



# Rajasthan State Sports Council

## SMS Stadium, Jaipur

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

No. **F-8/AEn/1809**

Dated : **26.10.2024**

NIT No. **74/2024-25**

A ceremony to Felicitate medal winners from State of Rajasthan in the Paris Paralympics 2024 and the Asian/Para Asian Games 2022 held in Guangzhou (China) will be organised on November 5, 2024, at 4:00 PM at the Cricket Academy Arena in Sawai Mansingh Stadium, Jaipur. E-tenders are invited for the complete event management work of the Felicitation ceremony from experienced and reputed event management companies.

Name of Work	Event Management of Felicitation Ceremony
Event Date & Venue	05-11-2024 at 4.00 PM, Cricket Academy Arina at SMS Stadium, Jaipur
Cost of Tender Document (non-refundable)	Rs. 2000 (Rupees Two thousand Only) payable to Secretary, RSSC, Jaipur
RISL Processing Fee (non-refundable)	Rs. 1000 (Rupees One thousand Only) payable to MD, RISL, Jaipur
Estimate Project Cost	Rs. 40.00 Lacs
Bid Security/Earnest Money Deposit (EMD)	Rs. 80,000/-
NIT Publishing date/time	26.10.2024 at 5.30 pm
NIT Download Start date/time	26.10.2024 at 5.30 pm
NIT Submission Start date/time	26.10.2024 at 5.30 pm
NIT Download End date/time	29.10.2024 at 12.00 pm
NIT Submission End date/time	29.10.2024 at 01.00 pm
Submission of Tender Fee, Bid Security (EMD) and processing Fee Date & Time	29.10.2024 at 02.00 pm (Physically in the office of Rajasthan State Sports Council, SMS Stadium, Jaipur)
Technical Bid Opening Date/Time	29.10.2024 at 04.00 pm
Financial Bid Opening Date/Time	Will be intimated later to the Technically qualified Bidders
Website for downloading tender document, Corrigendum's Addendums etc.	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> <a href="http://www.rssc.in">http://www.rssc.in</a> <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>
Bid & EMD validity	90 days from the last date of bid submission
* In case, any of the bidders fails to physically submit the Banker's Cheque/Demand Draft for Tender Fee, EMD, and RISL processing fee up to 2.00 pm on 29.10.2024 its Bid shall not be accepted.	

(Rajendra Singh)  
Secretary

RajKaj Ref  
11437764



**Signature valid**

Digitally signed by Rajendra Singh  
Designation: Secretary  
Date: 2024.10.26 17:22:43 IST  
Reason: Approved





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### Conditions of NIT –

#### A. General Conditions -

1. Name and full postal address of firm applying bid with email & Mobile No.  
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-----
2. PAN No. of E-Bidder (Enclose copy of PAN)
3. GST registration No. (Enclose copy of GST)
4. Name of the Bank ..... and DD/Banker's Cheque No.....Date ..... for Tender fees in favor of Secretary, RSSC, Jaipur.
5. Name of the Bank ..... and DD/Banker's Cheque No.....Date ..... for Processing fees in favor of MD, RISL, Jaipur.
6. Name of the Bank ..... and DD/Banker's Cheque No.....Date ..... for Earnest Money fees in favor of Secretary, RSSC, Jaipur.
7. Bid should be addressed to secretary, RSSC, Jaipur.
8. Bidder should have successfully executed event management work in last three financial years 2021-22, 2022-23 & 2023-24. One single work order of event management work of Rs. 30 lacs and a satisfactory execution certificate of similar work of the Govt./Semi Govt. must be enclosed.
9. The Average turnover of the Bidder in last 3 these financial years 2021-22, 2022-23 & 2023-24 must be 40.00 Lacs or more (Enclose certificate from CA having UDIN).
10. The bidder must have empanelment in State Govt. Departments as event management agency.
11. **Cost of tender document and EMD (In form of demand draft/Banker Cheque in the name of Secretary, Rajasthan State Sports Council payable at Jaipur and processing fee demand draft/banker cheque should in name of MD, RISL payable at Jaipur should be deposited physically in office of the Rajasthan State Sports Council, SMS Stadium, Jaipur before End date and time of bid submission Failing this, bid will not be considered.**
12. The above cited scope of work is suggestive and not exhaustive. The quoted rates include all expenses in accordance with the terms and conditions of bid document and execution of the work at sites.
13. The bidder shall quote the lump-sum cost in BOQ 1 of Financial Bid to complete event execution/management as per the scope of work; Work order to selected Event Management Agency (EMA) shall be placed on agreed value of total lump-sum cost towards execution of the event. However, there may be changes of reduction/ increment in quantities of scope of work. The deduction or additional payment towards reduced/additional supplies would be made considering the onsite situation and mutually agreed terms and as per the report of designated officers/committee. For all other unforeseen or emergent works, payment shall be considered on mutually agreed terms for the same bidder have to quote breakup of cost in BOQ 2 of Financial Bid.
14. Bidder has to include a self-declaration that they are fully aware of technical rider of the work and capable of managing the same.
15. Successful bidder would be required to submit an agreement on Non-Judicial stamp paper with performance security of 5% of the amount of work order as per RTPP Rules.
16. The agency will submit bills along with detailed execution report, photographs (Album), video films in hard disk, sample of invite/leaflet/brochure printed and media/press coverage and other documentary proof to substantiate its claim for payment as per the breakup of work given in work order.
17. No advance payment shall be made.
18. Payment shall be released after execution of the work satisfactorily. The Department may report of officers/committee before release of payment.
19. EMA shall assist designated officers/committee in verification of work.

