



**TENDER DOCUMENT FOR ALLOTMENT OF VN SGU
EXHIBITION GROUND FOR ORGANIZING NAVRATRI
FESTIVAL EVENT – 2026**



**VEER NARMAD SOUTH GUJARAT UNIVERSITY,
SURAT – 395007
www.vnsgu.ac.in**

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EXECUTIVE SUMMARY

TENDER DOCUMENT FOR ALLOTMENT OF VNSGU EXHIBITION GROUND FOR ORGANIZING NAVRATRI FESTIVAL EVENT – 2026

Ground Available for Allotment

Location: VNSGU Exhibition Ground, Udhna-Magdalla Road, Surat

Approximate Total Area: 59,602.40 Square Metres

Equivalent Area: 14.72 Acres

Equivalent Area: 6,41,554.93 Square Feet

Categories Available for Allotment

- Full Ground (100%)
 - Category – A (75%)
 - Category – B (50%)
 - Category – C (25%)
-

Mode of Allotment

Sealed Cover Financial Offer System

The allotment shall be made through a transparent competitive process based on the highest valid financial offer received above the prescribed reserve price, subject to fulfillment of eligibility conditions and approval of the Competent Authority of the University.

Important Dates

Tender No. : _____

Date of Issue : As per Published Tender Notice

Last Date & Time of Submission : As per Published Tender Notice

Date & Time of Opening of Offers : As per university schedule

Date of Approval by Competent Authority : As per university schedule

Issued By

Registrar

Veer Narmad South Gujarat University

Udhna-Magdalla Road

Surat – 395007

Gujarat, India

ABOUT THE EXHIBITION GROUND

Veer Narmad South Gujarat University proposes to allot its Exhibition Ground on a temporary license basis for organizing Navratri Festival and associated cultural activities. The Exhibition Ground comprises approximately 14.72 Acres (59,602.40 Sq. Mtr.) and is strategically located within the University Campus with direct access from the Udhna-Magdalla Road.

The successful Organizer shall be responsible for obtaining all statutory permissions and for planning, execution, crowd management, security, parking, traffic regulation, fire safety, electrical arrangements, sanitation facilities, insurance, and all other event-related activities at its own cost and risk.

The Organizer shall maintain adequate parking area, public circulation space, emergency access routes, fire tender movement corridors, and other safety requirements depending upon the expected visitor footfall and vehicle movement.

DISCLAIMER

The Exhibition Ground is being allotted on a temporary license basis only for the approved event period. The allotment shall not create any tenancy, ownership, leasehold right, easement right, permanent possession, or any other proprietary right in favour of the Organizer.

The University reserves the right to accept or reject any offer, modify the allotment conditions, revise the available area, suspend the process, cancel the allotment, or re-invite offers without assigning any reason and without any financial liability.

All operational, financial, legal, statutory, civil, criminal, and third-party liabilities arising from the event shall remain solely with the Organizer.

Registrar

Veer Narmad South Gujarat University, Surat

SECTION – 1 NOTICE INVITING OFFERS (NIO)

For Allotment of VNSGU Exhibition Ground for Navratri Festival Event

—: ટેન્ડર નોટીસ :—

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી, યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૭ તરફથી કેમ્પસના વી.એન.એસ.જી.યુ. એક્ઝીબીશન ગ્રાઉન્ડ ફોર ઓર્ગનાઇઝીંગ નવરાત્રી ફેસ્ટીવલ ઇવેન્ટ-૨૦૨૬ ભાડે / વપરાશ માટે આપવા માટેનું ટેન્ડર મંગાવવામાં આવે છે. પ્રસ્તુત ટેન્ડર તા.: ૦૧-૦૭-૨૦૨૬ થી તા. : ૧૬-૦૭-૨૦૨૬ સુધીમાં ૧૧ : ૦૦ થી ૪ : ૦૦ કલાક સુધીના સમય દરમિયાન અરજી આપી ટેન્ડર ફીની રકમ રૂા. ૧,૫૦૦/- + ૧૮% લેખે GSTના રૂા. ૨૭૦/- મળી કુલ રૂા. ૧,૭૭૦/- રોક ડા હિસાબી વિભાગમાં જમા કરાવ્યેથી બાંધકામ વિભાગમાંથી મળી શકશે. પ્રસ્તુત ટેન્ડર તા.: ૨૩-૦૭-૨૦૨૬ ના રોજ સાંજે ૬.૦૦ કલાક સુધીમાં અર્નેસ્ટમની ડિપોઝીટની રકમ રૂા. ૨,૦૦,૦૦૦/- ના બેંક ડિમાન્ડ ડ્રાફ્ટ સાથે ટપાલ મારફતે ટેન્ડર ઉપર નવરાત્રી માટે ગ્રાઉન્ડ ભાડે રાખવાના કામનું નામ લખી બે અલગ કવર એક ભાવભરેલ પત્રકનું કવર અને એક શરતો જે ટેન્ડર ડોક્યુમેન્ટ (પ્રિક્વોલીફિકેશન દસ્તાવેજ સહિત) તરીકે આપેલ છે. તેનું કવર એમ બે કવર સહીસિક્કા સાથે એક મુખ્ય કવરમાં નાંખી કામનું નામ લખી યુનિવર્સિટી ખાતે ટપાલ મારફત જમા મળે તેવી રીતે મોકલવાનું રહેશે. કોઈપણ ટેન્ડર સ્વીકારવું કે રદ કરવું તેની સંપૂર્ણ સત્તા યુનિવર્સિટીની રહેશે.

સુરત

તા.: ૦૧ -૦૭-૨૦૨૬

Sd

યુનિવર્સિટી એન્જનીયર

1.1 Invitation of Offers

Veer Narmad South Gujarat University (VNSGU), Surat invites sealed financial offers from eligible individuals, firms, partnerships, LLPs, companies, trusts, event organizers, and other legally recognized entities for temporary allotment of the University Exhibition Ground for organizing Navratri Festival Events.

The allotment shall be made on lease/license basis for a specified period and shall not create any ownership, tenancy, occupancy, easement, or permanent rights in favour of the successful bidder.

1.2 Ground Details

The University

Ground Area

- Total Area: 59,602.40 Sq. Mtr.
- Equivalent Area: 14.72 Acres
- Equivalent Area: 6,41,554.93 Sq. Ft.

shall be offered under the following categories:

Category Ground Utilization

Full Ground 100%

Category – A 75%

Category – B 50%

Category – C 25%

The actual usable area may vary depending upon:

- Parking requirements

- Public circulation requirements
- Emergency access requirements
- Fire safety requirements
- University reserved area
- Other public safety considerations

The decision of the University shall be final and binding.

1.3 Purpose of Allotment

The Exhibition Ground shall be allotted exclusively for organizing Navratri Festival activities and related cultural events permitted under applicable laws and regulations. The successful organizer shall obtain all necessary permissions from competent authorities before commencement of the event.

1.4 Method of Allotment

The allotment shall be made through **Closed Cover Financial Offer System**.

Interested parties shall submit their financial offers in sealed covers within the prescribed time.

The offers shall be opened by the University Committee constituted for this purpose.

The highest valid financial offer (H1), subject to fulfillment of eligibility conditions and approval of the Competent Authority, shall normally be considered for allotment.

The University reserves the right to reject any or all offers without assigning any reason.

1.5 Important Schedule

Particulars	Date
Publication of Advertisement	To be notified
Availability of Tender Document	To be notified
Last Date for Submission of Offers	To be notified
Opening of Financial Offers	To be notified
Approval by Competent Authority	To be notified
Issue of Allotment Letter	To be notified
Ground Handover	To be notified

The University reserves the right to modify the above schedule at any stage.

1.6 Submission of Offer

Interested parties shall submit:

- Bidder Information Form
- Required documents
- Undertaking and Declaration
- Financial Offer in prescribed format

in sealed cover superscribed:

“Financial Offer for Allotment of VNSGU Exhibition Ground for Navratri Festival Event – [Year]”

The offer shall reach the office of the Registrar, Veer Narmad South Gujarat University, Surat on or before the prescribed date and time.

Offers received after the due date and time shall not be considered.

1.7 Eligibility Criteria

The bidder shall be eligible to participate in the tender only if it satisfies the following minimum eligibility requirements:

A. Legal Eligibility

The bidder may be an Individual, Proprietorship Firm, Partnership Firm, Limited Liability Partnership (LLP), Company, Trust, Society, Event Management Agency, Organization, or any other legally recognized entity authorized to undertake event-related activities.

The bidder shall possess:

- Valid PAN Card.
 - GST Registration Certificate (if applicable).
 - Valid Address Proof.
 - Authorization Letter / Power of Attorney, wherever applicable.
-

B. Experience Criteria

The bidder shall have successfully organized and completed similar events during the last three (3) years preceding the last date of submission of bid.

For the purpose of this tender, "Similar Event" shall include Navratri Festival, Cultural Festival, Exhibition, Trade Fair, Public Event, Entertainment Event, Event Ground Management, Fair, Carnival, Festival Management, or any other comparable event involving temporary event infrastructure and public participation.

The bidder shall satisfy any one of the following criteria:

- a) One completed similar event having a contract value of not less than ₹50,00,000/- (Rupees Fifty Lakhs Only);

OR

b) Two completed similar events, each having a contract value of not less than ₹25,00,000/- (Rupees Twenty-Five Lakhs Only);

OR

c) Three completed similar events, each having a contract value of not less than ₹20,00,000/- (Rupees Twenty Lakhs Only).

The bidder shall submit documentary evidence such as work orders, agreements, allotment letters, completion certificates, event permissions, payment certificates, tax invoices, client certificates, or any other documentary proof acceptable to the University in support of the experience claimed.

The University reserves the right to verify the authenticity of any document and to seek further clarification, information, or supporting evidence whenever considered necessary.

C. Financial Eligibility

The bidder shall have achieved an average annual turnover of not less than ₹50,00,000/- (Rupees Fifty Lakhs Only) during the last three completed financial years.

The bidder shall submit any one or more of the following documents as proof:

- Audited Financial Statements.
- Chartered Accountant's Certificate indicating annual turnover.
- Income Tax Returns along with financial statements.
- GST Returns.
- Any other documentary evidence acceptable to the University.

D. Non-Blacklisting Requirement

The bidder shall not have been blacklisted, debarred, suspended, or prohibited from participating in any tender, contract, allotment, or Government procurement process by any Government Department, Government Organization, Public Sector Undertaking, University, Local Authority, Statutory Authority, or Court of Law as on the last date of submission of bid.

The bidder shall submit a self-declaration in this regard.

E. University's Right

Fulfilment of the above eligibility criteria shall not automatically confer any right of allotment upon any bidder. The University reserves the right to seek additional information, verify submitted documents, assess the bidder's capability, and accept or reject any offer in the interest of the University. The decision of the University shall be final and binding.

1.8 Earnest Money Deposit (EMD)

Every bidder shall submit Earnest Money Deposit (EMD) as prescribed in the tender document.

Offers submitted without EMD shall be liable for rejection.

The EMD of unsuccessful bidders shall be refunded without interest after completion of the allotment process.

1.9 University Reserved Rights

The University reserves the right to:

- Accept or reject any offer.
- Cancel the allotment process.
- Re-invite offers.
- Modify the area offered.
- Change the allotment methodology.
- Negotiate with bidders, if required.
- Cancel allotment in public interest.

