

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-06-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-06-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	buycon22.ulvnsngu.gj@gembuyer.in
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; As per ATC Schdule A TENTAGE; Venue Development; Buyer premise; Half day , Event or Seminar or Workshop or Exhibition or Expo Management Service - National; As per ATC Schdule B SOUND & LIGHTING; As per ATC; Buyer premise; Half day , Event or Seminar or Workshop or Exhibition or Expo Management Service - National; As per ATC Schdule C CATERING; As per ATC; Buyer premise; Half day , Event or Seminar or Workshop or Exhibition or Expo Management Service - National; As per ATC Schedule D Silver with Gold Plating; Procurment and Supply of Customized Medals; Buyer premise; One time Supply
अनुबंध अवधि /Contract Period	1 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	40 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/ Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/ RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1850000
मूल्यांकन पद्धति/ Evaluation Method	Item wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
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Schedule 1 ईएमडी राशि/EMD Amount (In INR)	15000
Schedule 2 ईएमडी राशि/EMD Amount (In INR)	4500
Schedule 3 ईएमडी राशि/EMD Amount (In INR)	1500
Schedule 4 ईएमडी राशि/EMD Amount (In INR)	34500

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

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

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

लाभार्थी /Beneficiary :

Registrar
Veer Narmad South Gujarat University, Surat
(Registrar)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated

cost.

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

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

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

Event Management Services for 59th Convocation Ceremony Price BID - [1780912787.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work to be uploaded by the Buyer:[1780912718.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
15-06-2026 15:00:00	Purchase Cell, Veer Narmad South Gujarat University, Surat. (online link : VNSGU Purchase Cell General Meeting Link https://meet.google.com/gbx-krwp-czt) Contact No. 0261-2203042

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

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

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimate d Value	वस्तु/श्रेणी / Item/Category	मात्रा / Quantity
Schedule 1	500000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; As Per Atc Schdule A Tentage; Venue Development; Buyer Premise; Half Day	Number of event to be organized : 1
Schedule 2	150000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; As Per Atc Schdule B Sound & Lighting; As Per Atc; Buyer Premise; Half Day	Number of event to be organized : 1
Schedule 3	50000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; As Per Atc Schdule C Catering; As Per Atc; Buyer Premise; Half Day	Number of event to be organized : 400
Schedule 4	1150000	Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; As Per Atc Schedule D Silver With Gold Plating; Procurment And Supply Of Customized Medals; Buyer Premise; One Time Supply	Number of event to be organized : 133

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National;

As Per ATC Schdule A TENTAGE; Venue Development; Buyer Premise; Half Day (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	As per ATC Schdule A TENTAGE
Category of work required	Venue Development
Event premises	Buyer premise
Duration of event	Half day
Coverage of the event	Not Required
Boarding	Not Required
Inclusion for the event	As per ATC
Seating arrangement	As per ATC
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	1

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Surti Kiritkumar Kalidas	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	N/A

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National;

As Per ATC Schdule B SOUND & LIGHTING; As Per ATC; Buyer Premise; Half Day (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	As per ATC Schdule B SOUND & LIGHTING
Category of work required	As per ATC
Event premises	Buyer premise
Duration of event	Half day
Coverage of the event	As per ATC
Boarding	As per ATC
Inclusion for the event	As per ATC
Seating arrangement	Not Required
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	1

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Surti Kiritkumar Kalidas	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	1	N/A

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National;

As Per ATC Schdule C CATERING; As Per ATC; Buyer Premise; Half Day (400)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	As per ATC Schdule C CATERING
Category of work required	As per ATC
Event premises	Buyer premise
Duration of event	Half day
Coverage of the event	As per ATC
Boarding	As per ATC
Inclusion for the event	As per ATC
Seating arrangement	As per ATC
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	1

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Surti Kiritkumar Kalidas	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	400	N/A

Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National;

As Per ATC Schedule D Silver With Gold Plating; Procurement And Supply Of Customized Medals; Buyer Premise; One Time Supply (133)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	As per ATC Schedule D Silver with Gold Plating
Category of work required	Procurement and Supply of Customized Medals
Event premises	Buyer premise
Duration of event	One time Supply
Coverage of the event	Not Required
Boarding	Not Required
Inclusion for the event	Not Required
Seating arrangement	Not Required
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	133

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Shaileshkumar	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	133	N/A

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

1. **Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Generic**

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

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

File Attachment [Click here to view the file.](#)

4. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

5. **Service & Support**

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

6. **Service & Support**

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

अस्वीकरण/**Disclaimer**

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy

of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

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

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

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

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

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

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में

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

---धन्यवाद/Thank You---



Comprehensive Event Management Services for 59th Convocation Ceremony



**VEER NARMAD SOUTH GUJARAT UNIVERSITY Udhna
Magdalla Road Surat, Gujarat 395007, www.vnsgu.ac.in**

PART A – SCOPE OF WORK

Comprehensive Event Management Services for 59th Convocation Ceremony

Venue: Veer Narmad South Gujarat University, Surat

Expected Participants: Degree Recipients, Gold Medalists, Senate Members, Syndicate Members, Faculty Members, Invited Guests, Parents, Media Representatives and other dignitaries as invited by the University.

1. Event Overview

Veer Narmad South Gujarat University (VNSGU), Surat is organizing its 59th Convocation Ceremony for conferment of Degrees, Diplomas, Certificates, Gold Medals and Awards to eligible students.

The Convocation is one of the most prestigious academic events of the University and may be attended by the Hon'ble Chancellor, Hon'ble Governor of Gujarat (if scheduled), Chief Guest, Vice Chancellor, Members of various University Authorities, Faculty Members, Gold Medalists, Degree Recipients, Parents, Guests and Media Representatives.

The University intends to engage experienced agencies for providing complete event infrastructure, technical arrangements, catering services and supply of Gold-Plated Silver Medals required for successful conduct of the Convocation Ceremony.

2. Venue & Execution

The work shall be executed at locations identified by the University within the VNSGU Campus, Surat.

The quantities and arrangements mentioned in the schedules are tentative and provided for price discovery purposes. During execution, the University may increase, decrease, relocate or modify the requirements depending upon the final event plan.

The contractor shall provide all manpower, transportation, installation, operation, supervision, maintenance, dismantling and site restoration required for successful execution of the work.

3. Schedule A – Mandap, Tentage & Venue Development

The contractor shall provide complete venue infrastructure, tentage, stage arrangements, seating arrangements, furniture, carpeting, barricading, green rooms, registration facilities, welcome structures, partition works, decoration and all other items specified in Schedule-A and Appendix-A.

