work Order OR Bill.		Satisfactory Completion Certificate OR Proof of Receipt of Full Payment	
					Work order Details	Bill Details	Completion Certificate	Receipt of Full Payment Details

Signature of the Bidder with seal

Certificate from a firm of Chartered Accountant

UDIN:

Signature and Seal

5.4. Annexure – IV: Bidder Profile

1.	Name of the Bidder	
2.	Authorised Signatory Name & Designation	
3.	Overall organization chart of the company showing position of Managing Directors and Head office of the organization	
4.	Nature of Entity	
5.	List of permanent employees: technical and non-technical employees	
6.	List of sister-concerns, Branch Offices including office details at Delhi/NCR	
7.	Address of the Bidder	
8.	Status of the Company (Public Ltd./ Pvt. Ltd/ other) Along with relevant supporting documents	
9.	Details of Incorporation of the Company	
10.	Details of Commencement of Business	
11.	Valid GSTN	
12.	Permanent Account Number (PAN)	
13.	AADHAAR	
14.	Telephone No. (with STD Code)	
15.	E-Mail of the contact person:	
16.	Website, if any	
17.	Bank Details	
18.	Assets	

Operational Team Members' Resume

1) Name ---
2) Specify role to be played --
3) Current job title ---
4) Experience in yrs. (provide details regarding name of organizations worked for Designation, responsibilities tenure etc.) ---
5) Name of Organization and tenure served ---
6) Number of years with the Current Organization. ---
7) Current job responsibilities ---

8) Summary of Professional/ domain ---
Experience
9) Assignments handled ---
10) Educational Background, Training/ ---
Certification including institutions,
Specialization areas etc.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly Describes qualifications and experience mentioned above and this staff member is a Permanent employee of our organization. He/ she is have been verified by the local police and the copy of certificate is enclosed. Further, I undertake full responsibility for any concealment / wilful misstatement described above.

Signature of Staff Member

Date:

Authorized Signatory

5.5. Annexure – V: Bid Checklist

Check List of documents and details to be uploaded in response to the bid.

1. Copy of EMD/Bid Security Declaration (Annexure XIV)
2. Annexure I: Bid Application Form (signed, on letterhead)
3. Annexure IV: Bidder's Profile
4. Annexure VII: Power of Attorney/Board Resolution (notarized)
5. Annexure VIII: Undertaking (safety/compliance)
6. Annexure X: Self-Declaration of Not-Blacklisted (notarized)
7. Annexure XI: Integrity Pact (signed on plain paper)
8. Annexure XV: Fraud Prevention Policy
9. Annexure XVII: Know Your Guarantor
10. Annexure XVIII: No Dues Certificate
11. Full tender document, signed and stamped on every page

Pre -Qualification Criteria Checklist

Sr. No.	Pre -Qualification Criteria	Documentary Evidence	Document Submitted (Yes/No)	Reference Page No.
1.	**Statutory Criteria**			
a)	**Legal Entity** e. The bidder should be a company registered under Indian Companies Act 1956 (New Act 2013) or f. A partnership firm registered under Indian Partnership Act,1932 or g. Limited Liability Partnership Act 2008 or h. A Proprietorship firm for not less than 7 years on the date of issue of the tender in relevant work in similar environment or in closely related services	Attested Copy of the following: • Registration Certificate • Certificate of Incorporation (CoI) • Certificate of Commencement of Business (CCoB) • Memorandum of Association & Articles of Association • Registered Partnership deed must be provided • Notarized self-declaration on non-judicial stamp paper of Rs. 100 for proprietorship firm is required.		
b)	**PAN & GST Certificates** The bidder should have a valid GST registration certificate and PAN in the name of the bidder.	Self-certified copy of relevant valid certificates along with Annexures		

c)	**Valid Registration** The bidder should have a valid ESIC registration and Employee Provident Fund registration. In the case of MSME, the bidder should have the valid MSME registration.	Valid ESIC and EPFO registration certificate Valid UDYAM registration certificate in relevant field of similar work, failing which no exemption will be given at any point of time.		
d)	**Non-blacklisting Undertaking** The bidder should not be blacklisted or debarred or banned or terminated by ITDC or any entity or Government of India or GNCTD or by any State Government/ Central Government/ Departments/ Agencies in last three (3) years as on bid submission	Declaration Cum undertaking as per Annexure-X on a Non-judicial stamp paper of Rs. 100 duly notarized by Notary Public		
e)	**Litigation or Arbitration** The bidder should not have any history of litigation or arbitration resulting from contracts in the last seven years currently under execution, except in cases where the bidder has obtained a favorable award or judgment.	The bidder shall provide details on the company letterhead, along with documentary evidence wherever applicable.		
f)	**Power of Attorney** The bidder shall submit a Power of Attorney on non-judicial stamp paper of Rs. 100, duly notarized, authorizing the signatory of the bidder to sign and execute the Agreement	Power of Attorney/Board Resolution – Annexure VII		
2.	**Fiduciary Criteria**			
a)	**Turnover** The bidder should be profit-making firm in the last FY and should have a minimum annual average turnover of INR 39.60 Crores (30% of estimated tender value), from similar works / services in any of the last three financial years i.e., 2021-22, 2022-23, 2023-24 & 2024-25 for which the bidder's accounts have been audited.	A certificate by the Firm of Chartered Accountants, having UDIN as per Annexure II and Audited Balance Sheets, Statement of Profit and Loss and audit report along with ITR Copy of last three financial years.		
b)	**Net worth**	A certificate by the Firm		