The decision of the University shall be final and binding on all applicants.

1.10 Disclaimer

The issuance of this Notice Inviting Offers shall not constitute any commitment on the part of the University to award allotment to any bidder.

The University shall not be liable for any expenditure, loss, or cost incurred by any applicant in connection with the preparation or submission of the offer.

Registrar

Veer Narmad South Gujarat University

Surat

SECTION – 2 DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings assigned to them hereunder:

2.1 University

"University" shall mean **Veer Narmad South Gujarat University (VNSGU), Surat**, acting through its competent authorities, officers, representatives, committees, or authorized officials.

2.2 Competent Authority

"Competent Authority" shall mean the authority empowered by the University to approve, reject, modify, or cancel the allotment process and shall include the Vice-Chancellor, Registrar, Executive Council, Building & Works Committee, Purchase Committee, or any authority authorized by the University.

2.3 Exhibition Ground

"Exhibition Ground" means the University Exhibition Ground having approximate area of **49,554.625 Sq. Ft.** together with such open areas, access roads, utility areas, circulation spaces and parking areas as may be permitted by the University.

2.4 Ground Category

Ground Category means the portion of Exhibition Ground offered by the University under any of the following categories:

Category	Utilization
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Full Ground	100%
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Category – A	75%
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Category – B	50%
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Category – C	25%
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The actual usable area may vary depending upon parking, circulation, emergency access and public safety requirements.

2.5 Bidder / Applicant

"Bidder" or "Applicant" means any individual, proprietorship concern, partnership firm, LLP, company, trust, society, organization, event management agency, association or legal entity submitting an offer pursuant to this tender.

2.6 Successful Bidder

"Successful Bidder" means the bidder whose offer is accepted and approved by the Competent Authority of the University.

2.7 Organizer

"Organizer" means the Successful Bidder to whom the ground is allotted for conducting Navratri Festival Event and who shall be solely responsible for all activities connected with the event.

2.8 Event

"Event" means the Navratri Festival and all related cultural, entertainment, commercial, hospitality, sponsorship, promotional and ancillary activities approved by the University.

2.9 Event Period

"Event Period" means the period during which the Navratri Festival activities are conducted and open for participants, visitors, sponsors, vendors, performers, guests, invitees or public.

2.10 Pre-Event Setup Period

"Pre-Event Setup Period" means the period approved by the University before commencement of the Event for:

- Site preparation
- Stage construction
- Ground development
- Installation of lighting and sound systems
- Electrical works
- Decoration works
- Security arrangements
- Parking arrangements
- Any other preparatory activities

The Setup Period shall be treated as Ground Occupation Period.

2.11 Post-Event Dismantling Period

"Post-Event Dismantling Period" means the period approved by the University after completion of the Event for:

- Removal of structures
- Removal of equipment
- Removal of temporary installations
- Cleaning activities
- Restoration activities

The Dismantling Period shall be treated as Ground Occupation Period.

2.12 Ground Occupation Period

"Ground Occupation Period" means the total period for which possession of ground remains with the Organizer and shall include:

- Pre-Event Setup Period
- Event Period
- Post-Event Dismantling Period

Charges shall apply for the entire Ground Occupation Period as per tender conditions.

2.13 Financial Offer

"Financial Offer" means the amount quoted by the bidder in the prescribed Financial Bid Format for obtaining allotment of the Ground.

2.14 Event Day Rate

"Event Day Rate" means the amount quoted by the bidder for one day use of the allotted Ground Category during the approved Event Period.

The Event Day Rate shall form the basis for calculation of:

- Event Charges
 - Setup Charges
 - Dismantling Charges
-

2.15 Setup Charges

"Setup Charges" means the charges payable for approved Pre-Event Setup Period and shall be calculated at:

10% of the Accepted Event Day Rate per day unless otherwise decided by the University.

2.16 Dismantling Charges

"Dismantling Charges" means the charges payable for approved Post-Event Dismantling Period and shall be calculated at:

10% of the Accepted Event Day Rate per day unless otherwise decided by the University.

2.17 Security Deposit

"Security Deposit" means the refundable deposit required to be paid by the Successful Bidder to secure compliance with the terms and conditions of allotment and to cover any damages, dues, penalties or liabilities.

2.18 Statutory Permissions

"Statutory Permissions" means all approvals, licenses, permissions, NOCs and clearances required from Government, Local Authorities, Police, Fire Department, Electricity Authorities or any other competent authority for conducting the Event.

2.19 Applicable Laws

"Applicable Laws" means all Central Government, State Government, Municipal, Police, Fire Safety, Environmental, Labour, GST and other laws, rules, regulations, notifications and directions applicable from time to time.

2.20 Interpretation

Words importing singular shall include plural and vice versa.

Words importing masculine gender shall include feminine and neutral gender wherever applicable.

The headings used in this document are for convenience only and shall not affect interpretation of any provision.

In case of any dispute regarding interpretation of any clause, the interpretation of the University shall be final and binding.

SECTION – 3 SCOPE OF LEASE & GROUND DETAILS

3.1 Purpose of Lease

Veer Narmad South Gujarat University (VNSGU), Surat intends to grant temporary lease/license rights of the University Exhibition Ground for organizing Navratri Festival Event and related activities during the approved period.

The lease is intended solely for temporary event use and shall not create any tenancy, ownership, leasehold rights, permanent possession rights, easement rights, or future preferential rights in favour of the organizer.

3.2 Ground Details

The University Exhibition Ground available for allotment has an approximate area of

Total Area: 59,602.40 Sq. Mtr.

Equivalent Area: 14.72 Acres

Equivalent Area: 6,41,554.93 Sq. Ft.

The Ground shall be allotted on "As Is Where Is Basis".

The successful bidder shall inspect the site before submission of offer and shall be deemed to have satisfied himself regarding:

- Ground condition
- Access roads
- Utilities
- Parking feasibility
- Site suitability
- Event feasibility

No claim shall be entertained later on these grounds.

3.3 Ground Categories Available for Allotment

For better utilization and flexibility, the University may offer the Ground under the following categories:

Category Approximate Utilization

Full Ground 100%

Category-A 75%

Category-B 50%

Category-C 25%

The University may modify the exact boundaries and usable area based on:

- Parking requirements

- Fire safety requirements
- Emergency access requirements
- Public circulation requirements
- University requirements
- Law and order considerations

The decision of the University shall be final and binding.

3.4 Permitted Activities

The allotted Ground may be used for:

- Navratri Festival
- Garba Events
- Cultural Programs
- Food Court
- Sponsorship Activities
- Exhibition Stalls
- Commercial Stalls
- Promotional Activities
- Hospitality Area
- VIP Lounge Area
- Ticketing Counter
- Public Utility Facilities

subject to approval of the University and competent authorities.

3.5 Prohibited Activities

The following activities shall be strictly prohibited:

- Political meetings
- Political campaigns
- Religious conversion activities
- Serving of Alcohol / prohibited drugs etc.
- Serving of Non-Veg food
- Gambling
- Betting activities
- Illegal commercial activities
- Storage of hazardous materials
- Activities prohibited by law
- Activities adversely affecting the reputation of the University

Any violation may result in immediate cancellation of allotment.

3.6 Occupation Period

The Ground Occupation Period shall consist of:

A. Pre-Event Setup Period

Period required for:

- Stage construction

- Lighting installation
- Sound installation
- Barricading
- Decoration
- Branding
- Vendor setup
- Ground preparation

B. Event Period

Actual Navratri Event Days.

C. Post-Event Dismantling Period

Period required for:

- Removal of structures
- Cleaning
- Restoration
- Material shifting

The entire period shall be treated as Ground Occupation Period.

3.7 Event Duration

The organizer shall specify:

Particular	Number of Days
-------------------	-----------------------

Pre-Event Setup Days	
----------------------	--

Event Days	
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Post-Event Dismantling Days	
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The final approval of occupation period shall remain with the University.

3.8 Parking & Open Space Requirements

The organizer shall maintain sufficient open area for:

- Vehicle parking
- Visitor circulation
- Emergency evacuation
- Fire tender movement
- Ambulance access
- Security operations

The organizer shall not commercially utilize the entire allotted area.

Adequate open margin shall be compulsorily maintained depending upon:

- Expected footfall
- Vehicle movement
- Safety requirements
- Police requirements
- Fire Department requirements

The University may restrict utilization area if public safety so requires.

3.9 Entry and Exit Management

The organizer shall provide:

- Separate entry and exit wherever feasible
- Emergency exits
- Crowd control measures
- Barricading arrangements
- Visitor guidance systems

All arrangements shall comply with safety norms.

3.10 Parking Responsibility

Entire responsibility for parking management shall rest with the organizer.

The organizer shall arrange:

- Parking attendants
- Vehicle guidance
- Traffic control
- Parking signage
- Emergency vehicle access

The University shall not be responsible for:

- Vehicle damage
 - Vehicle theft
 - Traffic congestion
 - Parking disputes
-

3.11 Possession of Ground

Possession of Ground shall be handed over only after:

- Approval of allotment
- Full payment of prescribed charges
- Payment of security deposit
- Submission of undertaking
- Compliance with University requirements

Possession shall be deemed to commence from the first approved Setup Day.

3.12 Restoration of Ground

Upon completion of the event, the organizer shall:

- Remove all temporary structures
- Remove debris and waste
- Restore ground condition
- Repair any damage caused during occupation

The Ground shall be handed back to the University in satisfactory condition.

Any restoration cost incurred by the University shall be recoverable from the organizer.

3.13 Nature of Rights Granted

The allotment shall only grant permission to use the Ground for the approved period.

Nothing contained in this Tender shall be construed as:

- Transfer of property
- Creation of tenancy
- Creation of leasehold rights
- Creation of ownership rights
- Creation of permanent possession rights

The Ground shall remain the exclusive property of Veer Narmad South Gujarat University at all times.

3.14 University's Right to Modify Area

The University reserves the right to:

- Increase or reduce usable area
- Modify category boundaries
- Reserve portions for University use
- Restrict specific areas
- Change circulation or parking requirements

at any time in the interest of public safety, academic activities, or administrative requirements.

No compensation shall be payable on this account.

3.15 Ground Condition, Leveling and Modification

- The Exhibition Ground shall be handed over to the Organizer on an **"As Is Where Is Basis"** in its existing condition. The University shall not undertake any leveling, filling, excavation, grading, compaction, cleaning, development, repair, or any other modification of the Ground before handing over possession.
- The bidder shall be deemed to have inspected the site and satisfied itself regarding the existing condition, topography, level differences, soil condition, drainage condition, accessibility, and suitability of the Ground for the proposed event.
- If the Organizer desires to undertake any leveling, filling, grading, compaction, temporary road formation, excavation, soil filling, surface improvement, or any other modification for event purposes, the same shall be carried out only after obtaining prior written permission from the University.
- All such works shall be executed entirely at the sole cost, risk, and responsibility of the Organizer without any financial liability on the University.
- The Organizer shall not excavate soil, remove earth, cut land, or utilize soil, murum, sand, gravel, or any other material available within the University campus or the allotted Ground for leveling or filling purposes.
- Any soil, earth, murum, sand, gravel, aggregates, or other filling material required for leveling or development shall be arranged and transported by the Organizer from lawful external sources at its own cost and after obtaining all necessary permissions, if applicable.