The contractor shall ensure proper installation, maintenance, operation and removal of all temporary structures during and after completion of the Convocation Ceremony.

4. Schedule B – Temporary Illumination, LED Screens & Public Address System

The contractor shall provide complete temporary illumination, LED display systems, public address systems, stage lighting, electrical infrastructure, power distribution arrangements, operators and all other items specified in Schedule-B and Appendix-B.

All systems shall be installed, tested and made fully operational before commencement of the programme.

5. Schedule C – Catering & Hospitality Services

Event Date: As per Convocation Schedule

Total Participants: Approximately 400 Persons

The contractor shall provide complete catering and hospitality services including preparation, transportation, serving, Drinking Water Arrangements cleaning and disposal arrangements.

Lunch

Accompaniments	Main Menu	Sweets/ Dessert	Approx. Pax
Buttermilk, Salad, Papad, Mukhwass, RO Water	Gujarati Dal & Rice, Chapati & Puri, Seasonal Sabji	Matho, Methi Bhajiya	400

The final menu, quantities and service schedule shall be communicated by the University before execution of the event.

6. Schedule D – Supply of Gold-Plated Silver Medals

This schedule covers the design, fabrication, custom engraving, certification, packaging and delivery of Gold-Plated Silver Medals to be awarded during the 59th Convocation Ceremony of Veer Narmad South Gujarat University (VNSGU), Surat.

A. Material and Finish

- Each medal shall be manufactured from **25 grams of Silver of 999 purity**.
- Each medal shall be coated with **24 Carat Gold Plating** of premium quality and uniform finish.
- The medal dimensions, shape, thickness, design and appearance shall be exactly as per the approved sample, photograph and specifications provided by VNSGU.
- The medal shall be free from scratches, dents, discoloration, manufacturing defects or surface imperfections.

B. Design and Custom Engraving

- The front side of the medal shall contain the official VNSGU emblem/logo and design approved by the University.
- The University may provide the embossing die/design artwork for the front side, wherever required.
- The reverse side of the medal shall contain custom engraving of recipient details and other information as approved by the University.
- The engraving content may include:
 - Name of Student
 - Degree / Programme
 - Medal Category
 - Academic Year
 - Convocation Number
 - Any other information specified by VNSGU
- The font style, size, layout and positioning shall be as per the approved artwork and sample provided by the University.

C. Certificate of Purity and Authenticity

- The supplier shall provide a Certificate of Authenticity/Purity for the complete lot.
- The certificate shall clearly certify:
 - Silver Purity: 999
 - Weight of Silver: 25 grams per medal
 - 24 Carat Gold Plating
- The certificate shall be issued by a recognized and competent assayer, hallmarking agency or authorized testing laboratory.

D. Packaging and Presentation

- Each medal shall be supplied in an individual premium-quality presentation box suitable for convocation award ceremonies.
- The presentation box shall protect the medal from damage, moisture and scratches.
- Each box shall be separately labelled, tagged or identified with the corresponding recipient details as provided by the University.
- The presentation boxes shall be uniform in appearance and suitable for ceremonial distribution.

E. Sample Approval

- Before bulk production, the supplier shall submit a sample medal and presentation box for approval by the University.
- Bulk production shall commence only after written approval of the sample by VNSGU.

F. Delivery Timeline

- The entire quantity of medals along with presentation boxes, engraving and packaging shall be delivered within **7 calendar days** from the date of issue of Purchase Order or within the timeline specified by the University.
- Delivery shall be made at Veer Narmad South Gujarat University, Surat.
- The supplier shall be responsible for safe transportation, handling and unloading of the medals.

G. Replacement and Warranty

- Any medal found damaged, defective, underweight, improperly engraved, improperly plated or not conforming to the approved specifications shall be replaced by the supplier at no additional cost to the University.
- The University reserves the right to verify the purity, weight and workmanship of any medal through an independent laboratory, if required.



Back Side Image

and

Front side Images

7. Safety, Quality & Maintenance

The contractor shall ensure safety, quality, cleanliness and uninterrupted operation of all services during the Convocation Ceremony.

Any damage caused to University property during execution of the work shall be repaired or compensated by the contractor at its own cost.

8. Completion of Work

The contractor shall complete all installations and supplies within the timelines specified by the University and shall remain responsible for operation and maintenance throughout the event period.

After completion of the programme, all temporary installations, equipment and materials shall be removed and the site shall be restored to its original condition.

Add the following clause under **Section 2 – Venue & Execution** or as a separate clause immediately before the Schedule-wise scope:

9. Quantities and Price Discovery

The quantities, capacities, dimensions, participant numbers, meal counts, number of medals, seating capacities and other requirements indicated in the schedules, appendices and BOQ are tentative and are provided solely for the purpose of price discovery and bid evaluation.

The actual quantity of work to be executed may vary depending upon the final requirements of the University, venue conditions, approved event plan, actual participation and administrative decisions taken by the University.

The University reserves the right to increase, decrease, omit, repeat, relocate or modify any item, service or quantity, in whole or in part, without assigning any reason. Payment shall be made only for the actual quantity executed, supplied, measured, accepted and certified by the University at the rates quoted by the successful bidder.

No claim for compensation, loss of profit, minimum guaranteed quantity, idle resources, variation in quantities or change in the scope within the overall nature of the contract shall be entertained on account of such increase, decrease or modification.

For Schedule-C (Catering Services), the indicated number of participants is only an estimate for price discovery purposes and the actual number of meals to be served shall be communicated by the University before the event. Payment shall be made based on the actual number of persons served or actual quantity ordered and certified by the University.

For Schedule-D (Gold-Plated Silver Medals), the number of medals indicated in the BOQ is tentative and subject to revision based on the final list of awardees approved by the University. Payment shall be made for the actual number of medals supplied and accepted by the University.

This clause is particularly important for the medal schedule because silver and gold prices fluctuate and the final medal count may change until the award list is finalized. It also protects VNSGU against any claim of guaranteed quantities.