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20. The detailed schedule of the event would be provided to the selected EMA during the event point of time and selected EMA would be required to adhere to the stipulated timelines.
21. The theme & designs proposed for the event should be original, innovative sober and solemn. Sub-standard quality will not be accepted at all.
22. Obtain necessary permissions and NOCs, if required and as applicable.
23. Ensure the execution of works in accordance with the provisions of this document and as per the instructions from the designated officers of RSSC.
24. Arrange for crowd management activities and undertake enough measure to handle an emergency situation.
25. Arrange for appropriate on-site medical facilities and first aid arrangements at Venues.
26. The EMA shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the Venue, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc. other than the samples approved by RSSC.
27. Carpet should be new, clean, patch-free and joint shall be covered with tape of matching color.
28. Colors of carpets, cloth masking and curtains color should be in sync with the overall theme of the event and shall get approved by RSSC.
29. All outdoor lighting fixtures should be waterproof.
30. EMA shall clean/clear the entire venue site before start of an event and also after the completion of the event.
31. Emergency exit and fire precaution shall be taken care of.
32. Flowers and plants shall be fresh, well-groomed.
33. All the furniture, wherever provided, should be firm and comfortable,
34. Circulation, wherever applicable, should be easy, should not create blockage.
35. Provisions of RTTP Act 2012, RTTP Rules 2013 and GF & AR are applied to this bid.
36. Exclusion of Bids/Disqualification –
  - a) A procuring entity shall exclude/disqualify a Bid, if :-
    - The information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
    - The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
    - The bidder is not qualified as per pre-qualifications/eligibility criteria mentioned in the bidding document;
    - The bid materially departs from the requirements specified in the bidding document or it contains false information;
    - The bidder, submitted the bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurements process;
    - A bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
  - b) A Bid shall be excluded/disqualified as soon as the cause from its exclusion/disqualification is discovered.
  - c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be :-
    - Communicated to the concerned bidder in writing;
    - Published on the state public procurement portal, if applicable.
37. During the execution of work safety features as required should be followed adhered by bidder. The RSSC will not responsible, in any manner for misshaping's, food adulteration due to negligence of standard measures.
38. No minor aged labour would be engaged in arrangements of entire event.
39. Sub-letting of contract is not allowed.

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## **B. Period of Validity of Bids –**

1. Bids submitted by the bidders shall remain valid during the period specified in the Bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
2. Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
3. Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its bid.