- Upon completion of the event, the Organizer shall restore the Ground to a condition acceptable to the University. Any permanent alteration, excavation, damage, or modification caused to the Ground shall be rectified by the Organizer at its own cost or the cost of restoration shall be recoverable by the University from the Security Deposit or any other amount due from the Organizer.
 - No compensation, reimbursement, adjustment, or concession in lease charges shall be claimed on account of the existing condition of the Ground or expenses incurred by the Organizer for leveling, filling, or site development works.
-

SECTION – 4 NAVRATRI EVENT ALLOTMENT PROCESS

4.1 Purpose

The purpose of this allotment process is to ensure transparency, competitiveness, optimum revenue generation, and fair opportunity to interested organizers for conducting Navratri Festival Event at the University Exhibition Ground.

The allotment shall be made through a **Closed Cover Financial Offer System** as prescribed herein.

4.2 Publication of Advertisement

The University shall publish a public notice inviting offers for allotment of the Exhibition Ground for Navratri Festival Event.

The notice may be published through:

- Local Newspapers
- State Level Newspapers
- University Website
- University Notice Board
- Any other media as deemed appropriate by the University

The advertisement shall contain:

- Ground details
 - Available categories
 - Eligibility conditions
 - Reserve price (if applicable)
 - Important dates
 - Submission procedure
 - Contact details
-

4.3 Time Schedule

To ensure adequate preparation, statutory compliance, and timely execution of the Navratri Festival Event – 2026, the allotment process shall follow the schedule given below:

Particulars	Date
Publication of Advertisement	As per Published Tender Notice
Availability of Tender Document	As per Published Tender Notice
Last Date & Time for Submission of Sealed Offers	As per Published Tender Notice
Opening of Sealed Financial Offers	-
Preparation of Comparative Statement	-
Approval by Competent Authority	-
Issue of Letter of Acceptance (LOA)	-
Payment of EMD Difference / Security Deposit and Other Charges	-
Ground Handover to Successful Organizer	-
Approved Pre-Event Setup Period	-
Navratri Event Period	-
Approved Post-Event Dismantling Period	-
Handover of Ground Back to University	-

- The above schedule is indicative and may be revised by the University depending upon administrative requirements, statutory permissions, law and order considerations, Government directives, or any other circumstances deemed necessary by the University. The decision of the University shall be final and binding.
- In case the Navratri dates are revised based on the final Hindu Calendar, Government notification, or statutory requirements, the Event Period, Setup Period, and Dismantling Period shall automatically stand revised accordingly without any financial liability on the University.

4.4 Submission of Offer

Interested parties shall submit their offer in a sealed cover superscribed as:

"Financial Offer for Allotment of VNSGU Exhibition Ground for Navratri Festival 2026"

The offer shall be submitted in the prescribed format along with required documents and EMD.

Offers received after the due date and time shall not be considered.

4.5 Documents to be Submitted

- Bidder Information Form.
- PAN Card Copy.
- GST Registration Certificate (if applicable).
- Address Proof.
- Documentary proof of Experience Criteria.
- Documentary proof of Financial Eligibility.
- Self-Declaration regarding Non-Blacklisting.
- Authorization Letter / Power of Attorney, wherever applicable.

- Undertaking & Declaration.
 - EMD Payment Proof.
 - Financial Bid in prescribed format.
 - Any other document required by the University.
-

4.6 Opening of Offers

The sealed offers shall be opened by a Committee constituted by the University.

The Committee shall verify:

- Eligibility of bidder
- Completeness of documents
- Compliance with tender conditions
- Financial offer submitted

The University may reject any offer found incomplete or non-compliant.

4.7 Comparative Evaluation

A Comparative Statement shall be prepared category-wise.

Evaluation shall generally be based upon:

- Ground category applied for
 - Financial offer submitted
 - Compliance with eligibility conditions
 - Capability to organize event
 - Public safety considerations
 - Parking feasibility
 - Overall suitability
-

4.8 Determination of Highest Bidder (H1)

The bidder quoting the highest valid financial offer above the prescribed reserve price shall normally be considered as **H1 (Highest Bidder)**.

However, merely being H1 shall not confer any automatic right of allotment.

The University reserves the right to reject any offer in the interest of the University.

4.9 Recommendation by Committee

After evaluation, the Committee shall prepare:

- Comparative Statement
- Evaluation Report
- Recommendation of H1 Bidder

for consideration by the Competent Authority.

4.10 Approval by Competent Authority

The recommendation shall be placed before the Competent Authority of the University.

The Competent Authority may:

- Approve the recommendation
 - Seek clarification
 - Reject the recommendation
-

- Call for fresh offers
- Re-advertise the ground
- Modify allotment conditions

The decision of the Competent Authority shall be final and binding.

4.11 Issue of Letter of Acceptance

Upon approval, the University shall issue:

Letter of Acceptance (LOA)

to the successful bidder.

The Letter of Acceptance shall specify:

- Approved category
 - Event period
 - Setup period
 - Dismantling period
 - Financial obligations
 - Payment schedule
 - Other conditions
-

4.12 Failure of H1 Bidder

If the successful bidder:

- Fails to make payment,
- Withdraws the offer,
- Fails to comply with conditions,
- Fails to execute required documents,

the University may:

- Forfeit EMD,
- Cancel allotment,
- Consider the next eligible bidder,
- Re-invite offers,

without any liability.

4.13 Ground Handover

Ground possession shall be handed over only after:

- Approval of allotment
- Payment of all prescribed charges
- Payment of Security Deposit
- Submission of Undertaking
- Compliance with University conditions

The possession shall commence from the approved Setup Period.

4.14 No Right Until Formal Allotment

No applicant shall acquire any right merely by:

- Submission of offer,

- Participation in the process,
- Being H1 bidder,
- Recommendation by Committee.

Rights shall accrue only after:

- Approval by Competent Authority,
- Issuance of Letter of Acceptance,
- Completion of payment formalities.

4.15 University's Absolute Right

The University reserves absolute right to:

- Accept or reject any offer,
- Cancel the allotment process,
- Modify allotment methodology,
- Change category structure,
- Restrict area,
- Re-advertise,
- Re-negotiate,

without assigning reasons.

No claim for compensation, damages, loss of business, loss of profit, or other relief shall be entertained against the University.

SECTION – 5 FINANCIAL TERMS & PAYMENT CONDITIONS

5.1 Financial Consideration

The Successful Bidder shall pay the University the financial consideration accepted by the Competent Authority for allotment of the Exhibition Ground.

The financial consideration shall comprise:

1. Event Charges
 2. Pre-Event Setup Charges
 3. Post-Event Dismantling Charges
 4. Security Deposit
 5. Applicable GST and Government Taxes
 6. Any other charges specifically approved by the University
-

5.2 Financial Bid Structure

The bidder shall quote the **Event Day Rate Per Day** for the category applied.

The accepted Event Day Rate shall be the basis for calculation of all applicable charges.

5.3 Event Charges

Event Charges shall be calculated as under:

Event Charges = Accepted Event Day Rate × Number of Approved Event Days

The Event Charges shall be payable for the actual approved Event Period.

5.4 Pre-Event Setup Charges

The Organizer shall pay separate charges for the approved Setup Period.

The Setup Charges shall be calculated at:

25% of Accepted Event Day Rate Per Day

Formula:

Setup Charges = 10% × Accepted Event Day Rate × Approved Setup Days

Setup period shall be treated as Ground Occupation Period.

5.5 Post-Event Dismantling Charges

The Organizer shall pay separate charges for the approved Dismantling Period.

The Dismantling Charges shall be calculated at:

10% of Accepted Event Day Rate Per Day

Formula:

Dismantling Charges = 10% × Accepted Event Day Rate × Approved Dismantling Days

Dismantling period shall also be treated as Ground Occupation Period.

5.6 Maximum Permissible Occupation Period for Navratri 2026

For the purpose of planning, allotment, and financial evaluation of the Navratri Festival Event – 2026, the maximum permissible Ground Occupation Period shall be as under:

Activity	Period
Pre-Event Setup Period	Up to 30 Days
Navratri Event Period	9 Days
Post-Event Dismantling Period	Up to 10 Days
Ground Handover Back to University	

The bidder shall indicate in the Financial Bid the actual number of Setup Days and Dismantling Days required within the above limits.

Setup Charges shall be payable at **10% of the accepted Event Day Rate per day** for the approved Setup Period.

Dismantling Charges shall be payable at **10% of the accepted Event Day Rate per day** for the approved Dismantling Period.

Any occupation beyond the approved period shall be treated as unauthorized occupation and shall attract additional occupation charges, penalties, and other actions as may be determined by the University.

The above dates are tentative and may be modified by the University based on the final Hindu Calendar, Government notifications, statutory permissions, law and order requirements, or administrative considerations. No claim for compensation shall be entertained on account of such modification.

Last Date for Submission of Sealed Offers: As per Published Tender Notice.

5.7 Charges for Commercial Activities During Setup or Dismantling Period

- The Setup Period and Dismantling Period are granted exclusively for activities related to preparation, installation, testing, maintenance, dismantling, cleaning, and restoration of the approved Navratri Festival Event.
 - No commercial activity, public gathering, exhibition, concert, entertainment program, food festival, cultural program, promotional activity, ticketed event, sponsorship event, commercial stall operation, or any other revenue-generating activity shall be conducted during the approved Setup Period or Dismantling Period without prior written permission of the University.
 - In the event that the Organizer conducts or permits any commercial, promotional, ticketed, sponsored, public, or revenue-generating activity during the Setup Period or Dismantling Period, such day(s) shall automatically be treated as **Event Day(s)** for the purpose of charging.
 - For such day(s), the Organizer shall be liable to pay **100% of the Accepted Event Day Rate per day**, instead of the concessional Setup Charges or Dismantling Charges applicable under this Tender.
 - The determination of whether any activity constitutes an Event Day shall rest solely with the University, and the decision of the University shall be final and binding upon the Organizer.
 - The University shall also have the right to recover differential charges, impose penalties, restrict activities, or cancel the allotment in case of unauthorized commercial utilization of the Ground during the Setup
-

5.8 University Events During Ground Occupation Period

- Notwithstanding anything contained in this Tender Document, the University shall have the right to organize or permit small academic, cultural, student welfare, NSS, NCC, sports, administrative, ceremonial, promotional, outreach, or other official University activities within the allotted Ground or any portion thereof during the Setup Period or Dismantling Period, subject to mutual coordination with the Organizer.
 - The Organizer shall extend reasonable cooperation for conducting such activities and shall make necessary adjustments in its setup or dismantling schedule wherever feasible.
 - No additional compensation, damages, rebate, extension of time, reduction in charges, financial claim, or any other monetary benefit shall be payable by the University to the Organizer on account of such activities.
 - The University shall endeavor to ensure that such activities do not materially affect the Organizer's approved event preparations; however, the Organizer
-

shall not object to reasonable use of the Ground by the University for its official purposes.

- The exact area, duration, timing, and nature of such activities shall be decided mutually between the University and the Organizer, and the decision of the University shall be final and binding.