APPENDIX – A

DETAILS OF WORK FOR SCHEDULE A

MANDAP, TENTAGE & VENUE DEVELOPMENT

SR. NO.	ITEM	QTY	UNIT	RATE
1	Providing & erecting Alluminium Fabricated Structural Dome having span (Center to Center) & Side support Height from ground level as per following to accomodate stage light truss inside as per site requirement and as directed by engineer in charge & roof covered with SRF Fabric (Waterproof and Fire Resistant) with colourful facia including efficiant rain water drainage system.Upto 30 mtr span & Support Height more than 5 mt. - upto 6 mtr.	950.00	Sqm	
2	Providing, fixing, Installing & dismantling after complition of program : 19 mm thick Plywood Platform on hire basis Properly laid on wooden section Framework raised 4" to 9" above the ground in proper line and level.	130.00	Sqm	
3	Providing & fixing good quality upholistar sofa on hire basis with good quality leather and required apporved size with necessary cloth / cap/ handle covering of good quality fresh white cloth with all labour & materils as directed by engineer in charge as directed etc. THREE Seated (arrange it before Rehearsal Day till end of Fuction)	15.00	No	
4	Prov. & fixing of folding steel / MS truss structure mandap having clear span upto 90ft including providing white or colourful cloth ceiling [For monsoon including providing necessary arrangement for diverting the water accumulated from the top of the roof away from the seating arrangement so or not to disturb the spectators] every vertical pillar of Mandap should be supported with Base Plate as directed etc. [Ceiling Cloth should be neat & clean or New] [Only plan area will be measured and accounted the same for payment] More than 15 ft. ceiling height	300.00	Sqmtr	

SR. NO.	ITEM	QTY	UNIT	RATE
5	Providing and fixing Backdrop of Cloth [on both sides] on hire basis full height on steel truss frame frame work etc. complete including necessary door arrangement etc. complete as directed by Engineer-in- charge.	27.88	Sqmtr	
6	Providing, fixing & arranging table on hire basis of minimum size 1.20 mtr x 0.60 mtr & counter covered with clothes and frills all around and top as directed, Tables with decorative Frills and Table covers.	50.00	no	
7	Providing and fixing Brand New Non woolen Synthetic Carpet of colour as approved on hire basis in flooring including all labour and material etc. complete as directed by Engineer-in- charge Non woolen Synthetic carpeting.	400.00	Sqmtr	
8	Providing and fixing Cloth Wall partition on hire basis (cloth on both side) fixed on wooden section framework including all labour and material etc. complete as directed by Engineer-incharge.a) up to 1.85 mt	110.00	Rmt	
9	Providing and Fixing Green Room on hire basis for VVIP made of laminated sheet with top roof including sofa set, tripai, mirror, curtain, Chair, carpet flooring, flower pot, room spray AND attached VVIP toilet etc. complete as directed by Engineer-in-charge. (Only plan area will be measured and accounted the same).	167.28	Sqmtr	
10	Prov. & fixing of complete clusters of flower decoration work consisting of stage decoration,backdrop,front and side of stage including welcome gate and virtue stage including of flower ,stage ,green room ,entry gate ,Public Entry with all labours and materials as directed by Engineer - In - Charge etc. comp.	100.00	R. Meter	
	Total			

APPENDIX – B

DETAILS OF WORK FOR SCHEDULE B

TEMPORARY ILLUMINATION, LED SCREENS & PUBLIC ADDRESS SYSTEM

Item No	Item Description	Qty	Unit	Rate
1.	Hire charges for providing, erecting, testing & commissioning public address system / cultural programme sound system having proper distribution of sound through out the fixed area comprising of the following (1) Mid Top (15" inch speaker & 2 inch HF) 1000 watt - 4 Nos. (2) Base speaker (18" inch speaker) 1500 watt - 4Nos. (3) Power amplifier (QSC RMX2450) - 2 Nos. (4) Stage Monitor (500 Watt) - 2 Nos.&Side Fills Monitor(1500w)-2nos (5) Effect processor - 1 No (6) Active Cross over - 1 No. (7) Hand cordless Microphone - 3 Nos. (10) Audio Link 32 channel - 1 No (11) Podium Microphone Stand - 4 Nos. (12) 32 channel audio mixer - 1 No. (13) CD & DVD player with Recorder / Pen Driver & laptop- 1 No. With Sound Opartor			
	Amphitheatre	1.00	Job	
	Total	1.00		
2.	Hire charges for Providing ,Erecting and dismantling,after use of good running for Outdoor LED screen with necessary suitable structure,back support, wiring, Optical fibre Receiver and accessories with standby arrangement from LED panel to console & necessary MCB, ELCB & earthing etc. LED screen having a P4.8 or latest updated module & having a each block of uniform size as suitable for site requirement with minimum refresh rate of 3000MHZ and IP65 protection and brightness >= 5000 Cd/m2 as per requirement on site as per direction of (B) with metal/wooden structure			
	Amphitheatre stage	220.00	Sq. Feet	
	Amphitheatre stage Horizontal	80.00	Sq. Feet	
	Total	300.00		

Item No	Item Description	Qty	Unit	Rate
3.	Hire charges for providing, erecting and dismantling after use of good running for 52"/55" LED TV complete with necessary suitable cables as per requirement on site as per direction of Engineer - in - charge)			
	Amphitheatre stage	2.00	No	
	Total	2.00	No	
4.	Hire charges for providing erecting and dismantling after use of good running Tower type /Split type Air-Conditioning machine complete with erection gas charging etc. (a) 4 ton for one day as per instruction of engineer.			
	Amphitheatre stage	8.00	No	
	Total	8.00	No	
5.	Hire charges for providing, erecting and dismantling after use of good running for live Digital Set up for mixing Console with required necessary out with UPS backup as per direction of Engineer - in - charge with all cabling as site requirement			
	Amphitheatre Live Stream	1.00	No	
	Total	1.00	No	
6	Hire Charges for providing 250 / 280 Ltr capacity refrigerator complete with M.S. stand if necessary connected with main switchgear & connecting earthing.			
	Amphitheatre VVIP Green Room	1.00	No	
	Total	1.00	No	
7.	Hire charges for providing erecting and dismantling after use of good running condition 1200 mm / 1400 mm size ceiling fan with down rod and clamp complete (B) For Erection In Structure Dome			
	Amphitheatre	60.00	No	
	Total	60.00	No	
8.	Hire charges for providing & dismantling pipe type earthing for temporary electrical installation having G.I. pipe, erected in earth pit with necessary salt & charcoal & necessary earth wire.			
	Amphitheatre	10.00	No	
	Total	10.00	No	