	The bidder should have positive net worth for the financial year ending on 31st March 2025. A certificate issued and certified by a firm of Chartered Accountant with Unique Document Identification Number (UDIN) to be submitted.	of Chartered Accountants, having UDIN as per **Annexure –II**		
3.	**Technical Criteria**			
a)	**Past Relevant Experience** The Bidder should have successfully executed at least 75 events involving similar works during the last 5 financial years (project/ event, completed before 31.03.2025) for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies/Corporate Houses, out of which Four (4) events should be of a minimum value of Rs. 2 Crores (excluding taxes)	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III**		
b)	**Professional Manpower** The Bidder should have at least 20 regular professional manpower having relevant experience in similar work for events/conferences including the following key dedicated resources: • Project Manager (2 Nos) • 3D Designer/Visualizer (3 Nos) • Graphic Designer (3 Nos) • AutoCAD Designer (2 Nos)	Self – undertaking on the company letterhead by Authorized Signatory along with CVs of dedicated resources **as per Annexure IV**		
c)	**Geographical Presence** The bidder should have an office set up and running workshop/godown in the commercial area /Industrial area of Delhi NCR. Each such facility must have been established and operational for at least 6 months prior to the Tender Issuing Date.	Municipal Tax/ Property tax receipts / Registered lease deeds/ Rent Agreement to be uploaded.		
d)	**Structures/Equipment etc.** Availability of appropriate Structures / equipment's/Furniture's/Fixtures/Décor etc.	Attach self-certified list of equipment / infrastructure, the equipment/infrastructure should be owned & operated by the bidder.		

		(for e.g. fully equipped computers for designing signage frames/ panels of various sizes sufficient inventory of octonorm panels, MS framework, wooden framework/podiums etc.) Asset register to be attached for relevant years of balance sheet		

Technical Qualification Criteria Checklist

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Document Submitted (Yes/No)	Reference Page No.
1.	**Turnover** Average annual turnover from similar works/services in any of the last three financial years i.e., 2021-22, 2022-23, 2023-24 & 2024-25	• INR 39.60 Cr – 5 Marks • For every additional 3 Crores turnover, One (1) additional mark, max marks 10	Copy of certificate from Firm of Chartered Accountants along with UDIN no. **Annexure - II**		
2.	**Past Relevant Experience** Experience of providing similar works for events for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies /Corporates, in the past 5 (five) financial years ending 31st March 2025	• 4 events, value of minimum 2 Crore each (excluding taxes) – 4 Marks • 4 events, value of minimum 3 Crores each (excluding taxes) – 4 Marks • 4 events, value of minimum 4 Crores each (excluding	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III**		

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Document Submitted (Yes/No)	Reference Page No.
		taxes) – 4 Marks			
3.	**Past Relevant Experience for VVIP Events** Experience of providing similar works for the VVIP events (Hon'ble President, Vice President, Prime Minister, Chief Ministers, Cabinet Ministers) for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies /Corporates, in the past 5 (five) financial years ending 31st March 2025	• 1 mark for each event (max marks 5)	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III** along with experience certificate from end client certifying that event was graced by VVIP.		
4.	**Geographic Presence** – Owned/Tie-up Office Set-up	• Office/Go-down set up in North Zone (apart from Delhi NCR)- 1 mark • Office/Go-down Set-up in Central Zone – 1 mark • Office/Go-down Set-up in West	Municipal Tax/ Property tax receipts / Registered lease deeds/ Rent Agreement/ MoU		

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Document Submitted (Yes/No)	Reference Page No.
		Zone – 1 Mark • Office/Go-down Set-up in South Zone – 1 Mark • Office/Go-down Set-up in East Zone – 1 mark			
5.	**Past Relevant Experience in North-East Region** Experience of providing similar works for events for Central / State Governments / Public sector Undertakings (PSUs) / Government Autonomous bodies /Corporates, in the past 5 (five) financial years ending 31st March 2025 in the North-East region	1 mark for each event (max marks 3)	Work order / Purchase Order/ Bills **and** Certificate of Satisfactory Completion OR Proof of Receipt of Full Payment along with details as per **Annexure III**		
6.	**Past Experience** Number of years of experience in the field of providing services for similar work as on year ending 31.03.2025	• Minimum 7 years of Experience – 5 Marks • 1 mark each for every additional year, subject to maximum of 5 marks	Memorandum & Articles of Association including Certificate of Incorporation/ Partnership Deed/Proprietorship		

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Document Submitted (Yes/No)	Reference Page No.
			etc., and duly supplemented with copies of work orders/ supporting documents citing experience for each completed year For a Proprietorship firm: Notarized self-declaration on non-judicial stamp paper of Rs. 100 is required along with registration certificate under Shops & Commercial Establishments Act		
7.	**Professional Manpower Strength** Manpower strength of professionals on company's roll along with CVs of following resources:	• Minimum 20 professionals: 3 Marks • More than 21 to 30 professionals: Additional 1 marks • More than 31 professional	Self - Undertaking signed by Authorized Signatory along with CVs as per Annexure IV		