5.9 Earnest Money Deposit (EMD)

Every bidder shall submit an Earnest Money Deposit (EMD) of **₹2,00,000/- (Rupees Two Lakhs Only)** in the prescribed mode along with the bid.

Bids submitted without the prescribed EMD shall be liable for rejection.

The EMD shall not carry any interest.

The EMD of unsuccessful bidders shall be refunded without interest after completion of the allotment process.

The EMD of the successful bidder may be adjusted against the Security Deposit or retained as decided by the University.

The EMD shall be liable for forfeiture in case of:

- Withdrawal of bid during validity period.
- Refusal to accept allotment after approval.
- Failure to execute required documents.
- Failure to make payment within prescribed time.
- Submission of false information or documents.

5.10 Security Deposit

The successful bidder shall deposit a **Security Deposit equivalent to 10% of the Accepted Contract Value (excluding GST)** within the period specified in the Letter of Acceptance.

The Security Deposit shall be maintained as security against:

- Damage to University property.
- Non-payment of dues.
- Violation of tender conditions.
- Failure to restore the Ground.
- Penalties and recoveries.

- Any liability arising from the conduct of the event.

The Security Deposit shall not carry any interest.

The Security Deposit shall be refunded after satisfactory completion of the event, restoration of the Ground, and clearance of all dues, subject to deductions, if any.

5.11 Applicable Taxes

All rates quoted by bidders shall be exclusive of GST unless specifically stated otherwise.

GST and other Government taxes applicable from time to time shall be payable extra by the Organizer.

Any future increase in taxes during the allotment period shall also be borne by the Organizer.

5.12 Payment Schedule

The Successful Bidder shall make payment as under:

Particular	Time Limit
Security Deposit	Within 7 Days of LOA
Event Charges	Before Ground Handover
Setup Charges	Before Ground Handover
Dismantling Charges	Before Ground Handover
GST & Other Taxes	Along with respective payments

The University may modify the payment schedule in specific cases.

5.13 Mode of Payment

All payments shall be made through:

- RTGS
- NEFT
- Online Banking
- Demand Draft
- Any other mode approved by the University

Cash payment shall ordinarily not be accepted.

5.14 Delay in Payment

If the Successful Bidder fails to make payment within prescribed period, the University may:

- Cancel the allotment,
- Forfeit EMD,
- Forfeit Security Deposit (if applicable),
- Offer allotment to another bidder,
- Re-advertise the ground.

The decision of the University shall be final.

5.15 Additional Occupation Charges

If the Organizer occupies the Ground beyond approved period, additional occupation charges shall be payable.

The University may recover additional charges at rates determined by the Competent Authority.

Such recovery shall be without prejudice to any other action available to the University.

5.16 Recovery of Dues

Any amount payable to the University including:

- Lease charges,
- Damage charges,
- Penalties,
- Restoration charges,
- Utility charges,
- Taxes,

may be recovered from:

- Security Deposit,
- EMD,
- Any other amount payable to the Organizer.

If such amounts are insufficient, the balance amount shall remain recoverable from the Organizer.

5.17 Refund of Security Deposit

The Security Deposit shall be considered for refund only after:

- Completion of event,
- Satisfactory restoration of Ground,
- Clearance of all dues,
- Submission of compliance report (if required),
- Verification by University authorities.

The University may deduct any recoverable amount before refund.

5.18 No Claim for Refund

No refund of Event Charges, Setup Charges, Dismantling Charges, or other payments shall be claimed on account of:

- Poor attendance,
- Commercial loss,
- Weather conditions,
- Sponsorship issues,
- Business loss,
- Operational difficulties,

or any other reason attributable to the Organizer.

5.19 University's Financial Rights

The University reserves the right to:

- Revise reserve prices,
- Modify Security Deposit,
- Prescribe additional charges,
- Recover damages,
- Recover penalties,
- Recover outstanding dues,

as may be deemed necessary in the interest of the University.

FINANCIAL BID FORMAT

(Refer Annexure-D)

The Financial Bid shall be submitted strictly in the prescribed format provided in Annexure-D.

SECTION – 6 RESPONSIBILITIES OF ORGANIZER

6.1 General Responsibility

The Organizer shall be solely responsible for planning, organizing, managing, operating, controlling, and conducting the Navratri Event during the entire Ground Occupation Period.

The Organizer shall perform all activities at its own cost, risk, responsibility, and liability.

The University shall not provide any manpower, infrastructure, operational support, supervision, equipment, or event management services.

6.2 Complete Event Management Responsibility

The Organizer shall be fully responsible for:

- Event planning and execution
- Stage setup and operation
- Sound and lighting arrangements
- Seating arrangements
- Sponsorship activities
- Ticketing arrangements
- Vendor management
- Stall allotment
- Visitor management
- Hospitality arrangements
- Public announcements
- Crowd control
- Event branding and publicity

The Organizer shall ensure smooth and safe conduct of the event.

6.3 Parking and Traffic Management

The Organizer shall provide and maintain adequate parking facilities considering expected visitor footfall and vehicle movement.

The Organizer shall:

- Arrange parking areas
- Deploy parking attendants
- Install parking signages
- Manage traffic flow
- Prevent traffic congestion
- Maintain emergency access routes
- Ensure smooth entry and exit of vehicles

The Organizer shall not commercially utilize the entire allotted area and shall maintain adequate open space for parking and public circulation.

The University shall not be responsible for:

- Vehicle theft
- Vehicle damage
- Parking disputes
- Traffic congestion
- Visitor inconvenience

6.4 Crowd Management and Security

The Organizer shall arrange adequate security personnel and crowd management systems.

The Organizer shall:

- Control entry and exit points
- Maintain crowd discipline
- Prevent overcrowding
- Install barricades where required
- Provide adequate security staff
- Coordinate with Police authorities

The Organizer shall be fully responsible for any crowd-related incident.

6.5 Fire Safety Arrangements

The Organizer shall arrange all fire safety measures required under applicable laws.

The Organizer shall provide:

- Fire extinguishers
- Fire safety equipment
- Emergency exits
- Fire safety signage
- Fire-fighting arrangements
- Emergency evacuation plans

All expenses shall be borne by the Organizer.

6.6 Electrical Arrangements

The Organizer shall arrange at its own cost:

- Temporary electrical installations
- Lighting arrangements
- Power distribution
- Generator facilities
- Electrical panels
- Cabling and wiring

All electrical work shall be carried out through qualified personnel and in accordance with applicable safety standards.

Any electrical accident shall be the sole responsibility of the Organizer.

6.7 Water and Utility Arrangements

The Organizer shall make its own arrangements for:

- Drinking water
- Utility water
- Sanitation facilities
- Temporary toilets (if required)
- Utility infrastructure

The University shall not be responsible for any deficiency in such arrangements.

6.8 Cleanliness and Waste Management

The Organizer shall maintain cleanliness throughout the Ground Occupation Period.

The Organizer shall:

- Collect and remove garbage daily
- Maintain hygiene standards
- Prevent littering
- Arrange waste disposal
- Restore cleanliness after the event

The Ground shall be handed back in clean and satisfactory condition.

6.9 Medical and Emergency Arrangements

The Organizer shall maintain adequate emergency response arrangements including:

- First Aid facilities
- Medical assistance arrangements
- Ambulance availability (where required)
- Emergency contact systems

The Organizer shall be responsible for handling medical emergencies during the event.

6.10 Insurance Responsibility

The Organizer shall obtain and maintain valid insurance policies including:

- Public Liability Insurance
- Third Party Liability Insurance
- Fire Insurance
- Any other insurance required by law

Insurance shall remain valid for the entire Ground Occupation Period.

6.11 Statutory Permissions

The Organizer shall obtain and maintain all permissions, licenses, approvals, NOCs, and clearances required for conducting the event.

Such permissions may include:

- Police Permission
- Fire NOC
- Electrical Permission
- Entertainment Permission
- Copyright/Music License
- Food License
- SMC permissions
- Any other statutory approval

The entire responsibility shall rest with the Organizer.

6.12 Protection of University Property

The Organizer shall ensure that no damage is caused to:

- Ground surface
- Roads
- Gardens
- Buildings
- Electrical infrastructure
- Water lines
- University property

The Organizer shall immediately repair or compensate for any damage caused.

6.13 Compliance with Laws

The Organizer shall comply with:

- Central Government Laws
- State Government Laws
- Municipal Rules
- Police Regulations
- Fire Safety Rules
- Environmental Regulations
- Labour Laws
- GST Laws
- Any other applicable law

Any violation shall be solely attributable to the Organizer.

6.14 Public Conduct and Reputation

The Organizer shall ensure that no activity is conducted which:

- Violates law
- Disturbs public order
- Creates nuisance
- Affects University reputation
- Causes inconvenience to academic activities

The Organizer shall remain responsible for the conduct of:

- Visitors
- Participants
- Vendors
- Sponsors
- Contractors
- Employees
- Invitees

6.15 Restoration of Ground

Upon completion of the event, the Organizer shall:

- Remove all temporary structures
- Remove banners and hoardings
- Remove waste and debris
- Restore the Ground to original condition

Any restoration cost incurred by the University shall be recoverable from the Organizer.

6.16 Sole Responsibility Clause

The Organizer shall be solely and exclusively responsible for all activities carried out within the allotted Ground.

The University shall not be responsible for:

- Operational failures
- Commercial losses
- Accidents
- Injuries
- Deaths
- Theft
- Property damage
- Crowd incidents
- Third-party claims
- Legal proceedings

All risks, liabilities, obligations, and responsibilities shall remain with the Organizer.

6.17 Notification of Personnel and VIP Guests

The Organizer shall be mandatory required to:

- **Staff Involvement:** Submit a complete list of all staff, contractors, and security personnel involved in the event to the University authorities at least 7 days before the commencement of the Setup Period.
- **VIP Guests:** Inform the University in writing regarding the schedule and details of any VIP guests, dignitaries, or high-profile individuals visiting the event at least 48 hours in advance.

Security Coordination: Ensure that the University is briefed on VIP movements to ensure campus-wide safety and traffic coordination.

SECTION – 7 PARKING, TRAFFIC MANAGEMENT & PUBLIC SAFETY REQUIREMENTS

7.1 Objective

The purpose of this section is to ensure safe movement of visitors, vehicles, emergency services, and event participants during the Ground Occupation Period.

Considering the large public gathering expected during Navratri Festival, the Organizer shall make adequate arrangements for parking, traffic regulation, crowd management, emergency access, and public safety at its own cost and responsibility.

7.2 Responsibility of Organizer

The Organizer shall be solely responsible for:

- Parking management
- Traffic management
- Crowd management
- Public safety
- Emergency evacuation
- Emergency vehicle movement
- Law and order coordination
- Visitor movement within allotted area

The University shall have no responsibility or liability in this regard.

7.3 Parking Arrangement

The Organizer shall provide adequate parking facilities based upon:

- Expected visitor footfall
- Expected vehicle volume
- Event capacity
- VIP movement
- Vendor movement

- Emergency vehicle movement

The Organizer shall ensure that adequate open area is reserved for parking and circulation.

No claim shall be entertained for shortage of parking space after allotment.

7.4 Parking Management Plan

Before commencement of the event, the Organizer shall prepare and implement a Parking Management Plan including:

- Parking layout
- Vehicle circulation routes
- Entry and exit points
- VIP parking area
- Two-wheeler parking area
- Four-wheeler parking area
- Emergency vehicle route
- Overflow parking arrangements

The University may seek such details whenever required.