Item No	Item Description	Qty	Unit	Rate
9.	Hire charges for 440V A.C generating set following capacity with necessary fuel, mains, switchgears & accessories complete running on load / no load with acoustic sound proof enclosure etc as per requirement. With transportation charges [D] 125 KVA Full Days			
	Amphitheatre	1.00	No	
	Total	1.00		
10.	Hire charges for providing & dismantling temp. three light consisting Neon / LED Light with electronically controlled effects (Par light) complete erected with necessary stand and supports with connection & necessary controller. (B) 150 Watt With light operator			
	Amphitheatre	10.00	No	
	Total	10.00		
11.	Higher charges for providing erecting and Removing after use of good running condition 300 mm/ 400 mm size low noise oscillation type pedestal fan of good condition. with necessary Wiring connection With Switch Near Power Supply			
	Amphitheatre	10.00	No	
	Total	10.00		
12.	Hire charges for LED Flood Light Fittings with High Power White LEDs wattage of 1 Watt and above assemble on single MCPCB, efficiency more than 130 lm/w and corrosion free high pressure die cast aluminium housing with smooth finish powder coated and heat sink extruded aluminium with diffuser and Polycarbonate optics/lenses with company mark/name engraved or embossed 120 to 300 V, Power factor more than 0.95, THD < 10%, CCT 5000 K to 5700K, Uniformity ratio > 0.45, Luminaire efficiency > 85 Lumens/Watt, LED driver efficiency > 85%. CREE/OSRAM/PHILLIPS Lumileds /NICHIA/SEOUL/BridgeLux(U.S.A) make LED used for luminaire. (Each fitting required LM-79 & LM-80 Certificates) (B) Flood Light (IP-65), Surge -4KV (e) Above 150 watts to 240 watts with necessary Support and Wiring connection With MCB Near Power Supply			
	Amphitheatre	40.00	No	
	Total	40.00		

Item No	Item Description	Qty	Unit	Rate
13.	Hire charges for providing for temporary plug point with 5/15Amp plug switch combined, erected in wooden/Modular board complete with necessary Support and Wiring connection With MCB Near Power Supply			
	Amphitheatre	40.00	No	
	Total	40.00		
	Total Amount			

PART B – SERVICE LEVEL AGREEMENT (SLA)

A. Applicability & Acceptance of GeM Conditions

This tender shall be governed by the applicable GeM Service Level Agreement (SLA), General Terms & Conditions (GTC), Bid Parameters, Contract Terms and applicable Government procurement rules in force from time to time.

By participating in the bid, the bidder accepts all applicable GeM conditions relating to service delivery, timelines, performance standards, inspection, payment, contract administration, penalties, liquidated damages, termination and dispute resolution.

The successful bidder shall comply with all applicable Central Government, Government of Gujarat, GeM, labour, taxation, food safety, electrical safety, fire safety and other statutory requirements relevant to the services covered under this contract.

The work under this contract consists of:

1. Schedule-A – Mandap, Tentage & Venue Development.
2. Schedule-B – Temporary Illumination, LED Screens & Public Address System.
3. Schedule-C – Catering & Hospitality Services.
4. Schedule-D – Supply of Gold-Plated Silver Medals.

In case of any conflict between GeM conditions and VNSGU-specific conditions, the provision imposing higher standards of quality, safety, performance and compliance shall prevail to the extent permissible under applicable rules.

The penalties, liquidated damages, service credits and other contractual remedies shall be governed by the applicable GeM Event Management Service conditions and contract provisions.

B. VNSGU Specific Service Level Conditions

1. Completion of Work

All installations, arrangements, supplies and services shall be completed within the timeline communicated by the University.

The entire venue infrastructure, sound systems, LED systems, illumination arrangements, catering facilities and all related services shall be fully installed, tested and ready before the commencement of the Convocation programme.

2. Quantity Variation

The quantities indicated in the schedules and BOQ are tentative and are provided only for price discovery and bid evaluation purposes.

The University reserves the right to increase, decrease, omit, repeat, modify or relocate any item or service requirement depending upon the final event plan and actual requirements.

Payment shall be made only for the actual quantity executed, supplied and accepted by the University.

No claim for minimum guaranteed quantity, compensation, loss of profit or idle resources shall be entertained.

3. Site Inspection

Bidders are advised to visit the University campus and assess the site conditions before submitting their bids.

No additional claim shall be entertained on account of failure to inspect the site.

4. Quality of Materials and Services

All materials, equipment, furniture, fabrics, electrical components, LED systems, sound systems, catering items, packaging materials and presentation boxes shall be of good quality and free from defects.

The University reserves the right to reject any item or service not conforming to the approved specifications.

Rejected items shall be replaced immediately at the bidder's own cost.

5. Technical Personnel

The bidder shall deploy adequate supervisors, technicians, electricians, operators, service staff and support personnel for successful execution of the event.

Competent technical personnel shall remain available throughout rehearsals and the Convocation programme.

6. Catering Services

Food shall be prepared and served under hygienic conditions and in compliance with applicable FSSAI regulations and food safety standards.

Only fresh ingredients shall be used.

The University may inspect food preparation, storage, transportation and serving arrangements at any stage.

7. Gold-Plated Silver Medals

The supplier shall manufacture and supply medals strictly in accordance with the approved specifications.

The supplier shall provide purity certificates, hallmarking documents and sample approval before bulk production.

Any medal found defective, damaged, underweight, improperly engraved or not conforming to approved specifications shall be replaced at no additional cost to the University.

8. Safety Requirements

The bidder shall be solely responsible for structural safety, electrical safety, fire safety and operational safety during execution of the work.

All temporary electrical installations shall be properly insulated, protected and adequately earthed.

Necessary fire-fighting arrangements and safety equipment shall be maintained at site.

9. Housekeeping and Waste Disposal

The bidder shall maintain cleanliness at all work locations during installation, operation and dismantling.

All waste generated during execution shall be removed by the bidder at its own cost.

10. Inspection and Acceptance

The University reserves the right to inspect materials, equipment, installations, catering arrangements, medal samples and services at any stage.

Only work and supplies accepted by the authorized University representative shall be considered for payment.

11. Dismantling and Site Restoration

After completion of the Convocation Ceremony, the bidder shall dismantle all temporary installations and restore the site to its original condition without causing damage to University property.

C. GENERAL TERMS & CONDITIONS

1. Payment Terms

Payment shall be made only after satisfactory completion of the work and submission of all required documents, invoices, delivery challans and acceptance certificates.

Payment shall be released only for actual quantities supplied, executed and certified by the University.

2. Taxes and Duties

The bidder shall be responsible for payment of all applicable taxes, duties, cess, levies and statutory obligations as applicable under law.