## **C. Format and Signing of Bids –**

1. Bidders must submit their bids online at e-Procurement portal i.e. <http://eproc.rajasthan.gov.in>
2. The entire documents upload should be digitally signed with the DSC of authorized signatory.
3. Two covered system shall be followed for the e-Bid-
  - Technical Bid- presentation by bidder
  - Financial Bid
4. **The technical bid shall consist of the following documents:-**
  - Scanned copy of bidding document fees.
  - Scanned copy of RISL processing fees.
  - Scanned copy of Bid security fees (EMD)
  - The entire document mentioned in technical bid format.
  - Original Scanned Bid document.
  - Brief profile of the agency.
5. **Financial Bid**
  - Financial Price Bid (BOQ1 & BOQ2)
6. The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in different format/contents may lead to the rejections of the bid proposal submitted by the bidder.
7. **Deadline for the submission of Bids -** Bids shall be received online at e-Procurement portal and up to the time and date specified in the NIT
8. **Opening of Bids-**
  - The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIT.
  - The committee shall conduct a preliminary scrutiny of the opened technical bids to assess the prima-facie responsiveness and ensure that the :-
  - Bid is valid for the period, specified in the bidding document;
  - No bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
9. **Selection Method –** The selection method is least cost based selections (LCBS or L<sub>1</sub>) i.e. consolidated total lowest quoted price bid. The selection of firm will be made on consolidated value through LCBS method for the items.
10. **Negotiations –** Negotiations may be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.
11. Acceptance of the successful bid and award of contract.

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12. Procuring entity's right to accept or reject any or all bids – The procuring entity reserves the right to accept or reject any bid, the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

**13. Appeals –**

**First Appellate Authority:**

The Secretary, Department of Youth Affairs and Sports, Secretariat, Jaipur- 302005

**Second Appellate Authority:**

The Finance Department of Rajasthan, Jaipur

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**Bidder's Authorization Certificate (to be filled by the bidder on his letter head)**

To,

Secretary,  
Rajasthan State Sports Council,  
SMS Stadium, Jaipur

I/We ----- hereby declare/certify that ----- is hereby  
authorized to sign relevant document on behalf of the company/firm in dealing with Tender/NIT/RFP  
reference No. ----- Dated ----- .

She/he is also authorized to attend meetings & submit technical & financial  
information/clarifications as may be required by you in the course of processing the Bid. For the  
purpose of validation, his/her verified signatures are as under.

Thanking You,

Verified Signature

Name of the Bidder:

Authorized Signatory:

Seal of the organization:

Date :

Place :

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**Self Declaration (to be filled by the bidder on his letter head)**

To,

Secretary,  
Rajasthan State Sports Council,  
SMS Stadium, Jaipur

In response to the Tender/NIT/RFP Ref. No. ----- dated ----- for -----, as an Owner/Partner/Director of -----, I/We hereby declare that presently our computer/firm -----, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinite or for a particular period of time by any State/Central government/PSU/UT.

**I/We hereby declared that I/We are fully aware of technical rider of the work and capable of managing the same.**

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking You,

Name of the Bidder:

Authorized Signatory:

Seal of the organization:

Date :

Place :

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## Annexure A: Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anticompetitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

### Conflict of interest.-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

(i) A bidder may be considered to be in conflict of interest with one or more parties in the bidding process if, including but not limited to:

- (a) Have controlling partners/shareholders in common; or
- (b) Receive or have received any direct or indirect subsidy from any of them; or
- (c) Have the same legal representative for purposes of the bid; or
- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the procuring Entity regarding the bidding process; or
- (e) The bidder participates in more than one bid in a bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a bidder, in more than one bid; or
- (f) the bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, Works or services that are the subject of the Bid; or
- (g) Bidder or any of its affiliates has been hired (or proposed to be hired) by the procuring entity as engineer-in-charge/consultant for the contract.

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## Annexure B: Declaration by the Bidder regarding Qualifications

### Declaration by the Bidder

In relation to my/our Bid submitted to .....for procurement of .....in response to their Notice inviting Bids No.....Dated.....I/we .....hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that :

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entry;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the union and the state government or any local authority as specified in the Bidding Document.
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date :

Signature of bidder

Place :

Name :

Designation :

Address :

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## **Annexure C :Grievance Redressed during Procurement Process**

The designation and address of the First Appellate Authority is Dy. Secretary Youth Affairs & Sports Department Govt. of Rajasthan. The designation and address of the Second Appellate Authority is Principal Secretary Youth Affairs & Sports Department Govt. of Rajasthan, Jaipur.