7.5 Traffic Management

The Organizer shall ensure:

- Smooth traffic flow
- Prevention of congestion
- Proper directional signages
- Traffic marshals
- Separate entry and exit routes wherever feasible

The Organizer shall coordinate with Police Authorities whenever necessary.

7.6 Emergency Access

The Organizer shall maintain unobstructed access for:

- Fire Brigade
- Ambulance
- Police Vehicles
- Emergency Services
- University Emergency Vehicles

No temporary structure, stall, barricade, vehicle, equipment, or material shall obstruct emergency access routes.

7.7 Crowd Management

The Organizer shall deploy adequate manpower and systems for crowd control.

The Organizer shall:

- Prevent overcrowding
- Maintain safe movement of visitors
- Control entry and exit points

- Manage queues
- Prevent stampede situations
- Ensure orderly conduct of event

The Organizer shall remain solely responsible for crowd-related incidents.

7.8 Public Safety Measures

The Organizer shall ensure adequate public safety arrangements including:

- Barricading
- Public guidance signages
- Safety announcements
- Emergency communication systems
- First aid arrangements
- Emergency response systems

All costs shall be borne by the Organizer.

7.9 Capacity Control

The Organizer shall ensure that the number of visitors permitted inside the event area remains within safe operational limits.

The Organizer shall regulate:

- Ticket sales
- Entry passes
- Visitor access
- Occupancy levels

The University may direct the Organizer to restrict entry if public safety so requires.

7.10 Fire Safety Corridor

The Organizer shall maintain adequate open corridors and access routes for fire-fighting operations.

Fire access routes shall remain free from:

- Vehicles
- Temporary structures
- Stalls
- Equipment
- Construction material
- Decorative installations

throughout the event period.

7.11 Night-Time Safety

The Organizer shall ensure:

- Adequate illumination
- Security deployment
- Emergency lighting
- Safe pedestrian movement

- Surveillance arrangements during all event hours.

7.12 Safety of Visitors and Participants

The Organizer shall be fully responsible for the safety of:

- Visitors
- Participants
- Performers
- Sponsors
- Vendors
- Employees
- Contractors
- Invitees

The University shall not be liable for any injury, accident, loss, damage, or casualty.

7.13 Coordination with Authorities

The Organizer shall coordinate with:

- Police Department
- Fire Department
- Municipal Authorities
- Health Authorities
- Emergency Services

whenever required under applicable laws or public safety requirements.

7.14 University's Right to Intervene

If the University is of the opinion that:

- Public safety is compromised,
- Parking arrangements are inadequate,
- Traffic congestion is excessive,
- Crowd management is unsatisfactory,
- Emergency access is obstructed,

the University may direct immediate corrective action.

Failure to comply may result in:

- Restriction of activities,
- Suspension of event operations,
- Cancellation of allotment,
- Recovery of damages,

without any liability on the University.

7.15 No Liability of University

The Organizer shall be solely responsible for:

- Parking incidents
- Traffic congestion

- Visitor disputes
- Crowd incidents
- Public nuisance
- Emergency situations
- Law and order issues

The University shall not be liable for any claim, compensation, damages, injury, death, loss, or legal proceedings arising therefrom.

SECTION – 8 PERMISSIONS, LICENSES & STATUTORY COMPLIANCE

8.1 General Requirement

The Organizer shall obtain, maintain, renew, and comply with all permissions, licenses, approvals, registrations, NOCs, clearances, and statutory requirements necessary for organizing and conducting the Navratri Festival Event.

All such permissions shall be obtained at the sole cost, risk, and responsibility of the Organizer.

The University shall not be responsible for obtaining any permission on behalf of the Organizer.

8.2 Mandatory Permissions

The Organizer shall obtain all permissions required under applicable laws including but not limited to:

A. Law & Order Related Permissions

- Police Permission
- Public Gathering Permission
- Traffic Management Permission
- Crowd Control Permission
- VIP Movement Permission (if applicable)

B. Fire Safety Permissions

- Fire NOC
- Fire Safety Compliance Certificate
- Fire Emergency Approval
- Any other Fire Department requirements

C. Electrical Permissions

- Temporary Electrical Permission
- Electrical Safety Compliance
- Load Sanction (if required)
- DG Set Permission (if applicable)

D. Municipal / Local Authority Permissions

- Surat Municipal Corporation permissions
- Public Health Permissions

- Sanitation Compliance
- Waste Disposal Compliance

E. Entertainment Related Permissions

- Entertainment License
- Cultural Program Permission
- Public Performance Permission
- Music Performance Permission

F. Commercial Permissions

- Food Stall Licenses
- Trade Licenses
- Vendor Licenses
- GST Compliance

G. Any Other Permission

Any permission required by:

- Central Government
- State Government
- Local Authorities
- Regulatory Authorities
- Courts
- Competent Authorities

shall be obtained by the Organizer.

8.3 Submission of Permissions

The Organizer shall submit copies of all major permissions to the University before commencement of the Event.

The University may require submission of:

- Police Permission
- Fire NOC
- Insurance Documents
- Electrical Safety Certificate
- Any other relevant approval

for record purposes.

8.4 Compliance with Laws

The Organizer shall comply with:

- Central Government Acts
- State Government Acts
- Municipal Regulations
- Police Regulations
- Fire Safety Rules
- Environmental Laws
- Labour Laws
- GST Laws

- Public Safety Regulations
- Noise Pollution Regulations
- Disaster Management Guidelines

and any amendment thereto.

8.5 Noise Control Compliance

The Organizer shall comply with all laws and directions relating to:

- Loudspeakers
- Sound Systems
- Music Systems
- Public Announcements
- Noise Pollution Control

The Organizer shall ensure that sound levels and operational timings remain within permissible limits prescribed by competent authorities.

Any penalty imposed by any authority shall be borne solely by the Organizer.

8.6 Food Court & Vendor Compliance

Where food stalls, food courts, temporary vendors, commercial stalls, or promotional stalls are permitted, the Organizer shall ensure compliance with:

- FSSAI requirements
- Public health requirements
- Food safety standards
- Hygiene requirements
- Waste management norms

The University shall not be responsible for any violation committed by vendors or stall holders.

8.7 Labour Law Compliance

The Organizer shall be responsible for compliance with all labour laws applicable to:

- Employees
- Contract workers
- Security personnel
- Temporary staff
- Vendors
- Contractors

including but not limited to:

- Minimum wages
- EPF
- ESI
- Labour welfare requirements
- Workplace safety requirements

wherever applicable.

8.8 Environmental Compliance

The Organizer shall ensure compliance with:

- Environmental regulations
- Pollution control norms
- Waste disposal requirements
- Plastic waste management rules
- Public sanitation requirements

The Organizer shall take necessary measures to prevent pollution, nuisance, or environmental damage.

8.9 Responsibility for Violations

Any violation of:

- Laws
- Rules
- Regulations
- Conditions of approvals
- Conditions of licenses
- Directions of authorities

shall be solely attributable to the Organizer.

Any fine, penalty, prosecution, damages, compensation, or legal consequences arising therefrom shall be borne entirely by the Organizer.

8.10 Indemnification of University

The Organizer shall keep the University fully indemnified against:

- Regulatory actions
- Penalties
- Prosecutions
- Claims
- Damages
- Liabilities
- Legal proceedings

arising out of any failure to obtain or comply with required permissions and statutory requirements.

8.11 University's Right to Verify

The University may verify the existence and validity of any permission, approval, license, NOC, or certificate at any stage.

The University may call upon the Organizer to produce original documents whenever required.

8.12 Consequences of Non-Compliance

If the Organizer:

- Fails to obtain required permissions,

- Submits false information,
- Violates statutory requirements,
- Violates conditions of approvals,

the University may:

- Suspend event activities,
- Cancel allotment,
- Forfeit deposits,
- Recover damages,
- Take any other action deemed appropriate.

The Organizer shall not be entitled to any compensation on this account.

8.13 No Responsibility of University

The University shall not be responsible for:

- Refusal of permission by authorities,
- Delay in granting permissions,
- Cancellation of permissions,
- Conditions imposed by authorities,
- Regulatory restrictions,

or any consequences arising therefrom.

The entire responsibility shall remain with the Organizer.

SECTION – 9 LIABILITY, INDEMNITY & INSURANCE

9.1 Sole Responsibility of Organizer

The Organizer shall be solely and exclusively responsible for all activities conducted within the allotted Ground during the entire Ground Occupation Period including:

- Setup Period
- Event Period
- Dismantling Period

The Organizer shall conduct the event entirely at its own cost, risk, responsibility, and liability.

9.2 Public Liability

The Organizer shall be fully responsible for:

- Visitors
- Participants
- Performers
- Sponsors
- Vendors
- Stall Holders
- Contractors
- Employees

- Invitees
- General Public

attending or associated with the event.

Any claim arising from injury, death, accident, loss, damage, nuisance, or inconvenience shall be solely borne by the Organizer.

9.3 Third-Party Liability

The Organizer shall be solely liable for all claims arising from:

- Bodily injury
- Death
- Property damage
- Vehicle damage
- Public nuisance
- Traffic incidents
- Crowd incidents
- Fire accidents
- Electrical accidents
- Structural failures

The University shall not be liable for any such claims.

9.4 Liability for Event Operations

The Organizer shall be fully responsible for:

- Event management
- Security arrangements
- Parking management
- Traffic management
- Crowd management
- Sound systems
- Lighting systems
- Temporary structures
- Electrical installations
- Food courts
- Commercial stalls
- Vendor operations

and all consequences arising therefrom.

9.5 Accident Liability

In case of:

- Accident
- Injury
- Death
- Stampede
- Collapse of structure

- Electrical shock
- Fire incident
- Vehicle incident

the entire responsibility shall rest with the Organizer.

The University shall not be responsible in any manner whatsoever.

9.6 Property Damage Liability

The Organizer shall be liable for any damage caused to:

- University property
- Buildings
- Roads
- Gardens
- Water supply systems
- Electrical infrastructure
- Fixtures and installations
- Any other University asset

The University shall be entitled to recover the cost of repair, restoration, replacement, or compensation from the Organizer.

9.7 Indemnity

The Organizer shall keep the University, its officers, employees, authorities, and representatives fully indemnified and harmless against:

- Claims
- Damages
- Compensation
- Penalties
- Fines
- Costs
- Legal proceedings
- Court cases
- Regulatory actions
- Criminal proceedings
- Civil proceedings

arising directly or indirectly from the event.

9.8 Legal Proceedings

If any legal proceeding is initiated by:

- Visitor
- Participant
- Government Authority
- Local Authority
- Police
- Fire Department

- Vendor
- Sponsor
- Third Party

in connection with the event, the Organizer shall be solely responsible for defending and resolving such proceedings.

The University shall not be responsible for any resulting liability.

9.9 Insurance Requirement

The Organizer shall obtain and maintain valid insurance coverage throughout the Ground Occupation Period.