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Document Submitted (Yes/No)	Reference Page No.
	• Project Manager (2) • 3D designer / Visualizer (3) • Graphic Designer (3) • AutoCAD Designer (2)	s: Additional 1 marks CVs of the following dedicated resources will be evaluated • Project Manager (2) – 2 Marks • 3D designer / Visualizer (3) - 3 Marks • Graphic Designer (3) - 3 Marks • AutoCAD Designer (2) - 2 Marks			
8.	**POWER POINT PRESENTATION (maximum 15 slides)**	The presentation will be evaluated by the Evaluation Committee on parameters that may include: - 11) Brief overview of the company 12) Showcase achievements and Major Events in the last 7 years 13) Proposed team & Expertise along with Bio-profile 14) Showcase prominent clients 15) Comprehensive understanding of scope of work 16) Conceptualization, design, and methodology for executing and managing the events including Project Execution Plan (the bidder shall be required	Presentation to be submitted along with technical proposal. Same needs to be presented to the ITDC Evaluation Committee		

S. No.	Criteria	Marking Criteria	Supporting Documents to be furnished	Document Submitted (Yes/No)	Reference Page No.
		to present approach for the use-case provided by ITDC) 17) Inventory details, (related material and equipment's etc.) along with the photographs of the items 18) Collaboration with a minimum of three printing agencies, showcase samples of banner, hoardings etc. 19) Innovative suggestions including immersive technology 20) Showcase capabilities in social media outreach, collaboration with media outlets including drafting press release and community engagement, etc.			

NAME OF THE AGENCY: -

Date:

Place:

Authorized Signatory with seal:

5.6. Annexure – VI: Financial Bid

To be submitted by the Bidder on the e-Procurement Portal as per the BOQ (.xls) provided.

Rates quoted shall be exclusive of applicable taxes

The bidder shall not submit the prices along with the technical proposal. The financial proposal shall be submitted on e-Procurement Portal only as per the BoQ (xls) template provided. The technical bids comprising the financial quotes shall be rejected

5.7. Annexure – VII: PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 100, duly notarised)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

I/We all the Partners / Directors / Board members / trustees / Executive council members / proprietors / Leaders of M/S ________________________having its registered office at_________________ hereby appoint Shri _____________________ S/o__________________________________ residing at ___________________ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the ITDC – Ashok Events Division in connection with its tender No. _______________Dated _____________for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services etc. on hire basis PAN India for period of 2 years _______________ due for opening on__________________. In short, I/we am/are fully authorized to do all, each and everything requisite for the above purpose concerning M/s ____________________________________ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address) Signature of the Partners/Directors/Board members/

trustees/ Executive council members/ proprietors/

Leaders

1.

2.

3.

ATTESTED ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/

Society/ trust/ firm)

5.8. Annexure – VIII: Undertaking

(To be signed and executed in non-judicial stamp paper of Rs. 100 duly notarised)

I on behalf of M/s ………………………………………………… hereby agree and undertake that I have understood all the statutory safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s………………………………………………………… will abide by all safety rules and procedures. I declare that I M/s ……………………………………. will be responsible for any statutory safety violations/ accident etc and ITDC – Ashok Events Division will not be responsible in case of any accident/ incident and will not compensate financially or otherwise.

We declare that all the services will be performed strictly in accordance with the bid documents irrespective of whatever has been stated to the contrary anywhere in our bid.

In case of any ambiguity noticed in the documents submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under law apart from forfeiture of EMD and security deposit.

I/We hereby assure ITDC – Ashok Events Division that enlisted Manpower and equipment deployment will be done at Venue from Mobilization to Completion of Event as per schedule I/we hereby declare that I/we am/and/are sole responsible on behalf of M/s…………………………………………………….. for giving such declaration.

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Signature of Indemnifier/ Agency

5.9. Annexure – IX: Format of Performance Bank Guarantee

BG No.

Date:

1. In consideration of you, ITDC-ASHOK EVENTS DIVISION, The Ashok, 50-B Chanakyapuri, New Delhi – 110021 (hereinafter referred to as the "Authority" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of [Name of company], (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for appointment as Agency for [name of assignment] pursuant to the tender document dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as "tender document"), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of relevant clause of the tender document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the tender document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfil or comply with all or any of the terms and conditions contained in the said tender document.
2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the tender document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the tender document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the tender document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of two years plus period of six month from the Proposal Due Date or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.

6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said tender document to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said tender document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said tender document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.

8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.

9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency with extension except with the previous express consent of the Authority in writing.

11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

12. For the avoidance of doubt, the Bank‘s liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it‘s [designation] and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes:

The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

5.10. Annexure – X: SELF DECLARATION OF NOT BLACKLISTED

(To be signed & executed in Non-Judicial Stamp Paper of Rs. 100 duly notarised by Notary Public)

To,

HoD Date:

ITDC – Ashok Events Division
The Ashok
50-B, Chanakyapuri,
New Delhi-110 021

Dear Sir,

This is to declare that our company M/s ___________________________ is not blacklisted or debarred or banned by ITDC or any entity or Government of India or GNCTD or by any State Government/Central Government/Departments/Agencies in last three (3) years as on bid submission date. . In case of submission of False/fake declaration (found during any stage of the tender i.e. before, after and during execution) in order to secure the Agreement or in furtherance to secure it, an action shall be taken as per NIT.