3. Compliance with Laws

The bidder shall comply with all applicable laws, rules, regulations and statutory requirements including labour laws, GST provisions, food safety regulations, electrical safety regulations and other applicable enactments.

4. Insurance and Liability

The bidder shall be responsible for all personnel, materials, vehicles, machinery and equipment deployed under the contract.

The University shall not be responsible for any loss, theft, damage, accident or injury arising during execution of the work.

5. Confidentiality

The bidder shall maintain strict confidentiality regarding all information, designs, layouts, awardee details, medal data, event plans and University records obtained during execution of the contract.

Such information shall not be disclosed to any third party without prior written approval of the University.

6. Subletting and Assignment

The successful bidder shall not assign, transfer or sub-contract the whole or any substantial part of the work without prior written approval of the University.

7. Right of Inspection

The University or its authorized representatives may inspect the work, materials, equipment, manufacturing facilities, food preparation facilities or any related arrangements at any stage of execution.

8. Risk Purchase

If the bidder fails to perform the contract satisfactorily, the University reserves the right to procure the required goods or services from alternate sources at the risk and cost of the defaulting bidder, subject to applicable procurement rules.

9. Force Majeure

Neither party shall be held liable for failure or delay in performance due to causes beyond reasonable control including natural disasters, floods, fire, epidemics, war, government restrictions or similar events.

10. Termination

The University reserves the right to terminate the contract wholly or partly in the event of unsatisfactory performance, breach of contract, misrepresentation, non-compliance with instructions or any other reason considered appropriate by the University.

11. Arbitration and Jurisdiction

Any dispute arising out of this contract shall be resolved under the provisions of the Arbitration and Conciliation Act, 1996 and amendments thereto.

The courts situated at Surat, Gujarat shall have exclusive jurisdiction.

12. Decision of the University

The decision of the Registrar, Veer Narmad South Gujarat University, Surat or any officer authorized by the University regarding interpretation of specifications, quality of work, quantity certification, acceptance of supplies and contract administration shall be final and binding upon the contractor.

PART C – PAYMENT TERMS & FINANCIAL CONDITIONS

1. Basis of Payment

Payment shall be made only for the actual quantity of work executed, services provided, materials supplied and accepted by the University, irrespective of the estimated quantities indicated in the BOQ.

The quantities specified in the schedules are tentative and provided solely for price discovery and bid evaluation purposes. The University does not guarantee any minimum quantity under any schedule.

No claim for compensation, loss of profit, idle manpower, idle machinery or minimum guaranteed quantity shall be entertained.

2. Schedule-Wise Payment

A. Schedule-A – Mandap, Tentage & Venue Development

Payment shall be released after:

- Complete installation of all approved items.
- Successful conduct of the Convocation Ceremony.
- Dismantling and restoration of the site.
- Certification by the authorized University representative.

Payment shall be based on actual quantities executed and certified.

B. Schedule-B – Temporary Illumination, LED Screens & Public Address System

Payment shall be released after:

- Successful installation, testing and operation of all systems.
- Completion of the Convocation Ceremony.
- Removal of temporary installations.
- Certification by the authorized University representative.

Payment shall be based on actual quantities installed and accepted.

C. Schedule-C – Catering & Hospitality Services

Payment shall be released after:

- Successful completion of catering services.
- Verification of actual number of persons served or actual quantity ordered by the University.
- Certification by the designated University officer.

Payment shall be based on actual services utilized and accepted by the University.

D. Schedule-D – Supply of Gold-Plated Silver Medals

Payment shall be released after:

- Delivery of the complete quantity ordered by the University.
- Submission of purity certificates and supporting documents.
- Inspection and acceptance by the University.

Payment shall be based on the actual number of medals supplied and accepted.

3. Submission of Bills

The contractor shall submit the following documents along with the bill, wherever applicable:

- Tax Invoice.
- Delivery Challans.
- Measurement Sheets.
- Completion Certificate.
- Acceptance Certificate issued by the University.
- Purity Certificate and Hallmark Certificate for medals.
- Any other document required by GeM or the University.

Incomplete bills may be returned for correction.

4. Inspection and Certification

The University reserves the right to verify quantities, specifications, quality and performance before processing payment.

Only quantities and services certified by the authorized University representative shall be considered for payment.

The University's measurements, counts and certifications shall be final for payment purposes.

5. Statutory Deductions

All statutory deductions including TDS, GST TDS or any other deductions as applicable under prevailing laws and Government regulations shall be made from the contractor's bills.

6. Price Variation

The rates quoted by the bidder shall remain firm and fixed during the entire contract period and no escalation shall be payable on account of increase in labour charges, transportation charges, fuel cost, material cost, taxes, duties or any other factor.

However, for Schedule-D (Gold-Plated Silver Medals), if the procurement is delayed beyond the original validity period due to reasons attributable to the University, the University reserves the right to seek a revised price based on prevailing bullion rates or to place a fresh order as per applicable procurement rules.

7. GeM Payment Process

All payments shall be processed through the Government e-Marketplace (GeM) platform in accordance with applicable GeM procedures and guidelines.

The contractor shall comply with all requirements relating to Service Acceptance, Consignee Approval, CRAC/Completion Certificate generation and invoice submission on GeM.

8. No Advance Payment

No advance payment shall be made by the University unless specifically permitted under GeM provisions and approved by the competent authority.

9. Final Settlement

Final payment shall be subject to:

- Completion of all contractual obligations.
- Removal of defects, if any.
- Submission of required certificates and documents.
- Settlement of all outstanding issues relating to the contract.

The release of payment shall not relieve the contractor from any liability arising out of defects, deficiencies, warranty obligations or contractual responsibilities subsequently discovered by the University.

10. Right to Withhold Payment

The University reserves the right to withhold part or full payment in case of:

- Unsatisfactory performance.
- Incomplete work.
- Non-submission of required documents.
- Pending rectification of defects.
- Breach of contractual obligations.
- Any other reason considered justified by the University under the contract terms.

Such withholding shall not affect the University's other rights and remedies available under the contract, GeM conditions and applicable laws.

Yes, this clause should be added because Government and University payments sometimes depend on budget availability, GeM processing, audit compliance, CRAC generation, treasury procedures, etc.

11. Delay in Payment

The contractor acknowledges that payments under Government and University contracts are subject to administrative approvals, budget availability, GeM processes, verification procedures, audit requirements and other statutory formalities.