The minimum insurance shall include:

A. Public Liability Insurance

To cover:

- Public injury
- Public death
- Third-party claims
- Visitor accidents

B. Third-Party Liability Insurance

To cover:

- Property damage
- Third-party losses
- Vehicle damage
- Public claims

C. Fire Insurance

To cover:

- Fire accidents
 - Temporary structures
 - Event infrastructure
 - Event-related assets
-

9.10 Additional Insurance

The University may require additional insurance depending upon:

- Scale of event
- Visitor capacity
- Risk assessment
- Nature of activities

The Organizer shall comply with such requirement.

9.11 Submission of Insurance Documents

The Organizer shall submit copies of valid insurance policies before possession of the Ground is handed over.

Failure to provide insurance documents may result in:

- Suspension of possession,

- Cancellation of allotment,
- Forfeiture of deposits.

9.12 No Liability of University

Under no circumstances shall the University be liable for:

- Loss of revenue
- Loss of profit
- Business interruption
- Sponsorship loss
- Commercial disputes
- Ticketing disputes
- Vendor disputes
- Public claims
- Accident claims
- Insurance claims

The Organizer shall bear all such risks.

9.13 No Employer-Employee Relationship

Nothing contained in this allotment shall create any employer-employee relationship between the University and:

- Organizer
- Contractor
- Employee
- Vendor
- Security Staff
- Labour

engaged by the Organizer.

All such personnel shall remain under the sole control and responsibility of the Organizer.

9.14 Survival of Liability

The obligations of indemnity and liability under this Section shall survive:

- Completion of event,
- Expiry of allotment,
- Cancellation of allotment,
- Handover of Ground,

and shall remain enforceable until all claims and liabilities are fully resolved.

9.15 Recovery Rights of University

The University shall have the right to recover any loss, damage, penalty, compensation, legal cost, or liability arising due to acts or omissions of the Organizer from:

- Security Deposit

- EMD
- Any other amount payable
- Direct recovery proceedings

without prejudice to any other legal remedy available.

DECLARATION OF LIABILITY

The Organizer shall be deemed to have accepted that:

The entire operational, legal, financial, civil, criminal, and third-party responsibility relating to the event shall remain solely with the Organizer, and Veer Narmad South Gujarat University shall not be liable in any manner whatsoever.

SECTION – 10 EXAMINATION PRIORITY, UNIVERSITY RIGHTS & RESERVED POWERS

10.1 Academic Priority of University

Veer Narmad South Gujarat University is primarily an academic institution. Therefore, all academic, examination, administrative, research, convocation, student welfare, and University-related activities shall have absolute priority over any event organized under this allotment.

The Organizer shall ensure that the event does not adversely affect the normal functioning of the University.

10.2 Examination Priority

If any examination, evaluation work, admission process, academic program, convocation, recruitment process, seminar, conference, student activity, or any official University function is scheduled during the proposed event period, the University shall have overriding authority to:

- Restrict event activities,
- Restrict sound systems,
- Restrict timings,
- Restrict visitor movement,
- Restrict access to certain areas,
- Modify event arrangements,
- Suspend event activities,
- Cancel allotment partially or fully.

The decision of the University shall be final and binding.

10.3 Restriction on Sound and Public Disturbance

The Organizer shall ensure that the event does not create disturbance to:

- Academic departments,
- Examination centres,
- Administrative offices,

- Library,
- Hostels,
- Research facilities,
- Any other University activities.

The University may direct reduction or stoppage of sound systems at any time in public or academic interest.

10.4 University's Right to Inspect

The University and its authorized officers shall have unrestricted right to enter and inspect the allotted premises at any time during:

- Setup Period,
- Event Period,
- Dismantling Period.

The Organizer shall extend full cooperation during such inspections.

10.5 University's Right to Issue Directions

The University may issue instructions regarding:

- Public safety,
- Parking management,
- Crowd control,
- Noise control,
- Security arrangements,
- Fire safety,
- Cleanliness,
- Traffic management,
- Event operations.

The Organizer shall comply with such directions immediately.

10.6 University's Right to Restrict Activities

If the University is of the opinion that any activity is:

- Unsafe,
- Unlawful,
- Against public interest,
- Against University interest,
- Against statutory requirements,

the University may order immediate restriction or stoppage of such activity.

The Organizer shall comply without objection.

10.7 University's Right to Modify Area

The University reserves the right to:

- Increase or reduce usable area,
- Modify category boundaries,
- Reserve portions of ground,

- Change access routes,
- Change parking arrangements,
- Change circulation areas,

whenever required in the interest of public safety, academic activities, or administration.

No compensation shall be payable on this account.

10.8 University's Right to Suspend Event

The University may temporarily suspend event activities if:

- Public safety is endangered,
- Law and order issues arise,
- Statutory violations are observed,
- Emergency situations arise,
- Examination requirements so demand.

The Organizer shall not claim compensation for such suspension.

10.9 University's Right to Cancel Allotment

The University may cancel the allotment at any stage if:

- Information furnished by the bidder is found incorrect,
- Tender conditions are violated,
- Statutory permissions are not obtained,
- Public safety is compromised,
- Payment obligations are not fulfilled,
- Event activities are contrary to law,
- University interest is adversely affected.

The decision of the University shall be final.

10.10 No Compensation Clause

In the event of:

- Restriction of activities,
- Modification of area,
- Change in access,
- Suspension of event,
- Cancellation of allotment,

the Organizer shall not be entitled to claim:

- Compensation,
- Damages,
- Loss of profit,
- Business loss,
- Loss of sponsorship,
- Loss of goodwill,
- Refund claims,

except as specifically approved by the University.

10.11 Reserved Powers of University

The University reserves absolute right to:

- Accept or reject any offer,
- Negotiate with bidders,
- Re-invite offers,
- Cancel the tender process,
- Change eligibility conditions,
- Change financial conditions,
- Modify allotment methodology,
- Modify event conditions,
- Change category structure,
- Postpone allotment process,
- Suspend allotment process,

without assigning reasons.

10.12 Force Majeure Situations

The University shall have the right to suspend or cancel the event due to:

- Natural calamities,
- Flood,
- Earthquake,
- Cyclone,
- Fire,
- Pandemic,
- Epidemic,
- Government restrictions,
- Court orders,
- Law and order situations,
- National emergencies,
- Any other force majeure circumstances.

The Organizer shall not have any claim against the University in such situations.

10.13 University's Decision Final

In all matters relating to:

- Interpretation of tender conditions,
- Evaluation of offers,
- Allotment process,
- Ground utilization,
- Safety requirements,
- Event management compliance,

the decision of the University shall be final, binding, and conclusive upon the Organizer.

10.14 Preservation of University's Reputation

The Organizer shall ensure that no activity is undertaken that may:

- Bring disrepute to the University,
- Affect the image of the University,
- Create public controversy,
- Generate adverse publicity,
- Cause embarrassment to the University.

The University may immediately stop such activity without notice.

10.15 No Vested Right

Participation in the allotment process or allotment of Ground for one year shall not create any vested right, preferential right, renewal right, or future claim in favour of the Organizer.

Each allotment shall be treated as an independent and separate transaction.

SECTION – 11 PENALTY, CANCELLATION, RECOVERY OF DAMAGES & BLACKLISTING

11.1 General

The Organizer shall strictly comply with all terms and conditions of allotment, applicable laws, statutory permissions, and directions issued by the University from time to time.

Failure to comply with any provision may result in penalties, recovery of damages, cancellation of allotment, forfeiture of deposits, and/or blacklisting.

11.2 Breach of Conditions

The following shall be treated as breach of allotment conditions:

- Submission of false information.
- Violation of tender conditions.
- Unauthorized use of ground.
- Non-payment of dues.
- Failure to obtain statutory permissions.
- Safety violations.
- Violation of law and order requirements.
- Obstruction of emergency access.
- Unauthorized commercial activities.
- Activities affecting University reputation.
- Failure to restore the ground.

This list is illustrative and not exhaustive.

11.3 Cancellation of Allotment

The University may cancel the allotment wholly or partially if:

- The Organizer violates any condition of allotment.
- Required permissions are not obtained.
- Public safety is compromised.
- Payments are not made within stipulated time.
- Event activities become unlawful.
- The Organizer fails to comply with University directions.

Upon cancellation, the Organizer shall immediately stop all activities and vacate the premises as directed by the University.

11.4 Forfeiture of EMD

The Earnest Money Deposit (EMD) may be forfeited if:

- The bidder withdraws the offer after submission.
- The successful bidder refuses allotment.
- The successful bidder fails to execute required documents.
- The successful bidder fails to make payment within prescribed time.

The decision of the University shall be final.

11.5 Forfeiture of Security Deposit

The Security Deposit may be wholly or partly forfeited in case of:

- Damage to University property.
- Violation of allotment conditions.
- Non-payment of dues.
- Failure to restore the ground.
- Failure to remove structures after event.
- Any loss caused to the University.

The amount forfeited shall be determined by the University.

11.6 Overstay Charges

The Organizer shall vacate the Ground immediately upon expiry of the approved Ground Occupation Period.

In case of occupation beyond approved Setup, Event, or Dismantling Period, the Organizer shall be liable to pay:

Additional Occupation Charges

at a rate determined by the University from time to time.

Such recovery shall be without prejudice to the University's right to take further action.

11.7 Removal of Unauthorized Structures

If the Organizer fails to remove:

- Temporary structures,
- Stalls,
- Hoardings,
- Barricades,
- Equipment,

- Debris,

within the approved period, the University may remove the same at the risk and cost of the Organizer.

All expenses incurred shall be recoverable from the Organizer.

11.8 Recovery of Property Damage

Any damage caused to:

- Roads,
- Buildings,
- Gardens,
- Electrical systems,
- Water systems,
- Fixtures,
- Infrastructure,
- Any University property,

shall be assessed by the University.

The assessed amount shall be recoverable from the Organizer.

The University's assessment shall be final and binding.

11.9 Recovery of Statutory Liabilities

If any fine, penalty, compensation, tax, fee, or statutory liability is imposed upon the University due to any act or omission of the Organizer, the same shall be recoverable from the Organizer together with incidental expenses.

11.10 Recovery Mechanism

The University may recover any amount payable by the Organizer through:

- Security Deposit,
- EMD,
- Any amount payable to the Organizer,
- Direct demand,
- Legal proceedings,

or any other lawful method.

11.11 Immediate Suspension of Activities

The University may immediately suspend event activities if:

- Public safety is threatened,
- Law and order situation arises,
- Fire safety norms are violated,
- Emergency access is blocked,
- Unauthorized activities are conducted,
- Any serious breach is noticed.

The Organizer shall comply immediately.

11.12 Blacklisting / Debarment

The University may blacklist or debar the Organizer from future allotments if:

- False information is submitted.
- Fraudulent practices are adopted.
- Serious violation of tender conditions occurs.
- University property is damaged intentionally.
- Public safety is seriously compromised.
- Statutory violations are committed.
- The Organizer abandons the event after allotment.

The period of blacklisting shall be decided by the University depending upon the gravity of violation.

11.13 No Compensation for Penalties

Any penalty, cancellation, suspension, recovery, forfeiture, or blacklisting action taken by the University shall not entitle the Organizer to claim:

- Compensation,
- Damages,
- Refund,
- Loss of profit,
- Business loss,
- Opportunity loss,

or any other relief.