### **(1) Filing an appeal:-**

if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or the guidelines issued thereunder, he may file an appeal to First Appellate authority, as specified in the Bidding document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a bidder as successful the appeal may be filed only by a bidder who has participated in procurement proceedings:

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

### **(4) Appeals not to lie in certain cases:-**

No appeal shall lie against any decision of the procuring entity relating to the following matters, namely:-

- (a) Determination of need of procurement
- (b) Provisions limiting participation of bidders in the bid process
- (c) The decision of whether or not to enter into negotiations
- (d) Cancellation of a procurement process
- (e) Applicability of the provisions of confidentiality

### **(5) Form of Appeals:-**

- (a) An appeal under Para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee,
- (c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.

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**(6) Fee for filing Appeal:-**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.

**(7) Procedure for disposal of Appeal:-**

- (a) The first appellate authority or second appellate authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing
- (b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be shall-
  - (i) Hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

**Annexure D : Additional Conditions of Contract**

**1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected ; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, Works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed Five percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

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- (i) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

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## General Instructions for Filling of Bid

The complete bidding document has been published on the website [www.rssc.in](http://www.rssc.in), <http://sppp.raj.nic.in>, <http://eproc.raj.gov.in>, for the purpose of downloading.

1. Bidders who wish to participate in this bidding process must register on [www.rssc.in](http://www.rssc.in) & <http://sppp.raj.nic.in>,
2. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safe crypt, Node etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
3. Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for Technical and financial proposal. However, DD for Tender Fees, EMD payable in favor of SECRETARY RAJASTHAN STATE SPORTS COUNCIL, JAIPUR, payable at Jaipur and Processing Fees payable in favor of Managing Director, RAJCOMP Info Services Limited, payable at JAIPUR. **Tender fee, EMD and processing fee DD Should be submitted physically at the office of RAJASTHAN STATE SPORTS COUNCIL, JAIPUR, and Scanned copy of same should also be uploaded along with the technical bid.**
4. RAJASTHAN STATE SPORTS COUNCIL, JAIPUR will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid Last hours issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
5. Bidders are also advised to refer "Bidders Manual Kit" available at e-Proc website for further details about the e-tendering process.
6. No contractual obligation, whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder.

SECRETARY

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### UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We have signed all the pages in acceptance of the terms and conditions.

I/We also undertake that I/We will not adopt any malpractices at any stage of bidding/execution.

Signature of the Bidder with Seal

Name:

Designation:

Address:

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**BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}**

To,

{Tendering Authority},

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

I/ We.....{Name/Designation} hereby declare/ certify that  
..... {Name/  
Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in  
dealing with Tender with RAJASTHAN STATE SPORTS COUNCIL, JAIPUR.

He/ She is also authorized to attend meetings & submit technical & commercial information/  
clarifications as may be required by you in the course of processing the Bid. For the purpose of  
validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

RajKaj Ref  
11437764

**Signature valid**

Digitally signed by Rajendra Singh  
Designation: Secretary  
Date: 2024.10.26 15:22:43 IST  
Reason: Approved

## SCHEDULE 'H': CONDITION OF CONTRACT

FORM No. 1

[See rule 83]

### **Memorandum of Appeal under the Rajasthan Transparency in Public procurement Act, 2012**

Appeal No.....of .....Before  
the.....(First/Second Appellate authority)

**1. Particulars of appellant:**

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

**2. Name and address of the respondent(s):**

(i)

(ii)

(iii)

**3. Number and date of the order  
appealed against and name and  
designation of the office/authority  
that passed the order (enclose  
copy), or a statement of a decision,  
action or omission of the procuring  
Entity in contravention to the  
provisions of the Act by which the  
appellant is aggrieved:**

**4. If the Appellant propose to be  
represented by a representative the  
name and postal address of the  
representative:**

**5. Number of affidavits and  
documents enclosed with the  
appeal:**

**6. Grounds of appeal: ..... (Supported by an  
affidavit)**

**7. Prayer:.....**

Place:.....

Date: .....