In the event of any delay in processing or release of payment by the University due to administrative reasons, budgetary constraints, procedural requirements, GeM-related

processes, verification of documents, audit observations or any other reason beyond the reasonable control of the University, the contractor shall not be entitled to claim any interest, compensation, damages, escalation, financial charges, loss of business, idle charges or any other monetary relief whatsoever.

The contractor expressly agrees that delayed payment, if any, shall not constitute a breach of contract by the University and shall not entitle the contractor to suspend, discontinue, withhold or adversely affect the performance of any contractual obligation.

The contractor shall continue to perform all obligations under the contract until completion of the work and final settlement of accounts.

The liability of the University shall be limited only to payment of the admissible amount certified and approved under the contract, without any interest or additional financial liability of any nature.

12. No Claim for Price Escalation Due to Payment Delay

No claim for escalation in rates, increase in material cost, increase in precious metal prices, labour charges, transportation charges, fuel cost, market fluctuations, inflation or any consequential loss arising out of delay in payment shall be entertained by the University.

The rates accepted under the contract shall remain valid and binding for the entire contract period irrespective of the timing of payment.

This clause is particularly important for the **Gold-Plated Silver Medal schedule**, as it prevents future claims arising from fluctuations in silver or gold prices after supply has been completed.

PART – D : MINIMUM ELIGIBILITY CRITERIA

A. GENERAL ELIGIBILITY

The bidder shall meet the following minimum eligibility requirements and submit the corresponding declarations / information in the prescribed Annexures.

Failure to submit mandatory Annexures shall render the bid non-responsive.

1. Financial Turnover

The bidder shall submit a declaration of average annual turnover from relevant business activities / services and eligibility for exemption, if applicable, as per **ANNEXURE – I**.

2. Past Experience

The bidder shall submit details of past experience in relevant work experience in similar nature of work / services, as per **ANNEXURE – II**.

3. Earnest Money Deposit (EMD)

The bidder shall submit details of Earnest Money Deposit (EMD) or valid exemption, as applicable, strictly in accordance with the bid conditions, as per **ANNEXURE – III**.

4. Bidder Information & General Acceptance

The bidder shall furnish complete bidder information and unconditional acceptance of the Scope of Work, GeM SLA, Service Conditions, General Terms & Conditions, and Payment Terms, as per **ANNEXURE – IV**.

5. Consolidated Self-Declaration

The bidder shall submit a consolidated self-declaration covering non-blacklisting status, compliance with land border sharing country restrictions (GFR Rule 144(xi)), class of supplier / local content declaration, and correctness of information, as per **ANNEXURE – V**.

6. Price Reasonability Certificate

The bidder shall submit a Price Reasonability Certificate confirming that the quoted prices are reasonable, competitive, and inclusive of all statutory obligations and costs, as per **ANNEXURE – VI**.

B. BID-SPECIFIC REQUIREMENTS (if Any)

The bidder shall additionally comply with the following **bid-specific eligibility requirements** as per **ANNEXURE – VII**

PART – E : BID SUBMISSION GUIDELINES

1. Mode of Submission

1.1 All bids shall be submitted **online only** through the **Government e-Marketplace (GeM) portal**.

1.2 Earnest Money Deposit (EMD), wherever applicable, shall be submitted either through **Demand Draft (DD)** or claimed through valid **MSME / NSIC / DPIIT Startup exemption**, strictly as per GeM rules.

1.3 The original EMD Demand Draft (if applicable) shall be submitted physically at:

Purchase Section

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

in a sealed cover clearly superscribed as:

“EMD for [Name of Bid]”

before the GeM bid closing date.

1.4 Each document shall be uploaded under the **correct GeM upload button**, in **clear, readable, searchable PDF format**, duly signed and stamped by the authorised signatory.

1.5 Incomplete, illegible, wrongly tagged, or missing documents may result in **rejection of the bid during technical evaluation**, as per GeM rules.

A. Physical (Hard-Copy) Submission

Document	Mode	Submission Location	Last Date
EMD Demand Draft (if applicable) in sealed cover marked “EMD for [Name of Bid] ”	Original Hard Copy	Purchase Section, VNSGU, Surat – 395007	As per GeM bid closing date

B. Online Submission on GeM Portal

Sr. No.	Purpose	GeM Upload Button	Documents to Attach
1	Financial Capacity & Turnover	Button 1 – Financial Capacity	Annexure–I (Past Experience), Annexure–II (Turnover Declaration), MSME / NSIC / Startup certificate (if applicable)
2	Past Experience	Button 2 – Experience Documents	Annexure–I, supporting work orders / completion certificates (if any)
3	EMD / Exemption	Button 3 – Compliance Documents	Annexure–III, Scan of DD or MSME / Startup certificate
4	Bidder Information & Acceptance	Button 4 – Additional Documents	Annexure–IV, Self-attested PAN, GST Registration Certificate, Cancelled Cheque
5	Consolidated Self-Declaration	Button 4 – Additional Documents	Annexure–V
6	Price Reasonability	Button 4 – Additional Documents	Annexure–VI
7	Bid specific requirement	Button 4 – Additional Documents	Annexure–VII

* All above Annexures are **mandatory**, unless exempted under applicable GeM provisions.

IMPORTANT NOTES FOR ANNEXURES & DOCUMENT SUBMISSION

1. All Annexures must be **fully filled, signed, stamped, and page-numbered**. Annexure numbering must strictly match the tender document.
2. All supporting documents must be **self-attested and stamped** by the authorised signatory.

3. **No price information** shall be mentioned in any Annexure or technical document.
Prices shall be entered **only in the GeM BoQ / Financial Bid**.
 4. All uploaded files must be in **clear, readable, searchable PDF format**.
 5. Documents must be uploaded **strictly under the correct GeM upload button**.
Wrong tagging may lead to rejection.
 6. **Unnecessary, promotional, or irrelevant documents** shall not be uploaded.
Only documents specifically asked for in this bid shall be considered.
 7. Under experience criteria, bidders are advised to upload **only relevant and limited documents**.
Excess or unrelated documents may be ignored during evaluation.
-

ANNEXURE - I
DECLARATION OF AVERAGE ANNUAL TURNOVER & EXEMPTION ELIGIBILITY

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

(fill even though you claim exemption)

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

Financial Year	Annual Turnover (₹)
FY	
FY	
FY	
Average turnover	
Required Turnover as per Bid	
Average turnover is as per Bid condition	YES/NO

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

PART B – EXEMPTION FROM TURNOVER (IF APPLICABLE)

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

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

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

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

Note: “Exemption from past experience, turnover or EMD shall be applicable only if the bidder’s MSME / NSIC / DPIIT Startup status is valid and reflected as ‘Verified/Active’ on the GeM portal at the time of bid submission. MSME / Startup registrations appearing as ‘Pending’, ‘Applied’, or under verification on the GeM portal shall not be considered for exemption at the bid evaluation stage. Committee verification shall be limited to verification of documents and shall not override GeM system status for the purpose of granting exemption.”

