बिड संख्या/Bid Number: GEM/2026/B/8215756

दिनांक /Dated: 31-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-11-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-11-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	150 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.vnsgu.gj@gembuyer.in Buyer Email id: mmpatel@vnsgu.ac.in
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE A TENTAGE; Venue Development; AS PER ATC; Buyer premise , Event or Seminar or Workshop or Exhibition or Expo Management Service - National; EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE B SOUND AND LIGHTING; Venue Development; AS PER ATC; Buyer premise , Event or Seminar or Workshop or Exhibition or Expo Management Service - National; EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE C CATERING; AS PER ATC; AS PER ATC; Buyer premise
अनुबंध अवधि /Contract Period	1 Month(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation

बिड विवरण/Bid Details	
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / **MSE Relaxation for Years Of Experience and Turnover**	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / **Startup Relaxation for Years Of Experience and Turnover**	Yes | Complete
विक्रेता से मांगे गए दस्तावेज़/**Document required from seller**	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/**Do you want to show documents uploaded by bidders to all bidders participated in bid?**	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	1
बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled**	Yes
रिवर्स नीलामी योग्यता नियम/**RA Qualification Rule**	H1-Highest Priced Bid Elimination
बिड का प्रकार/**Type of Bid**	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation**	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)**	2500000
मूल्यांकन पद्धति/**Evaluation Method**	Item wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
Schedule 1 ईएमडी राशि/EMD Amount (In INR)	27000
Schedule 2 ईएमडी राशि/EMD Amount (In INR)	21000
Schedule 3 ईएमडी राशि/EMD Amount (In INR)	27000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(d).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Registrar
Veer Narmad South Gujarat University, SURAT
(Registrar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March

prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

YOUTH FESTIVAL (Appendix A) - 1793454465.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work to be uploaded by the Buyer:1793454474.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	**प्री-बिड स्थान/Pre-Bid Venue**
03-11-2026 16:00:00	Purchase Cell, Veer Narmad South Gujarat University, Surat. (online link : VNSGU Purchase Cell General Meeting Link https://meet.google.com/gbx-krwp-czt) Contact No. 0261-2203042

मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedule wise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / **Evaluation Schedules**	अनुमानित मूल्य / **Estimated Value**	वस्तु/श्रेणी / **Item/Category**	मात्रा / **Quantity**
Schedule 1	900000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Event Management Services For Vnsgu Youth Festival Tender With Schedule A Tentage; Venue Development; As Per Atc; Buyer Premise	Number of event to be organized : 1
Schedule 2	700000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Event Management Services For Vnsgu Youth Festival Tender With Schedule B Sound And Lighting; Venue Development; As Per Atc; Buyer Premise	Number of event to be organized : 1

Schedule 3	900000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Event Management Services For Vnsgu Youth Festival Tender With Schedule C Catering; As Per Atc; As Per Atc; Buyer Premise	Number of event to be organized : 1

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE A TENTAGE; Venue Development; AS PER ATC; Buyer Premise (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE A TENTAGE
Category of work required	Venue Development
Estimated Number of Participants for the Event	AS PER ATC
Event premises	Buyer premise
Duration of event	AS PER ATC
Coverage of the event	Not Required
Boarding	AS PER ATC
Inclusion for the event	AS PER ATC
Seating arrangement	AS PER ATC
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Vansiya Yogeshkumar Natvarsinh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	N/A

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE B SOUND AND LIGHTING; Venue Development; AS PER ATC; Buyer Premise (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE B SOUND AND LIGHTING
Category of work required	Venue Development
Estimated Number of Participants for the Event	AS PER ATC
Event premises	Buyer premise
Duration of event	AS PER ATC
Coverage of the event	Webcasting Open for all , Videography , Photography , AS PER ATC
Boarding	Not Required
Inclusion for the event	AS PER ATC
Seating arrangement	Not Required
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Vansiya Yogeshkumar Natvarsinh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	N/A

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE C CATERING; AS PER ATC; AS PER ATC; Buyer Premise (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL TENDER WITH SCHEDULE C CATERING
Category of work required	AS PER ATC
Estimated Number of Participants for the Event	AS PER ATC
Event premises	Buyer premise
Duration of event	AS PER ATC
Coverage of the event	AS PER ATC
Boarding	AS PER ATC
Inclusion for the event	AS PER ATC
Seating arrangement	AS PER ATC
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Vansiya Yogeshkumar Natvarsinh	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Generic**

   Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Buyer Added Bid Specific Scope Of Work(SOW)**

   File Attachment Click here to view the file.

4. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

5. **Service & Support**

   Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Service & Support**

   Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such

Custom / BOQ item is bunched with the major regular product Category Item).

2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

EVENT MANAGEMENT SERVICES FOR VNSGU YOUTH FESTIVAL – TENDER WITH SCHEDULE -A (TENTAGE), SCHEDULE -B (SOUND & LIGHTING), SCHEDULE - C (CATERING)

Veer Narmad South Gujarat University, Udhna-Magdalla Road, Surat-395007, Gujarat, India
www.vnsgu.ac.in

PART A – SCOPE OF WORK

Comprehensive Event Management & Tentage Services VNSGU Youth Festival 2026-27
Venue: Veer Narmad South Gujarat University Campus , Surat
Event Dates: 20th to 23th December 2026
Special Event: Vijayotsav : Winner Performance Day – 23th December 2026
Expected Participants: Daily around 800-1500 and total of **3500–4500** students and faculty members in total event + **(1000 For Kala Yatra (20/12/2026) only MORNING TEA & BREAKFAST)**

To ensure clarity, proper price discovery and GeM-compliant evaluation, the scope of work for the Youth Festival has been structured into **three distinct schedules**.

Schedule–A covers tentage, event setup, venue arrangements, seating, basic accommodation requirements and branding/banner-related works.

Schedule–B includes sound systems, lighting arrangements, electrical setup and photography/videography with live recording facilities.

Schedule–C consists of complete catering services for all event days, including menu-based meal planning and any-time service.

Bidders may participate in any one, two, or all three schedules, and the University shall evaluate and determine **L1 bidder separately for each schedule** to ensure fair competition and specialized service delivery.