**Appellant's Signature**

RajKaj Ref  
11437764

## Signature valid

Digitally signed by Rajendra Singh  
Designation: Secretary  
Date: 2024.10.26 11:22:43 IST  
Reason: Approved





# Rajasthan State Sports Council

## SMS Stadium, Jaipur

Email – [rssejaipur@gmail.com](mailto:rssejaipur@gmail.com) Phone – 0141-2742468

Annexure-1

### Scope of Work

Event Management Company for Felicitation Ceremony –

- Venue Design and Development

Sr.No	Elements	Sizes/details	Sq.Ft./Qty.
1	Aluminum Hanger	60*48	2880
2	Stage Design with carpet, Stairs and Railing with ramp	40*28	1120
3	Led Riser on Stage	40*4	160
4	Carpet		25000
5	Banquet Chairs with bow and White cover		5000
6	VIP Sofa		30
7	LED Riser Delay LED's 4 Nos	12*4	192
8	D Barr casting and Walkway Barricading	1000 rft	1000
9	Theme Cloth Masking	500 rft	500
10	CM Safe House with wooden flooring and carpet		1
11	Lounge wooden flooring with Carpet		400
12	VVIP Sofa		6
13	Centre Table		3
14	VIP Chemical Toilet		1
15	AC in Safe House- 3 Ton		1
16	Sound Console		1
17	Table	6*2	15
18	VIP Dias Chairs		30
19	Centre Table on Stage		6
20	Podium		2
21	AC on Main Stage- 3 Ton		6
22	Media Riser	12*8	96
23	Side wall Masking around the event venue		6000
24	Placards for seating plans		30
25	Glass bottle & Glasses for stage Dias		30

- Sound/AV

Sr.No	Elements	Sizes/details	Sq.Ft./Qty.
1	Back LED for stage with Watchout	40*12	480
2	Dealy LED's- 5 Nos	12*8	480
3	Sound System Vertec/RCF for entire venue	Complete	1
4	Laptop		2
5	Plasma 50 inch with Stand for VIP Viewing		2
6	Live and synchronization of all LED- Watch out and its wiring		1

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● **Light & Security**

Sr.No.	Elements	Sizes/details	Sq.Ft./Qty.
1	Genset (125 kva x 2 Nos) with Diesel for 2 days		2
2	Lighting at Stage on T Truss and Ambience Lighting of the venue		1
3	Security Guard		10
4	Bouncers		5
5	Door Detector & Hand Detector		2
6	Housekeeping & Garbage disposal arrangement during Event		

● **Floral**

Sr.No.	Elements	Sizes/details	Sq.Ft./Qty.
1	Flower Bouch	20 No.	
2	Flower decoration on Stage- 40rft 2ft ht		
3	Planters	200 Nos.	
4	Bamboo Plants	5 Nos	
5	Flower Decoration and Rangoli on Site	1	

● **Branding**

Sr.No.	Elements	Sizes/details	Sq.Ft./Qty.
1	Venue Box Gate		3
2	Flex Printing for hoarding, Standee and Signages	Different Sizes	5000
3	Folder Dias for VIP's		15

● **Entertainment, Food, Anchor & other arrangement**

Sr.No.	Elements	Sizes/details	Sq.Ft./Qty.
1	Anchor		1
2	Que Managers		20
3	Water Station - 2 Nos		2
4	200 ml Water bottle		5000
5	Large Size Dustbins		5
6	Lamp Lightning, Tray, Cloth and Ribbon		1
7	Female Ushers & Volunteer (Female 2 and Male 2)		4
8	Designing the Event Collaterals		1
9	Photo and Video with Editing - 6 Nos.		1
10	Drone		1
11	HI Tea for VVIP		200
12	Catering with Tea, Mix Pakoda, One Sweet & Water		5000 Persons
13	Hotel Rooms (within peripheral distance of 2 km of SMS Stadium)		20
14	Logistics arrangement for guest from hotel to venue and back		Lumsump
15	Dummy Cheque		40
16	Wooden Framed Certificate (प्रशस्ती पत्र) per design provided by RSSC	Raj Ref 11437764	40
17	Invitation Cards		1000

Signature valid

Digitally signed by Rajendra Singh  
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Date: 2024.10.26 17:22:43 IST  
Reason: Approved