Name of Bidder:

Signature of the Bidder with seal

5.11. Annexure – XI: Integrity Pact

(To be executed on Plain Paper with each page of Integrity pact duly signed by Procuring Entity's and the bidder's Authorized Signatory)

This Integrity Pact (hereinafter referred to as the Agreement) is made on this________________day of themonth of_________________2025_____

Between

India Tourism Development Corporation Ltd (hereinafter referred to as ITDC is a Government of India Undertaking) a company duly incorporated and existing under the provisions of the Companies Act, 1956, having its registered office at having its Registered Office at SCOPE Complex, Core 8, 7 Lodi Road, New Delhi-110003 (hereinafter referred to as the Principal, which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

And

M/s. _______ (name and address of the Individual/firm/company/consortium members) through ______________________________ [mention details of the duly Authorized Signatory] (hereinafter referred to as the Bidder/Contractor which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

Preamble

Whereas, the Principal has floated a Tender [Tender No.] (hereinafter referredto as Tender) and intends to award under laid down procedures, contract(s)/purchase order/work order/ for______________________[name of the contract/order] or items covered underthe tender (hereinafter referred to as the Agreement).

Whereas, the Principal values full compliance with all relevant laws of the land, rules, regulations,economic use of resources and of fairness/transparency in its relations with its Bidder(s) and /or Contractor(s).

Whereas, in order to achieve these goals, the Principal has appointed competent and credible Independent External Monitors (IEM's) for this Pact after approval of Central Vigilance Commission.

Whereas to meet the aforesaid purpose both parties have agreed to enter into this Integrity Pact (hereinafter referred to as the Agreement), the terms and conditions of which, shall be read as anintegral part of the tender document and contract between the parties.

Now, Therefore, in consideration of the mutual covenants contained in this Pact, both parties hereby agree as follows: -

Section 1- Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following Principal s: -

a. No employee of the Principal, personally or through family members, will in connection with thetender for, or the execution of a Agreement, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the Agreement execution.

c. The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there is a substantive suspicion in this regard, the Principalwill inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2- Commitments of the Bidder(s)/Contractor(s)

The Bidder(s)/Contractor(s) commit them self to take all measures necessary to preventcorruption.

1. The bidder(s)/Contractors(s) commit them self to observe the following Principal s duringparticipation in the tender process and during the contract execution: -

a. The Bidder(s) / contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or theexecution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever duringthe tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed Agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) /Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. And the details as mentioned in the ‘Guidelines on Indian Agents of Foreign suppliers’ shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupee only.

e. In a tender, either the Indian Agent on behalf of the Principal/OEM or the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

f. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

g.Bidder(s)/Contractors who have signed the integrity pact shall not approach the courts whilerepresenting the matter to IEM’s and shall wait for their decision in the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined aboveor be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or terminate the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression and action will be taken as per the procedure prescribed in the "Guidelines on banning of business dealings" of the Principal.

Section 4: Compensation for Damages

Without prejudice to any rights that may be available to the Principal under law or Contract or its established policies and laid down procedures, the Principal shall have the following rights in case of breach of this Agreement by the Bidder(s)/Contractor(s).

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to the Earnest Money Deposit / Bid Security Amount of the Bidder/Contractor.

2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled

to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent toPerformance Bank Guarantee. If the Watchdog has reported a confirmed suspicion of any offence under the relevant IPC/PC Act to C&MD, ITDC and C&MD, ITDC has not taken action within a reasonable time to take action against such offence or has not reported the same to the Chief Vigilance Officer, So the monitor can also transmit this information directly to the Central Vigilance Commissioner.

Section 5: Previous Transgression

1. The Bidder to disclose any transgression with any other public /government organization that may impinge on the anti-corruption Principal. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgression(s) is/are to be reported by the bidders shall be the last three years to be reckoned from the date of bid submission. The transgression(s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.

2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the as per the procedure mentioned in the "Guidelines on Banning of business dealings" of the Principal.

Section 6: Equal treatment of all Bidders/Contractors.

1. In case of sub-contracting, the principal contractor shall take the responsibility of the adoption of Integrity Pact by the sub-contractor(s).

2. The Principal will enter into Agreements with identical conditions as this one with all bidders, contractors.

3. The Principal will disqualify from the tender process all bidders who do not sign and submit thisIntegrity Pact along with their Technical Bid for this Tender or violate its provisions at any stage ofthe tender process.

Section 7: Violations of the Integrity Pact

If the Principal obtains knowledge of conduct of a Bidder, Contractor, or of an employee or a representative or an associate of a Bidder, Contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor/Monitors (IEM)

1. The Principal has appointed competent and credible Independent External Monitor for this Pact with the approval of Central Vigilance Commission.

The task of the Monitor is to review independently and objectively, whether and to what extentthe parties comply with the obligations under this Agreement.

2. Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties. The Monitors shall examine all the representations/grievances/complaints received by them from the bidders or their authorized representative related to any discrimination on account of lack of fair play in

modes of procurement and bidding systems, tendering method, eligibility conditions, bid evaluation criteria, commercial terms & conditions, choice of technology/specifications etc.

3. The Monitor is not subject to instructions by the representatives of the parties and performs hisfunctions neutrally and independently. The monitor would have access to all contract documents whenever required. It will be obligatory for him/her to treat the information and documents of the bidders/contractors as confidential.

4. The Bidder/Contractor accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the contractor. The contractorwill also grant the monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable tosub-contractors (if any).

5. The Monitor is under contractual obligation to treat the information and documents of the Bidders(s)/ contractor(s)/ sub-contractors(s) with confidentiality. The monitor has also signed declarations on 'Non- Disclosure of Confidential Information' and of 'Absence of conflict ofinterest'. In case of any conflict of interest arising at a later date, the IEM shall inform C&MD (ITDC) and recuse himself/herself from that case.

6. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

7. As soon as the Monitor notices, or believes to notice, a violation of this Agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

8. The Monitor will submit a written report to the C&MD, ITDC within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposalsfor correcting problematic situations.