FINAL DECLARATION

I/We hereby declare that:

- ✓ All information provided is true and correct.
- ✓ We understand that concealment/misrepresentation may lead to bid rejection.
- ✓ We agree to submit any additional documents if required by VNSGU during evaluation.

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

ANNEXURE – II
DECLARATION OF PAST WORK EXPERIENCE & EXEMPTION ELIGIBILITY

PART A – WORK EXPERIENCE DETAILS (LAST THREE FINANCIAL YEARS)

(Important Instructions to Bidders (Mandatory):

1. Fill this even though you claim exemption.
2. **Maximum Three (03) Work Orders only** shall be listed.
Submission of more than three orders will result in the **evaluation of only the first three** in the order listed.
3. **Only completed works** shall be considered.
Ongoing, partial, trial, or AMC-only contracts shall **not** be treated as completed works.
4. **Eligible Clients:**
 - **Government / PSU / Autonomous Bodies / Universities** – all completed works are acceptable.
 - **Private Limited Companies** – only completed works of **Public or Private Limited Companies** shall be considered.
 - Works executed for proprietorships, partnership firms, individuals, societies, or NGOs **shall not be considered.**
5. **Do not attach unnecessary documents.**
Only the documents specifically mentioned below shall be uploaded. Any extra, irrelevant, or promotional documents may be ignored during evaluation.
6. **Mismatch or false information** between this Annexure and uploaded documents may lead to **bid rejection.**

Experience Details Table

Sr. No.	Client Name & Address	Organization type (Govt / PSU / Autonomous / University / Pvt. Ltd.)	Work Order No. & Date	Brief Description of Work / Service	Contract Value (₹)	Completion Proof Attached (Yes/No)
1						
2						
3						

For each work order mentioned above, attach:

- **Mandatory:** ✓ Copy of Work Order / Contract Agreement
- **AND any ONE (1) of the following:**
 - ✓ Completion / Performance Certificate issued by the client **OR**
 - ✓ Proof of payment (Bank advice / TDS certificate / payment confirmation) **OR**

✓ CARC (Consignee's Acceptance & Receipt Certificate) generated on GeM (if applicable)

PART B – DECLARATION OF EXPERIENCE ELIGIBILITY (AS PER BID CONDITIONS)

We hereby confirm that we satisfy the past experience eligibility criteria specified in the bid document by fulfilling **any one** of the following conditions:

Eligibility Condition	Tick (✓)
One completed work of value not less than 80% of the estimated bid value	<input type="checkbox"/> YES <input type="checkbox"/> NO
Two completed works, each of value not less than 50% of the estimated bid value	<input type="checkbox"/> YES <input type="checkbox"/> NO
Three completed works, each of value not less than 40% of the estimated bid value	<input type="checkbox"/> YES <input type="checkbox"/> NO
We do NOT satisfy the above experience criteria and are claiming exemption , if permissible under the bid conditions and applicable Government / GeM procurement policies (supporting document attached)	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART C – DECLARATION FOR EXEMPTION (IF APPLICABLE)

We claim exemption from the **past experience requirement**, as permitted under applicable Government procurement policies, based on our status as:

MSME (Udyam Registered), NSIC Registered, DPIIT-Recognized Startup

Attachment Required:

✓ Self-attested copy of valid MSME-Udyam / NSIC / DPIIT Startup Certificate

Note: "Exemption from past experience, turnover or EMD shall be applicable only if the bidder's MSME / NSIC / DPIIT Startup status is valid and reflected as 'Verified/Active' on the GeM portal at the time of bid submission. MSME / Startup registrations appearing as 'Pending', 'Applied', or under verification on the GeM portal shall not be considered for exemption at the bid evaluation stage. Committee verification shall be limited to verification of documents and shall not override GeM system status for the purpose of granting exemption."

FINAL DECLARATION

We hereby declare that:

- The information furnished above is **true, complete, and correct.**
 - Only eligible and completed works have been declared.
 - No misleading or false information has been submitted.
 - We understand that submission of incorrect information may result in **rejection of the bid, forfeiture of EMD, and other legal or contractual action** as deemed fit by the Procuring Authority.
-

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

ANNEXURE - III

EMD Submission or Exemption Declaration

Option A – EMD Submission via Demand Draft

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

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

We confirm that:

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

To Be Submitted (Hard Copy):

The original Demand Draft must be submitted at the Purchase Section, Veer Narmad South Gujarat University, Surat – 395007 not later than three days of the Online GEM bid submission deadline.

Place: _____ Date: _____

Authorized Signatory (Name & Seal)

Attachment: Original Demand Draft

OR

Option B – EMD Exemption Declaration

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

We understand and acknowledge that:

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

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

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

Note: “Exemption from past experience, turnover or EMD shall be applicable only if the bidder’s MSME / NSIC / DPIIT Startup status is valid and reflected as ‘Verified/Active’ on the GeM portal at the time of bid submission. MSME / Startup registrations appearing as ‘Pending’, ‘Applied’, or under verification on the GeM portal shall not be considered for exemption at the bid evaluation stage. Committee verification shall be limited to verification of documents and shall not override GeM system status for the purpose of granting exemption.”

ANNEXURE – IV BIDDER INFORMATION & ACCEPTANCE

A. BIDDER INFORMATION

Sr. No.	Particulars	Bidder's Response
1	Name of Firm / Company	
2	Legal Status (Proprietorship / Partnership / LLP / Pvt. Ltd. / Ltd. / Others)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Authorized Signatory – Name	
7	Designation	
8	Contact Number	
9	Email ID	
10	Website (if any)	

B. STATUTORY & REGISTRATION DETAILS

Sr. No.	Registration / License	Registration No.	Valid Up To	Copy Enclosed (Yes / No)
1	PAN			
2	GST Registration			
3	MSME / NSIC / DPIIT Startup (if applicable)			
4	Any Other (specify)			
5				
6				

C. BANK DETAILS (FOR PAYMENT PURPOSE)

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

D. ESCALATION MATRIX (FOR OPERATIONAL / SUPPORT ISSUES)

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

E. GENERAL ACCEPTANCE & UNDERTAKING

We hereby declare and confirm that:

1. We have **read, understood and accepted the Scope of Work** as specified in the bid document and appendices.
2. We have **read, understood and accepted the GeM General Terms & Conditions and applicable Service Level Agreement (SLA)** governing this bid.
3. We have **read, understood and accepted the Payment Terms** as specified in the bid document and on the GeM portal.
4. We agree to **execute a formal agreement / contract**, if required, and to comply with all terms and conditions of the bid.
5. We confirm compliance with all **applicable Central and State laws**, statutory requirements and procurement rules relevant to this bid.
6. We certify that **all information furnished by us is true, correct and complete** to the best of our knowledge.