- ❖ Final quantity and items may vary as per competent decision

RajKaj Ref  
11437764

**Signature valid**

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Reason: Approved

## Performa for Technical Bid

NIT No. -----/2024-25 dated -----

Name of Work: Event Management of Felicitation Ceremony

Name & Address of Bidder: -----  
-----  
-----

SN	Particulars	Enclosed (Yes/No)	No. of encloser
1	Scanned copy of bidding document fees		T-1
2	Scanned copy of RISL processing fees		T-2
3	Scanned copy of Bid security fees (EMD)		T-3
4	Original scanned bid document duly signed		T-4
5	Brief of profile of Agency		T-5
6	Bidder should have successfully executed event management work in last three financial years 2021-22, 2022-23 & 2023-24. One single work order of event management work of Rs. 30 lacs and a satisfactory execution certificate of similar work of the Govt./Semi Govt. must be enclosed.		T-6
7	The Average turnover of the Bidder in last 3 these financial years 2021-22, 2022-23 & 2023-24 must be 40.00 Lacs or more (Enclose certificate from CA having UDIN).		T-7
8	The bidder must have empanelment in State Govt. Departments as event management agency. (enclose proof)		T-8
9	GST registration certificate		T-9
10	PAN Card		T-10
11	GST Clearance as on 31.03.2024 in GSTR-3B Performa		T-11
12	Certificate of Bidder's Authorization		T-12
13	Self-Declaration by Bidder		T-13

**Note : Documents are necessary to make eligible the Bidder.**

Date :

Authorized Signatory

Name :

Designation :

Name :

RajKaj Ref  
11437764

**Signature valid**

Digitally signed by Rajendra Singh  
Designation: Secretary  
Date: 2024.10.26 12:22:43 IST  
Reason: Approved



**Tender for Event Management of Felicitation Ceremony**

**FINANCIAL BID**

**BOQ 1**

1. I/We accept all the terms and conditions of your Tender Notice referred to above. It is certified that the above quoted rate is in compliance with all the statutory provisions and rules as applicable.
2. GST as applicable paid including the Consolidated rate.

S.No.	Particulars	Consolidated Rate (Inclusive of all taxes)	
		In Figure	In Words
1	2	3	4
1.	Event Management of Felicitation Ceremony as per scope of work (Annexure-1) given in the bid documents		

RajKaj Ref  
11437764

**Signature valid**

Digitally signed by Rajendra Singh  
Designation: Secretary  
Date: 2024.10.26 17:22:43 IST  
Reason: Approved

## Tender for Event Management of Felicitation Ceremony

### FINANCIAL BID

#### BOQ 2

Sr.No	Elements	Qty	Units	Rate (Inclusive of All Taxes)
1	Carpet	1	Sq.Ft.	
2	Banquet Chairs with bow and White cover	1	Nos	
3	VIP Sofa	1	Nos	
4	D Barr casting and Walkway Barricading	1	rft	
5	Theme Cloth Masking	1	Sq.Ft.	
6	VVIP Sofa	1	Nos	
7	Centre Table	1	Nos	
8	AC - 3 Ton	1	Nos	
9	Table 6*2	1	Nos	
10	VIP Dias Chairs	1	Nos	
11	Side wall Masking around the event venue	1	Sq.Ft.	
12	Placards for seating plans	1	Nos	
13	Glass bottle & Glasses for stage Dias	1	Nos	
14	Plasma 50 inch with Stand for VIP Viewing	1	Nos	
15	Genset (125 kva) per day	1	Nos	
16	Diesel charges for genset	1	Hrs	
17	Security Guard	1	Nos	
18	Bouncers	1	Nos	
19	Flower Bunch	1	Nos	
20	Flex Printing	1	Sq.Ft.	
21	Planters	1	Nos	
22	Bamboo Plants	1	Nos	
23	Folder Dias for VIP's	1	Nos	
24	Water bottle 200 ml	1	Nos	
25	Large Size Dustbins	1	Nos	
26	HI Tea for VVIP	1	Nos	
27	Catering with Tea, Mix Pakoda, One Sweet & Water	1	Nos	
28	Dummy Cheque	1	Nos	
29	Wooden Framed Certificate (प्रशस्ती पत्र)	1	Nos	
30	Food Packets (Samosa, 200ml Water bottle, One packed 100ml Juice, Wafers & one piece Sweet)	1	Nos	
31	Hotel Rooms	1	Nos	

RajKaj Ref  
11437764

**Signature valid**

Digitally signed by Rajendra Singh  
Designation: Secretary  
Date: 2024.10.26 17:22:43 IST  
Reason: Approved