9. If the Monitor has reported a confirmed suspicion of any offence under the relevant IPC/PC Actto C&MD, ITDC and C&MD, ITDC has not taken action within a reasonable time to take action against such offence or has not reported the same to the Chief Vigilance Officer, So the monitor can also transmit this information directly to the Central Vigilance Commissioner.

10. In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. However, not more than five meetings shall be held for a particular dispute resolution. The fees/expenses on dispute resolution shall be equally shared by both the parties.

In case, the dispute remains unresolved even after meditation by the panel of IEMs, theorganization may take further action as per terms & conditions of the contract.

11. The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

1. This pact begins when both parties have signed this Agreement. It expires for the Contractor 12 months after the last payment under the contract and for all other bidders 6 monthsafter the contract has been awarded.

2. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

3. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Agreement as specified above, unless it is discharged / determined by C&MD of ITDC.

Section 10 - Other provisions

1. This Agreement is subject to Indian Law, the place of performance and jurisdiction is the Registered Office of the Principal i.e. New Delhi.

2. Changes and supplements, as well as termination notices need to be made in writing. SideAgreements have not been made.

3. This Agreement must be signed by the duly Authorized Signatory only. If the Contractor is apartnership or a consortium or Joint Venture this Agreement must be signed by all partners or consortium or Joint Venture Partners. In case of any change in partnership/consortium/Joint Venture the new partner or member will have to sign this document. It is to be ensured that all sub-contractors also sign the IP. In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the Organization, the contractor, and the sub-contractor.

4. Should one or several provisions of this Agreement turn out to be invalid, the remainder of this Agreement remains valid. In this case, the parties will strive to come to an Agreement to their original intentions.

5. Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.

6. In the event of any contradiction between this Agreement and its annexure, the clause of the Agreement will prevail. For the sake of brevity, both the parties agree that this Agreement will have precedence over the Tender/Contract documents with regard to any of the provisions covered in this Agreement.

______________________________ ______________________________

(For & on behalf of the Principal) (For & on behalf of the Bidder)

(Office Seal) **(Office Seal)**

Place:________________ Date: _____

Witness-1

Signature: ………………………………. …………………………………………

Name: ……………………………….

…………………………………………

Address ………………………………...

…………………………………

………….

Witness-2

Signature: ……………………………..

…………………………………

…………..

Name: …………………………….

……………………………………………..

Address: …………………………….

……………………………………………..

5.12. ANNEXURE- XII: EMD Refund Form

Date: _________

E-Tender for Rate Contract for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall set-up and other related services etc. on hire basis PAN India for period of 2 years

Details of the bidder

Name of the firm: -____
Address: ____
Name of the Authorized Signatory: ______________________________________
Contact No: ____
Email id: ____

Details of EMD submitted:
In case of payment through RTGS please provide the Bank transaction reference number:
____
In case of payment through NEFT please provide the
UTR number: ____
In case of bidding through E-proc website please provide the
OPGR No: ____

Particulars for online EMD refund (Please attached scanned copy of cheque)
Name of Bank: ____
Branch name & Address: ____
IFSC Code: __________________________________
Account No: ______________________________Account Type: ________________

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving EMD without claiming any interest

Signature of the Authorized Signatory

Name: ____________________

Designation: ____________________

Official Seal

5.13. ANNEXURE- XIII: EMD (Bank Guarantee)

To,
HoD
ITDC – Ashok Events Division
The Ashok
50-B, Chanakyapuri,
New Delhi-110 021

Earnest Money Deposit

BENEFICIARY:

………………………………….
…………………………………
…………………………………

At the request of M/s <Vendor name > a company incorporated in India under the Companies Act, 1956 and having its registered office < Vendor office ADDRESS > (India), we hereby guarantee to pay you a sum of INR. **2,64,00,000 (Rupees Two Crores and Sixty-Four Lakhs only)** in connection with the tender for Bid Evaluation of the project for Earnest Money Deposit as prescribed under the tender <tender no> dated <date>

This guarantee is valid for a period of 180 days with effect from <……DATE…….> and after which no claim will be entertained by us, and this guarantee will automatically become null and void.

Any claim under the guarantee must be made in writing duly signed by ITDC – Ashok Events Division and must be received and acknowledged by us on or before the guaranteed expiry date.

Notwithstanding anything contained herein

a) Our liability under this guarantee shall not exceed the EMD Value i.e. INR 2,64,00,000.
b) This Bank Guarantee shall be valid up to <DATE >
c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee and only if served upon us a written claim on or before.

Dated the----------day of-------------- (Month) ---------- (Year) for------------------

5.14. Annexure XIV: Format For Bid Securing Declaration Form

<On Company's Letter Head>

Date: ___________________ Tender No.

To,
HoD
ITDC-Ashok Events,
The Ashok
50-B, Chanakyapuri,
New Delhi-110 021

I/We. The Undersigned, declare that: -

I/We understand that, according to the terms and conditions of the Tender document, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be suspended from participation in any tender of ITDC for a period of five year from the date of issue of LOI or from the date of issue of notification with regard to suspension, whichever is earlier, if I am / We are in breach of any obligation under the bid condition, because I/We

Have withdrawn / modified the amended, impairs or derogates from the tender my/our bid during the period of bid validity specified in the form of Bid; or

Having been notified of the acceptance of our Bid by ITDC during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail, or refuse to furnish the Performance Security in accordance with the instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful applicant, upon the earlier of (i) the receipt of your notification of the name of the successful applicant; or (ii) thirty days after the expiration of the validity of my/our bid.