11.14 Continuing Liability

Cancellation, expiry, or termination of allotment shall not relieve the Organizer from:

- Payment obligations,
- Damage recovery,
- Indemnity obligations,
- Legal liabilities,
- Statutory liabilities,

arising during the Ground Occupation Period.

11.15 University's Decision Final

The determination of:

- Penalties,
- Damage assessment,
- Recovery amount,
- Forfeiture,
- Cancellation,
- Blacklisting,

shall be made by the University and its decision shall be final and binding upon the Organizer.

SECTION – 12 GENERAL LEGAL CONDITIONS, FORCE MAJEURE, JURISDICTION & DISPUTE RESOLUTION

12.1 General Conditions

The Organizer shall be deemed to have carefully read, understood, and accepted all terms and conditions contained in this document.

Submission of offer shall constitute unconditional acceptance of all provisions of the allotment process and subsequent allotment conditions.

No plea of ignorance or misunderstanding shall be entertained at any stage.

12.2 Entire Agreement

The Tender Document, Financial Offer, Letter of Acceptance, Undertaking, and subsequent communications issued by the University shall collectively constitute the complete agreement between the University and the Organizer.

No verbal assurance, representation, promise, or understanding shall be binding upon the University unless made in writing by the Competent Authority.

12.3 Compliance with Directions

The Organizer shall comply with all instructions, directions, circulars, notices, and orders issued by the University from time to time during:

- Setup Period
- Event Period
- Dismantling Period

Failure to comply may attract action under the tender conditions.

12.4 No Partnership or Agency

Nothing contained in this allotment shall be construed as creating:

- Partnership
- Joint Venture
- Agency Relationship
- Employment Relationship

between the University and the Organizer.

The Organizer shall act in its independent capacity and shall not represent itself as an agent or representative of the University.

12.5 Assignment Prohibited

The Organizer shall not:

- Transfer the allotment,
- Assign rights,
- Sub-license the Ground,
- Create third-party rights,

without prior written approval of the University.

Any unauthorized transfer or assignment shall render the allotment liable for cancellation.

12.6 Use of University's Name and Logo

The Organizer shall not use:

- University Name
- University Logo
- University Emblem
- University Identity

for any advertisement, sponsorship promotion, publicity material, ticket, banner, social media campaign, commercial activity, or publicity purpose without prior written approval of the University.

12.7 No Exclusive Rights

The allotment shall not create any:

- Exclusive rights,
- Renewal rights,
- Future preference rights,
- Continuing rights,

in favour of the Organizer.

Each allotment shall be treated independently.

12.8 Force Majeure

The University shall not be liable for any failure, delay, suspension, modification, restriction, or cancellation of allotment arising due to circumstances beyond its reasonable control including:

- Natural calamities
 - Flood
 - Cyclone
 - Earthquake
 - Fire
 - Storm
 - Pandemic
 - Epidemic
 - Government orders
 - Court orders
 - Law and order situations
 - Civil disturbances
 - War
 - National emergency
 - Any other force majeure event
-

12.9 Consequences of Force Majeure

In the event of Force Majeure:

The University may:

- Suspend allotment,
- Modify event schedule,
- Reduce occupation period,
- Restrict activities,
- Cancel allotment,

without any obligation to pay compensation, damages, loss of profit, loss of business, or any other monetary claim.

12.10 No Compensation Claim

The Organizer shall not claim from the University:

- Compensation
- Damages
- Business loss
- Profit loss
- Sponsorship loss
- Opportunity loss
- Reputational loss
- Indirect loss
- Consequential loss

arising out of:

- Rejection of offer
- Cancellation of allotment
- Restriction of activities
- Modification of area
- Force Majeure
- Government restrictions
- Police restrictions
- Public safety measures
- Examination requirements

or any other reason beyond the control of the University.

12.11 Interpretation of Conditions

In case of ambiguity, inconsistency, doubt, or dispute regarding interpretation of any clause of this document:

The interpretation made by the University shall prevail and shall be binding upon the Organizer.

12.12 Notices and Communications

All notices, directions, approvals, permissions, communications, and instructions issued by the University shall be deemed valid if issued through:

- Letter

- E-mail
 - Notice
 - Official communication
 - Website notification
 - Any other officially recognized mode
-

12.13 Severability

If any provision of this document is held invalid, illegal, or unenforceable by any court or authority, the remaining provisions shall continue to remain valid and enforceable.

12.14 Waiver

Failure of the University to enforce any provision at any time shall not constitute waiver of its rights.

The University may enforce any provision at any subsequent stage.

12.15 Dispute Resolution

Any dispute arising out of:

- Tender process,
- Allotment,
- Interpretation of conditions,
- Financial obligations,
- Event operations,

shall first be referred to the Registrar, Veer Narmad South Gujarat University, Surat for resolution.

The decision communicated by the University shall be binding unless challenged through appropriate legal proceedings.

12.16 Jurisdiction

All disputes arising out of or relating to this allotment shall be subject exclusively to the jurisdiction of competent Courts situated at **Surat, Gujarat** only.

No other Court shall have jurisdiction.

12.17 Governing Law

This allotment shall be governed by:

- Laws of India
- Laws of the State of Gujarat
- Applicable Government Rules
- University Statutes, Ordinances, Regulations, and Policies

as amended from time to time.

12.18 Finality of University's Decision

The decision of the University in matters relating to:

- Eligibility
-

- Evaluation
- Financial comparison
- Allotment
- Safety requirements
- Ground utilization
- Penalties
- Cancellation
- Recovery

shall be final and binding upon all bidders and organizers.

12.19 Declaration

The Organizer shall be deemed to have accepted that:

The allotment of VNSGU Exhibition Ground is a temporary permission for a specific event and the University shall not be liable for any operational, financial, legal, commercial, civil, criminal, or third-party consequences arising from the conduct of the event.

ANNEXURE – A

BIDDER INFORMATION FORM

For Allotment of VNSGU Exhibition Ground for Navratri Festival Event

A. GENERAL INFORMATION

Particulars	Details
Name of Individual / Firm / Company / Trust / Organization	
Constitution of Bidder (Individual/Proprietorship/Partnership/LLP/Company /Trust/Society/Others)	
Name of Authorized Signatory	
Designation	
Registered Office Address	
Correspondence Address	
City	
State	
PIN Code	
Mobile No.	
Alternate Mobile No.	
Telephone No.	
E-mail ID	
Website (if any)	

B. REGISTRATION DETAILS

Particulars	Details
PAN Number	
GST Registration Number (if applicable)	
Registration Number of Firm/Company/Trust/Society	
Date of Registration	
Name of Registration Authority	

C. EXPERIENCE DETAILS

Similar Event Experience during Last Three Years

Sr. No.	Name of Event	Name of Client / Organization	Year	Location	Contract Value (₹)
1					
2					
3					

Experience Eligibility Claimed

- ☐ One Similar Event of ₹50,00,000/- or More
- ☐ Two Similar Events of ₹25,00,000/- or More Each
- ☐ Three Similar Events of ₹20,00,000/- or More Each
-

D. FINANCIAL ELIGIBILITY DETAILS

Average Annual Turnover During Last Three Financial Years

Financial Year	Annual Turnover (₹)
2022-23	
2023-24	
2024-25	

Average Annual Turnover (₹): _____

E. BANK DETAILS

Particulars	Details
Name of Bank	
Branch Name	
Account Holder Name	
Account Number	
IFSC Code	

F. GROUND CATEGORY APPLIED FOR

☐ Full Ground (100%)

☐ Category – A (75%)

☐ Category – B (50%)

☐ Category – C (25%)

(✓ Tick applicable category/categories)

G. CONTACT PERSON FOR THIS TENDER

Particulars	Details
Name	
Designation	
Mobile Number	
E-mail ID	

DECLARATION

I/We hereby declare that:

1. The information furnished in this form and accompanying documents is true and correct to the best of my/our knowledge and belief.
2. I/We fulfill the eligibility criteria prescribed in the tender document.
3. I/We have not been blacklisted, debarred, suspended, or prohibited from participating in any tender, contract, allotment, or Government procurement process by any Government Department, Government Organization, Public Sector Undertaking, University, Local Authority, Statutory Authority, or Court of Law as on the last date of submission of bid.
4. I/We understand that submission of false information or forged documents shall render the bid liable for rejection and may result in forfeiture of EMD, cancellation of allotment, blacklisting, and legal action.
5. I/We agree that the University may verify any information or document submitted by us and may seek additional clarification whenever required.

Signature of Bidder / Authorized Signatory: _____

Name: _____

Designation: _____

Firm/Organization Name: _____

Date: _____

Place: _____

Seal of Firm/Organization (if applicable)

Documents to be attached

- ☒ PAN Card Copy
- ☒ GST Registration Certificate (if applicable)
- ☒ Registration Certificate of Firm/Company/Trust/Society
- ☒ Documentary Proof of Experience Criteria
- ☒ Documentary Proof of Financial Eligibility
- ☒ Authorization Letter / Power of Attorney (if applicable)
- ☒ EMD Payment Proof
- ☒ Any Other Supporting Document, if any

ANNEXURE – B

UNDERTAKING & DECLARATION

For Allotment of VNSGU Exhibition Ground for Navratri Festival Event

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

Subject:

Undertaking for Allotment of VNSGU Exhibition Ground for Navratri Festival Event.

I/We, the undersigned, having submitted our offer for allotment of VNSGU Exhibition Ground for Navratri Festival Event, hereby solemnly affirm, undertake, and declare as under:

1. Acceptance of Tender Conditions

I/We have carefully read, understood, and accepted all terms and conditions contained in the Tender Document and agree to abide by the same without any reservation.

2. Site Inspection

I/We confirm that we have inspected the site and are fully aware of:

- Ground condition
- Access roads
- Available facilities
- Parking requirements
- Event feasibility
- Operational requirements

and shall not raise any claim subsequently.

3. Responsibility for Event Management

I/We shall be solely responsible for:

- Event planning
- Event execution
- Security arrangements
- Crowd management
- Traffic management
- Parking management
- Fire safety
- Electrical safety
- Cleanliness
- Waste management

- Vendor management
- Public safety

during the entire Ground Occupation Period.

4. Responsibility for Permissions

I/We shall obtain all necessary permissions, licenses, approvals, NOCs, and statutory clearances required for conducting the event including but not limited to:

- Police Permission
- Fire NOC
- Electrical Permission
- Entertainment Permission
- Music License
- Municipal Permissions
- Food Licenses
- Any other statutory approvals

at our own cost and responsibility.

5. Liability Undertaking

I/We shall be fully responsible for:

- Injury
- Death
- Accident
- Fire
- Stampede
- Crowd incidents
- Structural failure
- Theft
- Property damage
- Public nuisance
- Third-party claims

arising directly or indirectly from the event.

6. Indemnity to University

I/We hereby agree to indemnify and keep indemnified Veer Narmad South Gujarat University, its officers, employees, authorities, and representatives against:

- Claims
- Damages
- Compensation
- Penalties
- Fines
- Legal proceedings
- Court cases
- Regulatory actions

- Third-party liabilities
- arising out of the conduct of the event.
-

7. No Liability of University

I/We expressly agree that Veer Narmad South Gujarat University shall not be responsible for:

- Business loss
- Revenue loss
- Sponsorship loss
- Profit loss
- Theft
- Accidents
- Public claims
- Third-party disputes
- Operational failures
- Statutory actions

or any other consequence arising from the event.