7. We understand that submission of **false, misleading or incomplete information** may result in rejection of the bid, cancellation of award, or other action as per applicable rules.
-

Place: _____ **Date:** _____ **Authorized Signatory Signature & Seal)**

UPLOAD / ATTACHMENT INSTRUCTIONS

- Self-attested copy of **PAN Card**
 - Self-attested copy of **GST Registration Certificate**
 - **Cancelled Cheque** (for bank verification)
 - MSME / NSIC / DPIIT Startup certificate (if applicable)
-

ANNEXURE – V CONSOLIDATED SELF-DECLARATION

I/We, the undersigned bidder, do hereby solemnly declare and affirm as under:

PART A – SELF-DECLARATION REGARDING NON-BLACKLISTING

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

PART B – SELF-DECLARATION REGARDING LAND BORDER SHARING COUNTRY

(Rule 144(xi) of GFR, 2017 as amended)

1. I/We hereby declare that:

We are not from a country which shares a land border with India, as defined under Rule 144(xi) of the General Financial Rules (GFR), 2017 and subsequent amendments issued by the Government of India.

OR

We are from a country which shares a land border with India, and we are **registered with the Competent Authority** as notified by the Government of India. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed.

2. I/We understand that **misrepresentation or suppression of facts** under this declaration shall render the bid liable for rejection and may also lead to cancellation of contract, if awarded.
-

PART C – CLASS OF SUPPLIER & LOCAL CONTENT DECLARATION

(As per Gujarat State Procurement Policy, 2024)

1. Local Content Confirmation

I/We confirm that the local content in respect of the quoted item(s) / service(s) is _____
%, and accordingly we qualify as:

- Class-I Gujarat MSE / Class-I Local Supplier
 Class-II Gujarat MSE / Class-II Local Supplier
-

2. Eligibility for Purchase Preference

I/We hereby declare that we are eligible for **purchase preference**, wherever applicable, as per **Government of Gujarat Industries & Mines Department Resolution No. SPO-102021-188460-CH dated 14-03-2024**.

3. Compliance with Local Content Calculation

I/We confirm that the local content has been calculated strictly in accordance with the prescribed formula:

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

Further, I/We confirm that **transportation, insurance, installation, commissioning, training, AMC/CMC, and after-sales services** have not been considered as local value addition.

4. Details of Local and Imported Content

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

(Attach additional sheet if required)

5. Auditor Certification (Where Applicable)

For bids above ₹10 Crore, I/We confirm that a certificate from:

- Statutory Auditor / Cost Auditor (for Companies), **OR**
- Practicing Chartered Accountant / Cost Accountant (for others)

certifying the percentage of local content, **as per Annexure-II of the Gujarat State Procurement Policy, 2024**, has been enclosed.

6. Declaration of Integrity

I/We understand that any **false declaration** under this annexure shall be treated as a **breach of Code of Integrity** under Clause 2(C)(d) of the Gujarat State Procurement Policy, 2024, and may lead to:

- Debarment for a period of up to **two (02) years**, and/or
- Other legal actions as applicable.

FINAL DECLARATION

I/We hereby declare that **all information provided in this consolidated self-declaration is true, complete, and correct** to the best of our knowledge and belief, and nothing material has been concealed therefrom.

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

ANNEXURE- VI
Price Reasonability Certificate

To

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

Subject: Price Reasonability Certificate

Dear Sir/Madam,

We hereby certify that:

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

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

Sincerely,

Place: _____ Date: _____

Authorized Signatory (Name & Seal)

Yes, for this Convocation bid you can keep the annexures largely unchanged and simply use **Annexure-VII as Bid-Specific Requirement** for the Pre-Bid Meeting.

In fact, for an event management bid involving Mandap, LED, Sound, Catering and Gold Medals, a mandatory site visit/pre-bid meeting is beneficial because vendors need to understand:

- Venue layout
- Seating arrangements
- Stage location
- Electrical points
- LED and sound requirements
- Catering location
- Movement of dignitaries
- Convocation protocol requirements

I suggest adding the following under **Part D – Bid Specific Requirement (Annexure-VII)**:

ANNEXURE – VII

PRE-BID MEETING / SITE VISIT DECLARATION

A. Pre-Bid Meeting

A pre-bid meeting shall be conducted by Veer Narmad South Gujarat University (VNSGU), Surat on the date, time and venue specified in the bid document or GeM portal.

The purpose of the meeting is to provide clarification regarding the scope of work, venue conditions, schedules, technical requirements and execution methodology.

The University may issue corrigenda, amendments, clarifications or additional instructions after the pre-bid meeting, which shall form part of the bid document.

B. Site Visit

The bidder is strongly advised to inspect the Convocation venue and assess the site conditions before submission of the bid.

The bidder shall be deemed to have fully satisfied itself regarding:

- Site conditions
- Accessibility
- Installation requirements
- Electrical arrangements
- Space availability
- Transportation requirements
- Storage arrangements
- Catering locations
- Any other factor affecting execution of the work

No additional claim arising out of lack of site inspection or misunderstanding of site conditions shall be entertained after submission of the bid.

C. Bidder Declaration

I/We hereby declare that:

We attended the Pre-Bid Meeting conducted by VNSGU.

OR

We could not attend the Pre-Bid Meeting but have carefully studied the bid document and understand all requirements.

Further, we confirm that:

✓ We have understood the scope of work and technical requirements.

✓ We have assessed the site conditions and execution requirements.

✓ We shall not claim any additional payment, extension of time or compensation on account of misunderstanding of the scope, quantities, site conditions or execution requirements.

✓ We accept all clarifications, corrigenda and instructions issued by the University in connection with the pre-bid meeting.

Place: _____ Date: _____

Authorized Signatory (Name & Seal)