Signed: (insert signature of person whose name and capacity are shown**)**

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration**)**

Name: (insert complete name of person signing the Bid Securing Declaration**)**

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____________ day of ___________________ (insert date of signing)

Corporate Seal (where appropriate)

5.15. ANNEXURE-XV: FRAUD PREVENTION POLICY

(To be submitted on Letter Head of the Bidder and uploaded on thePortal)

INTRODUCTION

ITDC has placed adequate systems and procedures commensurate to its nature of business such as Licensing Procedure, Purchase Procedure, and Engineering Works Manual, Delegation of Power etc. for ensuring the orderly and efficient conduct of business in an honest, ethical and transparent manner without any bias or malafide.

Further as per Schedule V to SEBI (LODR) Regulations, 2015 relating to Corporate Governance Provisions requirement, ITDC has placed a whistle blower policy. This policy envisages the Corporation to put in place a mechanism for employees to report to the Management about Unethical behavior, actual or suspected fraud or violation of conduct rules.

Clause 34(2) (f) of the SEBI (LODR) Regulations, 2015 requires top 500 companies (based on market Capitalization) to give in its Annual Report the business Responsibility Report describing the initiative taken by the Company from an environmental, social and governance perspective. Principal 1 of the policy requires that businesses should not engage in practices that are abusive, corrupt, or anti-competition. Pursuant to this, it is considered appropriate to formulate and implement a FRAUD PREVENTION policy in the Company.

OBJECTIVES

The objective of the "Fraud Prevention policy” is to provide a system for detection, reporting and prevention of fraud, whether committed or suspected. The policy will provide a framework and lay down a procedure for detection, reporting and prevention of fraud or suspected fraud.

The policy will ensure that management is aware of its responsibilities for detection and prevention of fraud and for establishing procedures for preventing fraud and/or detecting fraud when it occurs.

SCOPE OF THE POLICY

The policy applies to all frauds committed or suspected linked to the business of the Company involving any employees as well as representatives of vendors, suppliers, contractors, consultants, service providers or any outside agency doing business with the company.

DEFINITION OF FRAUD

"Fraud" is a willful act intentionally committed by an individual(s) - by deception, suppression, cheating or any other fraudulent or any other illegal means, thereby, causing unlawful gain(s)to self or any other individual(s) and wrongful loss to other(s), whether in cash or kind.

ACTIONS CONSTITUTING FRAUD

While fraudulent activity could have a very wide range of coverage, the following are some of the act(s) which constitute fraud. The list given below is only illustrative and not exhaustive:-

i Forgery or alteration of any document or account belonging to the Company.

ii Forgery or alteration of cheque, bank draft or any other financial instrument etc.

iii. Misappropriation of funds, securities, supplies or other assets by fraudulent means etc.

iv. Falsifying records such as pay-rolls, removing the documents from files and/or replacing.

it by a fraudulent note etc.

V. Willful suppression of facts/deception in matters of empanelment, placements, submission of reports, tender committee recommendations etc. as a result of which a wrongful gain(s) is made to one and wrongful loss(s) is caused to the others.

vi. Utilizing Company funds for personal purposes.

vii. Authorizing or receiving payments for goods not supplied or services not rendered.

Destruction, disposition, removal of records or any other assets of the Company with an ulterior motive to manipulate and misrepresent the facts so as to create suspicion/suppression/cheating as a result of which objective assessment/decision would not be arrived at.

Any other act that falls under the gamut of fraudulent activity. Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Employee Relations of Human Resources rather than under Fraud Policy.

REPORTING OF FRAUD

Any employee, representatives of vendors, suppliers, contractors, consultants, service providers or any outside agency doing business with the company as soon as he / she comes to know of any fraud or suspected fraud, or any other fraudulent activity must report such incident(s). Such reporting shall be made to the designated Nodal Officer(s) nominated by the Company for this purpose from time to time. If, however, there is a shortage of time such a report should be made to the immediate HOD whose duty shall be to ensure that input received is immediately communicated to the Nodal Officer. The reporting of the fraud normally should be in writing. In case the reporter is not willing to furnish a written statement of fraud but is in a position to give sequential and specific transaction of fraud/suspected fraud, then the officer receiving the information/Nodal Officer should record such details in writing as narrated by the reporter and also maintain the details about the identity of the official / employee / other person reporting such incident. Reports can be made in confidence and the person to whom the fraud or suspected fraud has been reported must maintain confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorized person.

All reports of fraud or suspected fraud shall be handled with utmost speed and shall be coordinated by Nodal Officer(s) to be nominated.

On receiving input about any suspected fraud/nodal officer(s) shall ensure that all relevant records documents and other evidence are being immediately taken into custody and being protected from being tampered with, destroyed or removed by suspected perpetrators of fraud or by any other official under his influence.

DUTY OF NODAL OFFICER

The "Nodal Officer" shall refer the details of the Fraud/suspected fraud to the Vigilance Department of ITDC, immediately for further appropriate investigation and needful action.

During receipt of information about Fraud/Suspected Fraud, it would be the duty of Nodal Officer to verify the identity of the Complainant. Anonymous Complaint should not be acted upon.

After verification of the identity of the Complainant, the Nodal Officer should keep the identity of the Complainant secret.