8. Parking & Public Safety

I/We shall maintain adequate:

- Parking arrangements
- Public circulation area
- Emergency access routes
- Fire tender access
- Ambulance access

depending upon expected visitor footfall and vehicle movement.

9. Restoration of Ground

I/We shall:

- Remove all temporary structures
- Remove debris and waste
- Restore the ground
- Repair any damage caused

before handing over possession to the University.

10. No Claim Undertaking

I/We shall not claim:

- Compensation
- Damages
- Business loss
- Loss of profit
- Future rights
- Renewal rights

against the University on any ground whatsoever.

11. Truthfulness of Information

I/We declare that all information and documents submitted by us are true and correct.

If any information is found false, misleading, or fabricated, the University may:

- Reject the offer
- Cancel the allotment
- Forfeit deposits
- Blacklist us
- Initiate legal action

without any liability.

DECLARATION

I/We hereby declare that the above statements are true and correct and that I/We shall remain bound by this Undertaking throughout the allotment period and thereafter in respect of liabilities arising from the event.

Signature of Bidder / Authorized Signatory : _____

Name : _____

Designation : _____

Name of Firm / Organization : _____

Address : _____

Date : _____

Place : _____

Seal of Firm / Organization (if applicable)

ANNEXURE – C

FINANCIAL BID FORMAT

For Allotment of VNSGU Exhibition Ground for Navratri Festival Event

Name of Bidder/Firm: _____

Address: _____

Contact No.: _____

Email ID: _____

FINANCIAL OFFER

(Rates to be quoted in Indian Rupees only)

No	Particulars	Full Ground (100%)	Category-A (75%)	Category-B (50%)	Category-C (25%)
A.	Minimum Price	400000	325000	225000	150000
B.	Offered Event Day Rate (₹ Per Day)				
C.	Number of Event Days				
D.	Total Event Charges (₹)				
E.	Number of Pre-Event Setup Days Required				
F.	Setup Charges Per Day (10% of Event Day Rate)				
G.	Total Setup Charges (₹)				
H.	Number of Post-Event Dismantling Days Required				
I.	Dismantling Charges Per Day (10% of Event Day Rate)				
J.	Total Dismantling Charges (₹)				
K	Grand Total Offer Amount (₹) (Excluding GST)				

NOTES FOR BIDDERS

A. Event Charges

Event Charges shall be calculated as:

Event Day Rate × Number of Event Days

B. Setup Charges

Setup Charges shall be calculated as:

10% of Event Day Rate × Number of Setup Days

C. Dismantling Charges

Dismantling Charges shall be calculated as:

10% of Event Day Rate × Number of Dismantling Days

D. Taxes

GST and any other applicable Government taxes shall be payable extra as applicable.

E. Ground Occupation Period

The following shall be treated as Ground Occupation Period:

- Setup Period
 - Event Period
 - Dismantling Period
-

F. Parking Requirement

The Organizer shall maintain adequate:

- Parking facilities
- Public circulation area
- Emergency access route
- Fire tender movement space

depending upon expected visitor footfall and vehicle movement.

G. Financial Evaluation

The University shall prepare a comparative statement of valid offers received.

The bidder offering the **highest valid Grand Total Offer Amount** for the respective category, subject to fulfillment of tender conditions and approval of the Competent Authority, shall normally be considered for allotment.

However, the University reserves the right to consider:

- Revenue potential,
- Area utilization,
- Event feasibility,
- Parking feasibility,
- Public safety considerations,
- Overall suitability,

while making final allotment.

DECLARATION

I/We hereby confirm that:

1. The financial offer submitted above is valid and binding upon us.
2. We have carefully read and accepted all tender conditions.
3. We understand that acceptance of the offer shall be subject to approval of the Competent Authority of the University.
4. We shall abide by all financial and operational obligations arising from the allotment.

Signature of Bidder / Authorized Signatory: _____

Name: _____

Designation: _____

Firm/Organization Name: _____

Date: _____

Place: _____

Official Seal of Firm/Organization

ANNEXURE – D
EARNEST MONEY DEPOSIT (EMD) DECLARATION FORM
For Allotment of VNSGU Exhibition Ground for Navratri Festival Event

Name of Bidder / Firm / Organization

Address

Mobile No.

E-mail ID

EMD PARTICULARS

Particulars	Details
Amount of EMD (₹)	
Mode of Payment	DD / BC / PO
UTR / Transaction No.	
Date of Payment	
Name of Bank	
Branch	

DECLARATION

I/We hereby declare that:

1. I/We have deposited the prescribed Earnest Money Deposit (EMD) for participation in the tender process.
2. I/We understand that the EMD shall not carry any interest.
3. I/We agree that the EMD may be forfeited by the University in case:
 - Withdrawal of offer during validity period.
 - Refusal to accept allotment after approval.
 - Failure to execute required documents.
 - Failure to make payment within prescribed period.
 - Submission of false information or documents.
4. I/We agree that the EMD of unsuccessful bidders may be refunded after completion of the allotment process without interest.
5. I/We agree to abide by all terms and conditions of the tender document.

Signature of Bidder / Authorized Signatory: _____

Name: _____

Designation: _____

Firm/Organization Name: _____

Date: _____

Place: _____

Seal of Firm/Organization

ANNEXURE – E
SITE INSPECTION CERTIFICATE & DECLARATION
For Allotment of VNSGU Exhibition Ground for Navratri Festival Event

Name of Bidder / Firm / Organization

Address

Mobile No.

E-mail ID

SITE INSPECTION DETAILS

Particulars	Details
Date of Site Visit	
Name of Representative Visiting Site	
Mobile No.	
Designation	

DECLARATION BY BIDDER

I/We hereby certify that:

1. I/We have personally inspected the VNSGU Exhibition Ground and surrounding area.
2. I/We have examined and understood:
 - Ground location.
 - Approximate ground area.
 - Access roads.
 - Entry and exit arrangements.
 - Parking feasibility.
 - Public circulation requirements.
 - Utility requirements.
 - Event feasibility.
 - Safety considerations.
3. I/We have satisfied ourselves regarding the suitability of the site for organizing the proposed Navratri Event.
4. I/We have considered all factors likely to affect:
 - Event planning,
 - Ground utilization,
 - Parking arrangements,
 - Crowd management,
 - Financial offer submitted by us.
5. I/We shall not raise any claim regarding:
 - Ground condition,

- Site condition,
- Access arrangements,
- Parking availability,
- Utility availability,
- Operational feasibility,

after submission of our offer.

6. I/We acknowledge that the ground is being offered on **"As Is Where Is Basis"** and the University has not made any guarantee beyond what is stated in the tender document.

CERTIFICATION

I/We confirm that the above information is true and correct and forms part of our tender submission.

Signature of Bidder / Authorized Signatory: _____

Name: _____

Designation: _____

Firm/Organization Name: _____

Date: _____

Place: _____

Seal of Firm/Organization

SITE VISIT VERIFICATION (OPTIONAL)

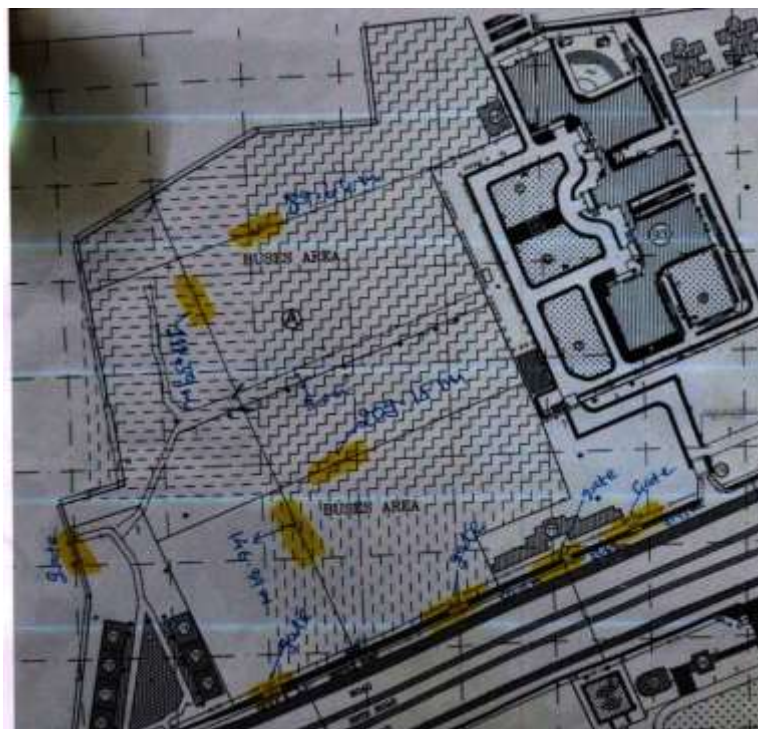
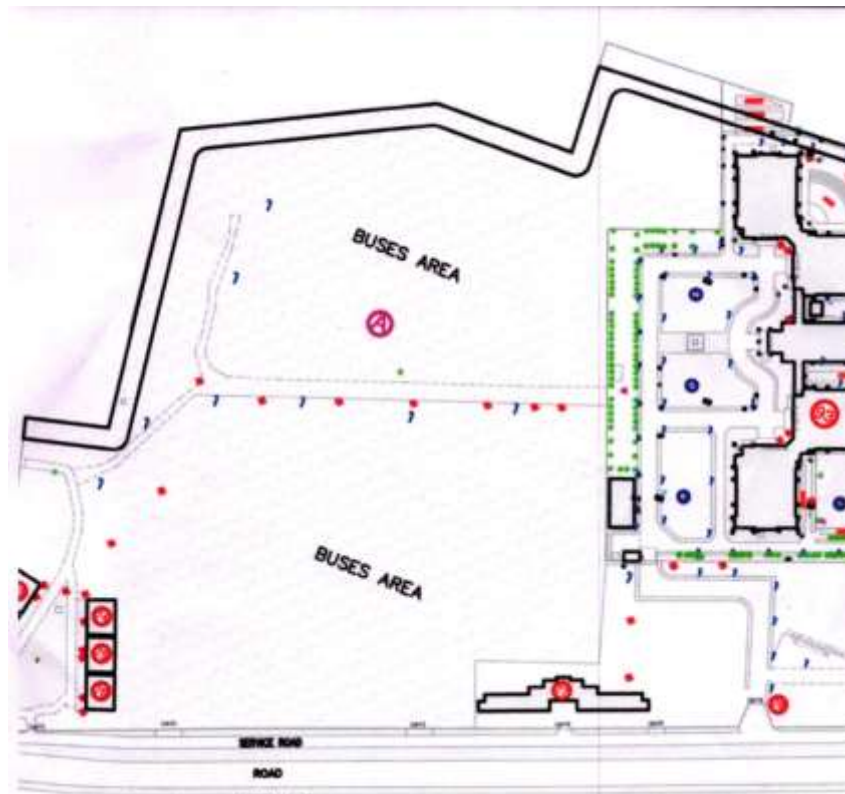
(To be signed by University Representative, if University decides to maintain a site visit register)

Particulars	Details
Name of University Representative	
Designation	
Signature	
Date	

AI generated Map (Check the actual dimension on site)



Real Drawing of Ground



VNSGU ground satellite image