Individual item pricing within the Excel sheet must match the respective packet totals exactly. The L1 evaluation shall be determined exclusively by the final packet price. Accordingly, bidding for every item under each packet is mandatory. Failure to quote a price, or quoting a zero value for any item, shall lead to the immediate disqualification of the bid.

1. Event Overview

The University is organizing a multi-venue Youth Festival consisting of cultural, literary, music, theatrical, artistic, and stage events across different departments and grounds of the campus. The work includes complete supply, installation, safe operation, supervision, dismantling, and removal of temporary structures and services required for the successful execution of the festival.

A final **Vijayotsav** celebration will be held separately in the **Amphitheatre** on **23th December 2026**, where the winning teams will present their performances.

---

2. Venue-Wise Execution

The contractor must execute work across multiple university locations including (but not limited to) as per the University authorized person. The information given is proposed for the price discovery during execution it may be change as per need by university any time

[A] Various Program as per proposed schedule will be conducted at following eight locations where tent service, sound and light service, seating arrangements etc shall be provided as per need

1. New Library (Rang Munch No.1)
2. Amphitheatre (Rang Munch No.2)
3. English Department (Rang Munch No.3)
4. HRD Department (Rang Munch No.4)
5. Economics Department (Rang Munch No.5)
6. Gujarati Department (Rang Munch No.6)
7. Indoor Swimming Pool Area (Rang Munch No.7)
8. Social Science department (Rang Munch No.8)

[B] Accommodation arrangements

1. Department of Architecture
2. Prarthana Hall
3. Girls Hostel & Boys Hostel
4. Guest House
5. Department of Commerce or Any other Department in the University Campus

[C] Dinning arrangements near convention hall

1. Student Dining Hall
2. Staff Student Dining Hall

[D] Outdoor lighting

Campus common spaces & internal pathways

---

3. Event Infrastructure & Setup (Covered under Schedule A)

The vendor shall provide stage construction, cloth draping, backdrop installation, cloth wall partitions, flooring, carpeting, green room setup, truss structures, wash points, temporary structures, and backstage arrangements as per the **Appendix- A** and directions issued by the University authorized persons.

Work includes erection, alignment, support system, securing structures, finishing, decoration, removal after festival, and complete cleaning of the event sites.

Only **five stalls** (tent type, size approx. 10×10 ft each) are to be created **near the Amphitheatre only**, with basic furniture and branding panel.

---

4. Seating & Furniture Requirements (Covered under Schedule A)

The contractor must supply chairs, sofas, tables, frill tables, dining tables, stage-side furniture, Mirrors, Drinking water point, Hot water Point, registration counters, and other required furniture as per **Appendix- A**. All items must be installed before the rehearsal day **19 Dec, 2026** and maintained until the end of the youth festival **22nd December 2026 late Night.**

Note: - Amphitheater site maintained till 23rd December 2026 Evening Upto 5:00 PM.

---

5. Accommodation & Sanitary Facilities (Covered under Schedule A)

Mattress sets including bed, bedsheet, pillow, and blanket shall be provided at multiple stay locations across the campus. Portable toilets with enclosed tent structure, drinking water stations, hot water units, buckets and tubs must be provided as per **Appendix- A**. The contractor shall ensure regular cleaning and maintenance of sanitary facilities during the event.

---

6. Branding & Printing Works (Covered under Schedule A)

Branding activities shall include flex printing, directional signage, event boards, MS frame flex display, backdrop branding at venues, and information banners at strategic locations.
All printing must conform to the measurements specified in the **Appendix A**.

---

7. Sound Systems (Venue-wise) (Covered under Schedule B)

Each main venue will have a separate sound setup with appropriate system capacity. Systems must include mixers, amplifiers, speakers, monitors, cordless and wired microphones, booster systems, and cabling.
Qualified sound operators must be present during actual performances. Calibration and testing must be completed before events start.

---

8. Lighting & Illumination (Covered under Schedule B)

The vendor shall provide lighting fixtures suitable for stage performances and general movement. Scope includes professional lighting (PAR lights, Sharpy heads, scanner lights), LED flood lights, pedestal fans (where required), wiring, switching, and operational control.
Technical lighting operators must remain present throughout the event at specified venues.

---

9. Electrical Setup & Power Supply (Covered under Schedule B)

The contractor shall provide safe power distribution using cables, plug points, MCBs, temporary boards, DG sets, and necessary earthing.
A safety check must be conducted before use, in presence of the electrical inspector or event in-charge. DG operators and electrical manpower must be provided.

---

10. Photography, Videography, Drone & Live Telecast Services (Covered under Schedule B)

The vendor shall provide complete photography and videography coverage of all events, performances, and ceremonies across all designated venues. This includes high-definition video recording, still photography, and continuous live telecast/streaming where required by the University. Professional cameras, shooting equipment, storage devices, and trained operators must be deployed for full coverage. After the event, the vendor must submit **one professionally edited hardbound album** and **a complete digital archive** of photographs and videos in editable and high-resolution formats. All recordings and photographs shall be the property of the University and must be handed over within the stipulated time after the event.

Note: Drone needed only on 20th December only for 4 (Four) hours.

---

11. Catering / Food Services (Covered under Schedule C)

Event Dates: 20/12/2026 to 23/12/2026
Total Participants: 4500 (Approx.) + 1000 For Kala Yatra (20/12/2026) only MORNING TEA & BREAKFAST

1. PARTICIPANT COUNT

Date	Approximate Paxs
20/12/2026	1500 + 1000 For Kala Yatra
21/12/2026	1100
22/12/2026	900
23/12/2026	1000 (No Dinner)
TOTAL	4500 + 1000 For Kala Yatra

2. MENU FOR BIDDING – DAY-WISE & MEAL-WISE FORMAT

A. MORNING TEA & BREAKFAST (Drinking Water Included)

Date	Items to be Served	Tea/Coffee	Approx Pax
20/12/2026	Baraka Poha/ Upma/ Mathi Na Gota/ Sev Khaman	Included	1500+1000
21/12/2026	Baraka Poha/ Upma/ Mathi Na Gota/ Sev Khaman	Included	1100
22/12/2026	Baraka Poha/ Upma/ Mathi Na Gota/ Sev Khaman	Included	900
23/12/2026	Baraka Poha/ Upma/ Mathi Na Gota/ Sev Khaman	Included	1000

B. LUNCH (Drinking Water Included)

Date	Accompaniments	Main Menu	Sweets/ Dessert	Approx. Pax
20/12/2026 Category: A	Buttermilk, Salad, Papad, Mukhwas	Dal Fry & Jeera Rice, Chapati & /or Puri, Mix Veg Sabji, Dry Mag Sabji	Gajar Halwa, Bataka Vada	1500

21/12/2026 Category: B	Buttermilk, Salad, Papad, Mukhwas	Gujarati Dal & Rice, Chapati & /or Puri, Seasonal Veg. Sabji	Matho	1100
22/12/2026 Category: B	Buttermilk, Salad, Papad, Mukhwas	Kadhi & Pulav, Chapati & /or Puri, Bhindi Masala OR Brinjal-Potato-Tomato Sabji	Gulab Jamun	900
23/12/2026 Category: A	Buttermilk, Salad, Papad, Mukhwas	Jeera Rice + Moong Dal & Kadhi, Chapati & Paratha, Udhiyu, Bhindi Masala	Jalebi, Kachori/Samosa	1000

C. AFTERNOON TEA (Drinking Water Included)

Date	Items Included	Approx. Pax
20/12/2026	Tea/Coffee + Biscuits	1500
21/12/2026	Tea/Coffee + Biscuits	1100
22/12/2026	Tea/Coffee + Biscuits	900
23/12/2026	Tea/Coffee + Biscuits	1000

D. EVENING DINNER (Drinking Water Included)

Date	Accompaniments	Main Menu	Approx. Pax
20/12/2026 Category: A	Buttermilk, Salad, Papad, Mukhwas	Pav Bhaji	1500
21/12/2026 Category: B	Buttermilk, Salad, Papad, Mukhwas	Chole Puri	1100
22/12/2026 Category: B	Buttermilk, Salad, Papad, Mukhwas	Brinjal Bharta, Bajri Rotlo, Khichdi & Kadhi	900

E. ANY-TIME SERVICE (FOR GUESTS)

(To be charged separately)

Available Anytime	Snacks Included	Approx Pax
Tea / Coffee	Biscuits/Farsi Chevdo/Chips/Mix Chavanu	500

General Instructions for catering service

- The above menu is provided **solely for price discovery and quotation purposes**. It is subject to revision based on the requirements of the University. Any modifications, substitutions, or adjustments to menu items may be made **through mutual agreement between the University and the selected bidder**, without affecting the overall integrity of the tender.
  All final menu items will be confirmed **only after discussion and approval by the University**.
- All items shall be prepared fresh on-site / centrally and served hot & hygienically.
- All food safety norms (FSSAI) shall be followed.
- Cutlery, serving staff, and service setup is included in the quoted cost.
- Taxes, transportation & packaging must be included in the final price.

Quantity & Billing

- The participant numbers mentioned in the menu are **indicative only** and have been provided for price discovery and estimation purposes.
- **Final billing shall be based on the actual turnout** of participants for each meal/service during the event.
- The actual number of persons served shall be duly recorded and jointly verified by the University and the Contractor on each day before billing.

Cost Ceiling for Catering

- The total food cost per person **shall not exceed INR 355 per day AS PER CATEGORY A Menu and INR 330 per day AS PER CATEGORY B menu**, which includes **breakfast, lunch, afternoon tea, and dinner** as per the approved menu.
- This limit **excludes any need-based / special requirements such as additional tea service or dry snacks**, which may be provided **only upon approval from the University** and will be **charged separately on actual consumption**.

---

11. Manpower & Support Services (Applicable for Schedule A, B, C all)

The vendor shall deploy trained personnel including following as per **Appendix A**

- Housekeeping & cleaning staff
- Sound operators
- Lighting technicians

- DG & electrical support staff
- Waste handling team
- Venue supervisors
- Event manager / coordinator
- Photographers and videographers (including live recording)

All staff must wear ID cards and follow University instructions. Minimum wage compliance and statutory norms (PF, ESI) must be followed.

---

12. Work Timeline

- Pre-Event Setup & Planning: 18–19 December 2026
- Youth Festival: 20–22 December 2026
- Dismantling & Site Clearance: After 22 December 2026
- Vijayotsav Final Event only at Amphitheater Hall: 23 December 2026
- Final Removal & Handover of Site: 25 December 2026

---

13. Safety & Compliance

The vendor must ensure:

- Fire safety precautions
- Unobstructed emergency exits
- Proper cable management
- Safe crowd circulation paths
- Coordination with University’s safety in-charge
- Final pre-event inspection and approval

The University reserves the right to instruct immediate correction or removal of any unsafe or non-approved setup.

---

14. Payment Terms

- Billing shall be done as per actual usage, measurements, and verification by the University Committee.
- The quantities listed in the BOQ or financial breakdown are estimates and may change based on requirements.
- Final payment will only be released after site clearance and certification of satisfactory completion.

---

15. Special Requirements & Service Standards Clause

1. **Additional Requirements During the Event**
   In the event that the University requires any additional menu items, services, or arrangements not originally included in the contract, the Contractor shall make reasonable efforts to provide the same. The charges for such additional requirements shall be determined **through mutual agreement** between the University and the Contractor before execution of the service.

2. **Professional Execution of Programme**
   The entire programme shall be executed in a **professional and disciplined manner**, maintaining the decorum of an academic event at all times. All services shall reflect the dignity of the institution and uphold the standards expected in an official academic programme.

3. **Staff Conduct & Behaviour**
   All service staff deployed shall:
   - Maintain **polite, respectful, and cooperative behaviour** at all times.
   - Be properly **healthy, trained, uniformed, and identifiable**.
   - Follow instructions issued by University authorities or designated event coordinators.

4. **Duty & Responsibility**
   Contractor must ensure **timely delivery, quality assurance, and proper duty allocation** to all service personnel. Clear responsibility charts and duty rosters shall be maintained to ensure smooth execution of services.

5. **Compliance & Documentation**
   The Contractor shall maintain complete documentation of services provided and comply with all relevant statutory, food safety, and hygiene standards. Any deviations must be recorded and resolved immediately in coordination with the University.

16. Pre-Bid Clarification & Site Inspection

1. **Pre-Bid Consultation (Online/Offline):**
   To ensure full understanding of the scope of work and service expectations, **a pre-bid meeting (online or offline)** is encouraged. All prospective bidders are advised to attend the meeting to clarify any doubts regarding the event requirements, catering arrangements, logistics, staffing, and service delivery standards.

2. **Site Visit / Inspection:**
   Bidders are also encouraged to **conduct a site inspection** prior to bid submission. This will help them assess the available infrastructure, service area, space for food preparation and serving, and any additional requirements necessary for the successful execution of the event.

3. **No Claims Post-Selection:**
   Non-attendance at the pre-bid meeting or site visit **shall not be accepted later as a justification** for any claim, omission, misinterpretation, or misunderstanding of the tender conditions.

4. **Clarification of Requirements:**
   Any queries arising during the pre-bid stage must be submitted in writing. Responses and clarifications issued by the University shall be **binding on all bidders** and will form part of the tender terms.

PART B – SERVICE LEVEL AGREEMENT (SLA)

1. Applicability of GeM SLA

1.1 General GeM SLA Applicability

This SLA forms an integral part of the GeM bid and shall govern the performance standards, deliverables, safety norms, service quality, manpower deployment, payment conditions, and responsibilities of the selected service provider/vendor during the Youth Festival and Vijayotsav at Veer Narmad South Gujarat University (VNSGU), Surat.

All terms & conditions of **GeM General Terms**, **GeM SLA** under Event management category, **GPP 2024**, **GFR**, and **VNSGU-specific requirements** shall apply.

2 VNSGU Specific conditions

2.1 Service Delivery Timeline

Activity	Timeframe
Site Visit & Layout Submission	Minimum 2 days before setup
Installation & Setup	18–19 December 2026
Youth Festival	20–23 December 2026
Site Maintenance	All event days
Dismantling & Site Clearance	Immediately after 23 December event
Vijayotsav Event	23 December 2026
Final Site Hand back	25 December 2026

Vendor shall complete **all dismantling and clearance** within the agreed timeframe. **No debris/material/waste shall be left behind**.

2.2 Performance & Material Quality Standards

1. All materials must be **clean, new or well-maintained**, and safe for public use.
2. Stage structures must **not have loose joints, sharp edges, or unsafe access paths**.
3. Chairs, tables, mattresses, lighting equipment and sound equipment must be **approved by the Committee or Engineer-in-Charge** before use.
4. Food service must follow **FSSAI hygiene guidelines**.

5. Power cabling must follow **IE Rules & safety norms**.
6. All flex boards and branding materials must follow **size and quality as per Appendix A**.
7. Labor must follow **minimum wage compliance** & safety protocols.

2.3 Manpower Deployment & Supervision

- Minimum required manpower must be deployed **as per Appendix A** .
- Each major venue must have **one supervisor present full-time**.
- All manpower must wear **uniform & ID cards** issued by the vendor.
- Vendor must appoint an **Event Manager** as a **single point of contact** for coordination with the University.

Vendor must ensure:

✓ Availability of trained sound/light/electrical technicians
✓ Housekeeping at all the venues & stay locations
✓ Waste collection and disposal every day
✓ Daily working personnel list submitted to VNSGU
✓ Emergency response team available at all times

2.4 Safety, Security & Compliance Conditions

The vendor shall comply with the following critical safety requirements:

- Adequate **fire extinguishers** must be maintained at key locations.
- **Emergency exit pathways** must remain open at all times.
- All wiring must be **properly insulated and secured**.
- No structure or cable shall obstruct public movement.
- DG sets must be operated by **licensed professionals only**.
- Temporary toilets and clean drinking water points must be supervised daily.
- Site shall be **clean and debris-free** after each day's event.

Vendor shall be entirely responsible for safety of structures, manpower & public throughout the event duration.

2.5 Penalty / Liquidated Damages

Penalty may be imposed by VNSGU as per GEM standard SLA

2.6 Termination Clause

The University reserves the right to:

- Terminate the contract for **non-performance**
- Appoint another vendor at risk & cost of the original vendor
- Deduct payment for incomplete delays or non-compliance

2.7 Final Acceptance

Payment shall be released **only after final inspection**, approval, and site clearance. Vendor must obtain **Written Completion Certificate** from the University.

C GENERAL TERMS & CONDITIONS

3. GENERAL TERMS & CONDITIONS

3.1 Contract Period & Renewal

The contract shall remain valid for the duration of the Youth Festival (20–22 December 2026) and Vijayotsav Day (23 December 2026).
Extension may be granted only if required and based on satisfactory performance.

3.2 Compliance with Laws & Permissions

The Service Provider must strictly comply with:

- FSSAI norms and food safety regulations
- Labour laws, PF/ESI, minimum wage rules
- Fire & electrical safety standards
- All statutory licenses/registrations during contract period
- Environmental & waste disposal norms

Any violation may lead to termination without compensation.

3.3 Force Majeure

Neither party shall be liable for failure to fulfil obligations due to natural calamities, strikes, war, epidemic, or any event beyond reasonable control.
Written notice must be given within **7 days** of the event.

3.4 Right to Cancel / Terminate

VNSGU may cancel the bid or terminate the contract **at any stage without assigning any reason**, and without financial liability.
This is aligned with **GeM General Terms & Conditions (GTC).**

3.5 Indemnification

The contractor shall indemnify and hold VNSGU harmless against:

- Damage to property or injury to persons
- Negligence or misconduct of staff
- Legal claims or statutory penalties
- Any losses arising out of breach of contract

All legal and financial responsibility shall lie exclusively with the contractor.

3.6 Audit & Inspection Rights

VNSGU or authorised Government agencies may inspect:

- Work areas and service quality
- Personnel and attendance records
- Statutory compliance documents
  at any time, without prior notice.

3.7 Dispute Resolution

- **Level 1:** Resolution through discussion between Registrar (VNSGU) and Contractor's authorised representative.
- **If unresolved within 30 days:** Referred to arbitration under the **Arbitration & Conciliation Act, 1996**.
- **Jurisdiction:** Surat, Gujarat only.

3.8 Governing Law

This contract shall be governed by:

- GeM General Terms & Conditions
- Gujarat State Procurement Policy 2024
- Rules of Veer Narmad South Gujarat University
- Applicable Indian laws and statutory guidelines

3.9 Confidentiality

The contractor and its staff must maintain confidentiality of all university-related data, documents, and event procedures.
Any unauthorised disclosure shall result in termination and legal action.

3.10 Final Authority

The **Hon. Vice Chancellor, VNSGU** shall be the final authority regarding:

- Interpretation of terms
- Monitoring of performance
- Approval of services
- Compliance decisions

All decisions shall be binding under this contract.

PART C – PAYMENT TERMS

1. Billing & Invoice Submission

1.1 Invoices must be submitted **through the GeM portal** after completion of service.
1.2 Each invoice shall include:

- Attendance/duty sheet certified by University representative
- Daily measurement sheet / service verification
- Actual turnout record for meals (for catering services)
- Approved rate sheet & GST invoice
- Photographs / work summary (if requested)

1.3 Incomplete invoices shall be returned for correction and will **not be processed** until all supporting documents are attached.

2. Verification & Approval

- The **University Monitoring Committee** shall verify services provided and quantities served.
- Only **approved and certified quantities** will be considered for billing.
- Penalties or deductions (if any) shall be applied during verification.

3. Payment Timeline

- Payment will be processed **within 30–60 days** after submission of complete documents and satisfactory work verification.
- No interest or compensation shall be claimed for delay due to administrative or financial procedures.

4. Deductions & Adjustments

- Statutory deductions (TDS / GST) will apply as per rules.

- Penalties under **SLA – Part B** for poor service, delay, or non-compliance may be deducted.
- Any overpayment or recoverable amount may be adjusted in subsequent bills or from Performance Security.

---

5. Withholding of Payment

Payment may be **withheld temporarily** if:

- Hygiene, safety, or quality issues are reported
- Negligence or damage to property occurs
- Supporting documents are not submitted
- Services are not provided as per approved scope

After satisfactory resolution, the payment may be released.

---

6. Performance Security

- Performance Security (as per GeM norms) shall remain valid **till contract completion + 60 days**.
- Penalties, losses, or dues may be adjusted against it.
- It will be released only after **final inspection and clearance of all dues**.

---

7. Quantity & Billing Basis

- Quantities given in the tender are **indicative** for price discovery.
- Final billing for catering/services shall be based on **actual turnout**, verified daily and signed by the Committee.
- Additional services shall be provided only after **written approval** and rate agreement with the University.

---

8. Mode of Payment

All payments shall be made in **Indian Rupees (₹)** through:

- GeM Portal OR

- NEFT / RTGS transfer to registered bank account after approval.

---

9. Final Bill

The final bill must be submitted **within 30 days** of completion of the festival.
It will be cleared only after:

- No Dues Certificate
- Final completion report
- Verification of service records by university

PART D – MINIMUM ELIGIBILITY CRITERIA

A. General Eligibility

1. Financial Turnover: As per **ANNEXURE – I** Declaration of Average Annual Turnover & Exemption Eligibility

2. Past Experience: As per **ANNEXURE – II** Declaration of Past Work Experience & Eligibility as per Bid Conditions

3. Earnest Money Deposit (EMD): As Per **ANNEXURE – III** EMD Submission or

4. Mandatory Basic Eligibility: As per **ANNEXURE -IV** Bidder Information & General Acceptance

5.Self declaration and Non-Blacklisting Declaration: As Per **ANNEXURE – V** Self-Declaration Regarding Non-Blacklisting

6. Land-Border / Local Supplier Compliance: As Per **ANNEXURE – VI** Self-Declaration Regarding Land Border Sharing Country

7. Class of Supplier Declaration: As per ANNEXURE – VI Self-Declaration Regarding Land Border Sharing Country

8. Price Reasonability Certificate: ANNEXURE- VIII Price Reasonability Certificate

B. BID specific requirement

1. Pre-Bid Meeting : As per ANNEXURE- IX Pre-Bid Meeting / Site Inspection Certificate with Condition Acknowledgement

2. **Insurance & Indemnity Declaration:** as per **ANNEXURE – X** Insurance & Indemnity Declaration

Part E – Bid Submission Guidelines

1. Mode of Submission

1.1 Bids shall be submitted **online only** through the **Government e-Marketplace (GeM)**

1.2 EMD via Demand Draft (₹ ____ as per tender) or MSME/Startup exemption. **Original DD must be submitted physically** at the Purchase Section, VNSGU, Surat – 395007 before bid closing, in a sealed cover marked *"EMD for Event Management- Youth festival Tender (VNSGU)"*, as per BID format

1.3 Each document must be uploaded under the **correct GeM upload button**, in **searchable PDF**, duly **signed and stamped** by the authorized signatory.

1.4 Incomplete, illegible, or wrongly tagged uploads may result in bid rejection.

A. Physical (Hard copy) Submission

Document	Mode	Submission Location	Last Date of Submission
EMD Demand Draft in in a sealed cover marked "EMD for Event Management- Youth festival Tender (VNSGU)"	Original Hard Copy	**Purchase Section**, VNSGU, Udhna–Magdalla Road, Surat – 395007	As per Documents

B. Online (GeM Portal) Submission

No.	Title / Purpose	Upload Button on GeM	Documents to Attach	Uploaded (Yes/No)	Remarks for office
Annexure I	**Declaration of Average Annual Turnover & Exemption Eligibility**	**Button – Bidder Turnover**	**Annexure I ***		
			CA-certified turnover certificate *		
			MSME/ NSIC/ Startup Registration (if applicable)		
Annexure II	**Declaration of Past Work Experience & Eligibility as per Bid Conditions**	**Button – Experience Criteria**	**Annexure II ***		
			Work order documents*		
			Work completion document*		

Annexure III	**EMD Submission or Exemption Declaration**	**Button – Certificate (Requested in ATC)**	**Annexure III ***		
			Scan of DD		
			MSME/ NSIC/ Startup Registration		
Annexure IV	**Bidder Information & General Acceptance**	**Button – Additional Documents**	**Annexure IV ***		
			GST *		
			PAN*		
			Cancelled check *		
			MSME/ NSIC/ Startup Registration		
Annexure V	**Self-Declaration Regarding Non-Blacklisting**		**Annexure V***		
Annexure VI	**Self-Declaration Regarding Land Border Sharing Country**		**Annexure VI***		
Annexure VII	**Class of Supplier Declaration**		**Annexure VII***		
Annexure VIII	**Price Reasonability Certificate**		**Annexure VIII***		
Annexure – IX	**Pre-Bid Meeting / Site Inspection Certificate**		**Annexure IX***		
Annexure – X	**Insurance & Indemnity Declaration**		**Annexure – X***		

*** Star marked are compulsory submission for the tender**

NOTES FOR FINAL SUBMISSION

Below is a **professional & clean version** of your **NOTES section**, formatted for **direct inclusion** in your bid document under **"Important Instructions for Bidders"** or **"Submission Guidelines – Notes:"**

IMPORTANT NOTES FOR ANNEXURES & DOCUMENT SUBMISSION

1. **All Annexures must be filled completely, signed, stamped, and page-numbered.**
   The **Annexure numbering must match exactly** as listed in the tender, and all required **attachments must be placed immediately after the respective Annexure**.
2. **All attachments / supporting documents must be self-attested and stamped** by the authorised signatory of the bidder.
3. **No price-related information should appear in any annexure or technical document.**
   Price details shall be entered only in the **BoQ / Financial Bid** section on the portal.
4. **All uploaded files must be in searchable PDF format** and must be clear and legible.
5. Documents must be **uploaded strictly under the correct GeM upload buttons** mentioned in the Bid Submission Guidelines. Incorrect tagging may lead to rejection during technical evaluation.
6. **Do not upload any unnecessary / unrelated documents** that are not asked for in this tender. Only mandatory documents are to be submitted.
7. Under **Experience Criteria**, **only three (03) work orders / contracts** shall be uploaded, supported by valid **completion certificates / payment proof** as required.

ANNEXURE - I
DECLARATION OF AVERAGE ANNUAL TURNOVER & EXEMPTION ELIGIBILITY

To

The Registrar
Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration of Average Annual Turnover & Exemption Eligibility

PART A – DECLARATION OF TURNOVER (Last Three Financial Years)

We hereby declare that our average annual turnover for the last **three financial years** is as follows:

Financial Year	**Annual Turnover (₹)**
FY 2023–24	
FY 2024–25	
FY 2025–26	
Average turnover	
Required Turnover as per Bid	
Average turnover is as per Bid condition	YES/NO

Attachment required: Self attested copy of CA-certified Turnover Certificate(s)

PART B – EXEMPTION FROM TURNOVER (IF APPLICABLE)

We seek exemption from the following requirement(s) under valid government policy Turnover Requirement

Basis of Exemption (select one & provide valid certificate):

☐ MSME-Udyam-Registered
☐ NSIC Registered
☐ DPIIT-Recognized Startup

Attachment required: Self attested copy of Valid MSME-Udyam / NSIC/ DPIIT Startup Certificate

FINAL DECLARATION

I/We hereby declare that:

✓ All information provided is true and correct.

✓ We understand that concealment/misrepresentation may lead to bid rejection.

✓ We agree to submit any additional documents if required by VNSGU during evaluation.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

ATTACHMENT & UPLOAD INSTRUCTIONS

- Attachment required: Self attested copy of CA-certified Turnover Certificate(s), Valid MSME-Udyam / NSIC/DPIIT Startup Certificate
- Upload on Gem portal on button :

ANNEXURE - II
Declaration of Past Work Experience & Eligibility as per Bid Conditions

PART A – WORK EXPERIENCE DETAILS (Last Three Financial Years)

Give the details of only three orders (tentager srvice/ light sound serice/ Catering service/ Total event mangment etc.)executed for Government Departments/ PSUs/ Autonomous Bodies / Universities / Public or Private limited organizations or any other order of similar scale (subjected to approval by University)

Sr. No.	Client Name & Address	Work Order No. & Date	Description of Work / Service	Contract Value (₹)	Completion Proof Attached (Yes/No)
1					
2					
3					

Documents to):

- Attach following self-attested copy for each order mentioned above
  - Work Order / Contract Agreement (**compulsory**)
  - **and any one of:** CARC from GeM **OR** Completion / Performance Certificate **OR** Payment proof (Bank advice / TDS / etc.)

PART B – DECLARATION OF ELIGIBILITY (AS PER TENDER CONDITIONS)

We hereby confirm that we meet the eligibility criteria regarding **past work experience**, as specified in the tender document. We have successfully completed **similar contracts during the last three (03) financial years**, satisfying **ANY ONE** of the following conditions:

Eligibility Condition	**Tick (✓)**
A. One completed work of value **not less than 80%** of the estimated bid value	☐ YES ☐ NO
B. Two completed works, **each of value not less than 50%** of the estimated bid value	☐ YES ☐ NO
C. Three completed works, **each of value not less than 40%** of the estimated bid value	☐ YES ☐ NO

PART C – DECLARATION FOR EXEMPTION (IF APPLICABLE)

We request exemption from the past experience requirement based on (select one & provide valid certificate):

☐ MSME-Udyam-Registered Company
☐ NSIC Registered Company
☐ DPIIT-Recognized Startup Company

Attachment required: Self attested copy of Valid MSME-Udyam / NSIC/ DPIIT Startup Certificate

---

FINAL DECLARATION

We hereby declare that all information furnished is true and correct. We understand that misrepresentation may lead to disqualification. We agree to submit any additional documents if requested by VNSGU.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

ANNEXURE - III

EMD Submission or Exemption Declaration

Option A – EMD Submission via Demand Draft

We hereby submit the **Earnest Money Deposit (EMD)** for the above-mentioned tender as per the following details:

Particulars	Details
Name of Bidder	
DD Amount	
DD Number	
Date of Issue	
Bank Name & Branch	
Payable To	Registrar, Veer Narmad South Gujarat University
Payable At	Surat – 395007

We confirm that:

- The Demand Draft has been issued by a any **Nationalized bank or as per latest Gujarat government recognized bank for SD/EMD** (Nationalized bank)
- The DD has been drawn in favour of the University, by or on behalf of the bidding firm.
- The **original DD** has been submitted or dispatched to the University as per tender instructions.

To Be Submitted (Hard Copy):
The original Demand Draft must be submitted at the Purchase Section, Veer Narmad South Gujarat University, Surat – 395007 before the bid submission deadline.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

Attachment : Original Demand Draft

OR

Option B – EMD Exemption Declaration

We hereby declare that our organization is registered as a **Micro/Small Enterprise (MSME) or NSIC or Startup under DPIIT**, and is therefore **exempted from EMD submission** under **Government Procurement Policy (GPP) 2024** and **GeM rules**.

We understand and acknowledge that:

- Only **GeM-verified MSME/NSIC / Startup registration** will be considered valid for exemption.
- If our MSME / Startup status appears as *"pending"* or *"applied"* on GeM at the time of bid submission, the exemption will not be granted.
- If neither valid exemption proof nor EMD is submitted at bid opening, our bid shall be **summarily rejected**.
- Submission of false or invalid exemption documents will lead to **disqualification** and may attract **legal or contractual action**.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

Attachment required: Self Attested Valid MSME - Udyam / NSIC/ Startup (DPIIT) Registration Certificate.

ANNEXURE -IV
BIDDER INFORMATION & GENERAL ACCEPTANCE

1. BIDDER DETAILS

No.	Details	Bidder's Response
1	Name of Firm / Company	
2	Type of Entity (Proprietorship / LLP / Pvt. Ltd. / etc.)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Authorized Signatory – Name	
7	Designation	
8	Contact Number	
9	Email ID	
10	Website (if any)	
11	Any other	

2. STATUTORY & REGISTRATION DETAILS

Sr. No.	Registration / License	Registration No.	Valid Up To	Copy Enclosed (Y/N)
1	PAN			
2	GST Registration			
3	MSME/ NSIC/ Startup Registration (if applicable)			
4	Any Other			

3. BANK DETAILS

Sr. No.	Details	Bidder's Response
1	Bank Name	
2	Branch	
3	Account Holder Name	
4	Account Number	
5	IFSC Code	

4. ESCALATION MATRIX (FOR SUPPORT / ISSUES)

Level	Name	Designation	Email	Contact No.	Response Time
Level 1					
Level 2					
Level 3					

5. GENERAL ACCEPTANCE OF BID CONDITIONS

We hereby confirm that we have **read and understood** all terms and conditions of the tender document.
We agree to the following:

✓ We accept the **Scope of Work** mentioned in the bid.
✓ We accept the **Service / Supply Conditions (SLA)** mentioned in the bid.
✓ We accept the **Payment Terms** as specified in the bid.
✓ We agree to **sign an agreement with VNSGU** if awarded the order and comply with all requirements of the University.
✓ We comply with all applicable **laws, statutory requirements** under **Central. State and VNSGU**
✓ All information submitted by us is **true and correct** to the best of our knowledge.

We understand that submission of any incorrect or misleading information may result in bid rejection or termination of contract.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

ATTACHMENT & UPLOAD INSTRUCTIONS

- **Attachment required: Self attested copy of GST registration, PAN Card, Cancelled** cheque, MSME/NSIC/ DPIIT if applicable
- Upload on Gem portal on button :

Annexure - V
Self-Declaration Regarding Non-Blacklisting

To
The Registrar
Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,
In reference to the bid issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby solemnly declare and affirm that:

1. **We have not been blacklisted**, debarred, suspended, or banned from participating in any procurement process by **any Central or State Government department, Public Sector Undertaking (PSU), Autonomous Institution, or Government agency (including Government e-Marketplace [GeM]) in India, as on the date of bid submission.**
2. We further declare that **no criminal proceedings** are pending against the bidder or any of its directors/partners that would affect our ability to participate in this procurement process.
3. We understand that if this declaration is found to be false or misleading at any stage, our bid may be summarily rejected, or the contract may be terminated without any liability on the part of the University.

Declaration
We hereby declare that the above information is true and correct to the best of our knowledge and belief.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

Annexure - VI
Self-Declaration Regarding Land Border Sharing Country

To
The Registrar
Veer Narmad South Gujarat University,
Surat – 395007, Gujarat, India

Subject: Declaration Regarding Compliance with Rule 144(xi) of General Financial Rules (GFR), 2017

Sir/Madam,
In reference to the Bid issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby declare as under:

1. That I/we am/are not from a country which shares a land border with India as defined under Rule 144(xi) of the General Financial Rules (GFR), 2017 and as amended by Government of India.

OR

2. That I/we am/are from a country which shares a land border with India, and I/we have been registered with the Competent Authority as defined in the said Rule. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed herewith.

Please tick as applicable:
☐ **Not from a country sharing land border with India**
☐ **From a country sharing land border with India and registered with Competent Authority (Registration Certificate attached)**

Declaration
We hereby certify that the above information is true and complete to the best of our knowledge and belief. We understand that any misrepresentation may result in rejection of our bid or cancellation of the contract.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

Annexure VII : Class of Supplier Declaration

(To be submitted on the bidder's letterhead and duly signed by the authorized signatory)

We, M/s _____ (Name of Bidder), having our registered office at _____, hereby declare and confirm the following in compliance with the **Gujarat State Procurement Policy, 2024**:

Declaration

1. **Local Content Confirmation**

We confirm that the **local content** in respect of the quoted item(s) is _____**%** and we qualify as:

☐ **Class-I Gujarat MSE / Class-I Local Supplier** (local content **≥50%**)

☐ **Class-II Gujarat MSE / Class-II Local Supplier** (local content **≥20% but <50%**)

(Tick whichever is applicable)

2. **Eligibility for Purchase Preference**

As per GoG Industries and Mines Department Resolution No: **SPO-102021-188460-CH dated 14-03-2024**, we hereby claim eligibility for purchase preference under the Gujarat State Procurement Policy, 2024.

3. **Compliance with Local Content Calculation**

We confirm that:

Local content has been calculated as per the formula:

Local content (%) = [(Sale Price – Value of Imported Content) x 100] ÷ Sale Price

Transportation, insurance, installation, commissioning, training, and after-sales services like AMC/CMC have **not** been considered as local value addition.

4. **Details of Local and Imported Content**

Sr. No.	Item/Equipment Name	Local Content (%)	Location of Value Addition (State of India)	Imported Content (%) (incl. customs duties)
1				
2				

(Attach additional sheet if required)

5. **Auditor Certification (if applicable):**

For bids **above ₹10 crore**, we have attached a certificate from our:

- **Statutory Auditor / Cost Auditor (for Companies)**
- OR **Practicing Chartered Accountant / Cost Accountant (for others)** certifying the percentage of local content.

(Auditor's certificate format as per Gujarat State Procurement Policy Annexure II)

---

6. **Declaration of Integrity**

We understand that any false declaration shall be considered a breach of the code of integrity under Clause 2(C)(d) of the Gujarat State Procurement Policy, 2024, and may lead to:

- Debarment for up to two years.
- Other legal actions as applicable.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

ANNEXURE- VII
Price Reasonability Certificate

To
The Registrar
Veer Narmad South Gujarat University
Surat – 395007, Gujarat, India

Subject: Price Reasonability Certificate

Dear Sir/Madam,
We hereby certify that:

1. **The rates quoted in our bid are reasonable and justified**, based on prevailing market rates, product specifications, and associated services offered.
2. The offered price:
    - Is comparable to the price of similar goods/services supplied to other Government organizations, PSUs, or reputed private institutions.
    - Has not been increased for the current tender and is consistent with prices offered in other recent bids or supply orders.
3. We also confirm that **no lower price** has been quoted for the same product or service to any Government/PSU/Autonomous institution or any buyer on GeM in the last six months for comparable quantity and terms.
4. In the event of discovery of any lower quoted price for the same specification elsewhere under similar conditions, we agree that the University may take appropriate action, including price reduction or disqualification.

We assure full cooperation and submission of supporting documents, invoices, or client POs if required by the audit or evaluation committee.
Sincerely,

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

ANNEXURE – IX
PRE-BID MEETING / SITE INSPECTION CERTIFICATE
With Condition Acknowledgement

Certificate of Site Inspection & Pre-Bid Participation

Bidder Details

Details	**Information**
Name of Firm	
Registered Address	
Contact Person	
Mobile No.	
Email ID	
GST / PAN (if available)	

Participation in Pre-Bid Process

Kindly **tick (✓)** one of the following options:

☐ **Physically visited** VNSGU premises and inspected the site(s), infrastructure and service requirements.
☐ **Attended** the pre-bid meeting **online**, without physical site visit.
☐ **Did not attend** the pre-bid meeting but has **fully reviewed all bid documents** and voluntarily proceeds with bid submission.

Declaration & Acknowledgement by Bidder

By signing this certificate, the bidder hereby:

✓ Confirms that the **scope of work, site conditions, layout, and service requirements** have been clearly understood.
✓ Accepts that **no claim or dispute** shall be raised later on the grounds of unfamiliarity with site conditions or operational difficulties.
✓ Agrees that **bidding implies full acceptance** of all terms, including **SLA, payment**

terms, safety norms, statutory compliance, and event execution standards stated in the tender.

✓ Accepts that **additional services, if requested, shall only be provided with written approval** of the University and on mutually agreed rates.

✓ Understands that **Youth Festival is an academic and official event**, and services must be executed in a **professional and disciplined manner**.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**

ANNEXURE – X
Insurance & Indemnity Declaration

To
The Registrar
Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration of Valid Insurance Coverage and Indemnity Commitment

Part A – Insurance Coverage

We hereby declare that our firm **M/s** _____ maintains or shall maintain active insurance policies covering all personnel and liabilities associated with the *Security Manpower Services* to be rendered at VNSGU.

Type of Insurance	Policy No.	Insured Sum (₹)	Valid Up To	Issuing Insurance Company	Copy Attached (Yes/No)
Group Personal Accident Insurance					
Third-Party Liability Insurance					
Workmen's Compensation / Employee Injury Insurance					
Any Other (Specify)					

We confirm that:

- The insurance coverage fully meets or exceeds the minimum liability requirement of **₹ 50 lakh**.
- All premiums are duly paid and policies shall remain valid during the contract period.
- Renewals will be completed before expiry without affecting coverage.

☑ **Enclosures Required:**

- Copies of active insurance policies and premium receipts.

- List of insured personnel (if available).

Part B – Indemnity Undertaking

We undertake to **indemnify and hold harmless** Veer Narmad South Gujarat University, its officers, and representatives against any loss, damage, claim, or liability arising from:

1. Injury, death, or accident involving any security personnel or third party during duty.
2. Theft, fire, negligence, or willful misconduct by deployed personnel.
3. Breach or non-compliance of any statutory, insurance, or labour-law requirement.

All related compensations, penalties, or claims shall be borne solely by our firm, and VNSGU shall remain fully indemnified.

Part C – Undertaking (If Insurance Not Yet Obtained)

If our firm does not currently hold valid insurance policies as specified above, we hereby undertake that:

- We shall obtain and submit copies of the required **Group Personal Accident**, **Third-Party Liability**, and **Workmen's Compensation** policies **within 15 (fifteen) days** from the date of issuance of the **Letter of Award / Work Order**.
- No personnel shall be deployed at site until such insurance coverage is activated.
- Failure to comply will constitute a material breach of contract and may lead to forfeiture of Performance Security or termination of contract.

Part D – Final Declaration

We certify that the above information is true and complete.
We accept full responsibility to maintain adequate insurance and indemnity coverage for the entire duration of the contract.

Place: _____ Date: _____ **Authorized Signatory (Name & Seal)**