After completion of the investigation, due appropriate action, which could include administrative action, disciplinary action, civil or criminal action or closure of the matter if it is proved that fraud is not committed etc. depending upon the outcome of the investigation shall be undertaken.

The Vigilance Department shall apprise "Nodal Officer" of the results of the investigation undertaken by them. There shall be constant coordination maintained between the two.

RESPONSIBILITY FOR FRAUD PREVENTION/CREATING OF POLICY

It is the responsibility of every employee, representatives of vendors, suppliers, contractors, consultants, service providers or any outside agency doing business with the company, to ensure that there is no fraudulent action being indulged in, in their own area of activity/responsibility. As soon as they learn of any fraud or have suspicion regarding it, they should immediately report the matter as per the procedure laid down in the policy.

All vendors, suppliers, contractors, service providers, consultants and other agencies having business relations with the company are required to affirm with the Fraud Prevention policy of the company. As such this policy document shall form a part of the tender document and shall have to be concurred to by all bidders

All Departmental Heads shall be responsible for the proper implementation of the Fraud prevention policy of the company. The Nodal officers have powers to take corrective actions as per this policy. Name and contact number of nodal officers shall be available on Website and all prominent locations. Efforts will be made to keep the name of the informer secret.

The company recognizes that employee/stakeholder's awareness is essential for effective detection/prevention of fraud/suspected fraud. As such the company shall put in place adequate communication mechanisms for dissemination of information about the policy and its importance to the corruption-free governance of the company.

SEAL, SIGNATURE & NAME OF THE BIDDER

5.16. ANNEXURE-XVI: NON-DISCLOSURE AGREEMENT

(The NDA needs to be executed and uploaded on the portal on a stamp paper of value equal to Rupees hundred only and signed by a person duly authorized by the bidder)

THIS AGREEMENT MADE ON THIS THE _________ DAY OF _________, 2025

BY AND BETWEEN

India Tourism Development Corporation Limited, a Central Public Sector Undertaking, under the aegis of Ministry of Tourism, Government of India and having its registered office at 6th Floor, Core 8, SCOPE Complex, 7 Lodi Road, New Delhi 110003 (hereinafter referred to as "ITDC", which expression shall unless repugnant to the context or meaning thereof, include its successors in interests and assigns) **OF THEONE PART;**

AND

M/s. ………………………………., represented by its ……………………… a company incorporated under the Companies Act, 2013/………(in case of other company) ……… partnership deed/ proprietorship having its registered office/ principal place of business at **[Please fill in address]** (hereinafter referred to as "Service Provider " which expression shall, unless repugnant to the context or meaning thereof, be deemed to include, its representatives and permitted assigns) **OF THE OTHER PART;**

ITDC and Service Provider shall hereinafter be referred to as such or collectively as "**Parties**" and individually as "**Party**".

WHEREAS both the Parties herein wish to pursue discussions and negotiate with each other for the purpose of entering into a potential business arrangement in relation to hiring of vehicles for ITDC/ITDC Clients on rental, non exclusive basis across Delhi NCR ("Proposed Transaction")

AND WHEREAS the Parties contemplate that with respect to the Proposed Transaction, both the Parties may exchange certain information, material and documents relating to each other's business, assets, financial condition, operations, plans and/or prospects of their businesses (hereinafter referred to as "**Confidential Information**", more fully detailed in clause 1 herein below) that each Party regards as proprietary and confidential; and

AND WHEREAS, each Party wishes to review such Confidential Information of the other for the sole purpose of determining their mutual interest in engaging in the Proposed Transaction.

IN CONNECTION WITH THE ABOVE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. "**Confidential and or proprietary Information**" shall mean and include any information disclosed by one Party (Disclosing Party) to the other (Receiving Party) either directly or indirectly, in writing, orally, by inspection of tangible objects (including, without limitation, documents, prototypes, samples, media, documentation, discs and code). Confidential information shall include, without limitation, any materials, trade secrets, network information, configurations, trademarks, brand name, know-how, business and marketing plans, financial

and operational information, and all other non-public information, material or data relating to the current and/ or future business and operations of the Disclosing Party and analysis, compilations, studies, summaries, extracts or other documentation prepared by the Disclosing Party. Confidential Information may also include information disclosed to the Receiving Party by third parties on behalf of the Disclosing Party.

2. The Receiving Party shall refrain from disclosing, reproducing, summarising and/or distributing Confidential Information and confidential materials of the Disclosing Party except in connection with the Proposed Transaction.
3. The Parties shall protect the confidentiality of each other's Confidential Information in the same manner as they protect the confidentiality of their own proprietary and confidential information of similar nature. Each Party, while acknowledging the confidential and proprietary nature of the Confidential Information agrees to take all reasonable measures at its own expense to restrain its representatives from prohibited or unauthorized disclosure or use of the Confidential Information.
4. Confidential Information shall at all times remain the property of the Disclosing Party and may not be copied or reproduced by the Receiving Party without the Disclosing Party's prior written consent.
5. Within seven (7) days of a written request by the Disclosing Party, the Receiving Party shall return/destroy (as may be requested in writing by the Disclosing Party or upon expiry and or earlier termination) all originals, copies, reproductions and summaries of Confidential Information provided to the Receiving Party as Confidential Information. The Receiving Party shall certify to the Disclosing Party in writing that it has satisfied its obligations under this paragraph.
6. The Receiving Party may disclose the Confidential Information only to the Receiving Party's employees and consultants on a need-to-know basis. The Receiving Party shall have executed or shall execute appropriate written agreements with third parties (an individual/entity/organization that is not a primary participant in the contract), in a form and manner sufficient to enable the Receiving Party to enforce all the provisions of this Agreement.
7. Confidential Information, however, shall not include any information which the Receiving Party can show:
    - i) is in or comes into the public domain otherwise than through a breach of this Agreement or the fault of the Receiving Party; or
    - ii) was already in its possession, free of any such restriction prior to receipt from the Disclosing Party; or
    - iii) was independently developed by the Receiving Party without making use of the Confidential Information; or
    - iv) has been approved for release or use (in either case without restriction) by written authorization of the Disclosing Party.
8. In the event either Party receives a summons or other validly issued administrative or judicial process requiring the disclosure of Confidential Information of the other Party, the Receiving Party shall promptly notify the Disclosing Party. The Receiving Party may disclose Confidential Information to the extent such disclosure is required by law, rule, regulation or legal process; provided however, that, to the extent practicable, the Receiving Party shall give prompt written notice of any such request for such information to the Disclosing Party, and agrees to co-

operate with the Disclosing Party, at the Disclosing Party's expense, to the extent permissible and practicable, to challenge the request or limit the scope there of, as the Disclosing Party may reasonably deem appropriate.

9. Neither Party shall use the other's name, trademarks, proprietary words or symbols or disclose under this Agreement in any publication, press release, marketing material, or otherwise without the prior written approval of the other.
10. Each Party agrees that the conditions in this Agreement and the Confidential Information disclosed pursuant to this Agreement are of a special, unique, and extraordinary character and that an impending or existing violation of any provision of this Agreement would cause the other Party irreparable injury for which it would have no adequate remedy at law and further agrees that the other Party shall be entitled to obtain immediately injunctive relief prohibiting such violation, in addition to any other rights and remedies available in tender document, agreement/contract and at law or in equity.
11. Both the Parties agree that by virtue of the Parties entering into this Agreement neither Party is obligated to disclose all or any of the Confidential Information to the other as stated in this Agreement. The Parties reserve the right to disclose only such information at its discretion and which it thinks is necessary to disclose in relation to the Proposed Transaction.
12. Both the Parties agree that this Agreement will be effective from the date of execution of this Agreement by both Parties and shall continue to be effective as per tender document.
13. Each Party warrants that it has the authority to enter into this Agreement.
14. If any provision of this agreement is held to be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected and each provision hereof shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision that is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.
15. This Agreement may be executed in two counterparts, each of which will be deemed to be an original, and all of which, when taken together, shall be deemed to constitute one and the same agreement.
16. The relationship between both the Parties to this Agreement shall be on a principal-to-principal basis and nothing in this agreement shall be deemed to have created a relationship of an agent or partner between the Parties and none of the employees of service provider shall be considered as employees of ITDC and vice-versa.
17. Additional oral agreements do not exist. All modifications and amendments to this Agreement must be made in writing.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS CONFIDENTIALITY AGREEMENT IN DUPLICATE BY AFFIXING THE SIGNATURE OF THE AUTHORISED REPRESENTATIVES AS OF THE DATE HEREIN ABOVE MENTIONED.

Party 1	Party 2
Signature 1	**Signature 1**
Name	Name
Designation	Designation
Place	Place
Date	Date

Signature 2
Name
Designation
Place
Date

Signature 2
Name
Designation
Place
Date

5.17. Annexure XVII: KNOW YOUR GUARANTOR

Nature of entity	
HQ/BE	
Aadhar	
PAN	
Mobile	
Bank details	
Firm details	
Assets	

a) The Guarantor, as nominated by the successful bidder, shall irrevocably and unconditionally guarantee the due and faithful performance of all obligations, covenants, and conditions stipulated in the Tender Document and the subsequent Agreement executed between the India Tourism Development Corporation Ltd. (ITDC) and the successful bidder.

b) In the event of any breach, non-compliance, or violation of the terms and conditions of the Tender or the Agreement by the successful bidder, ITDC shall be entitled, at its sole and absolute discretion, after exhausting available channels, i.e Security Deposit, etc stipulated in the NIT/Agreement against the successful bidder, shall thereafter invoke the guarantee and hold the Guarantor fully liable and responsible for any and all losses, damages, penalties, or liabilites incurred or suffered as a consequence of such breach.

c) The decision of ITDC with respect to the nature and extent of such breach and the determination of the resultant penalty, damages, or other remedial measures shall be final, conclusive, and binding on the Guarantor. The Guarantor shall be obligated to make full and prompt payment or compensation, as may be determined by ITDC, without any demur, protest, or delay.

d) The obligations of the Guarantor under this Clause shall remain valid and enforceable for the entire duration of the Agreement and shall survive any termination thereof, to the extent of liabilities arising prior to such termination.

5.18. Annexure VIII: No Dues Certificate (NDC)

Bid No: Dated:

To,
ITDC – Ashok Events Division
The Ashok
50-B, Chanakyapuri,
New Delhi-110 021

Sub: No Dues Certificate

Sir,

With reference to above subject, I/we, hereby submit that:

a) have not worked with ITDC in the past, hence NDC is not applicable Or,
b) have worked with ITDC in the past and hereby submit the details of current and closed contracts at ITDC and that of disputed and undisputed dues along with details of security deposit and mode of Security Deposit.
c) I/we hereby submit NDC issued from ITDC for a period upto ……………………………

Yours

(Signature, name and designation of the Authorized signatory)

Name and seal of Applicant

Date: