



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4706471  
Dated/दिनांक : 28-02-2024

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 06-03-2024 12:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 06-03-2024 12:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 15 (Days)  |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Finance  |
| Department Name/विभाग का नाम   | Department Of Financial Services   |
| Organisation Name/संगठन का नाम   | National Bank For Agriculture And Ruraldevelopment   |
| Office Name/कार्यालय का नाम  | Mahashtra  |
| Item Category/मद केटेगरी   | Event or Seminar or Workshop or Exhibition or Expo Management Service - National; International Women Day Celebration and Exhibition of SHG products; Participation arrangements, Venue Development, Exhibition Stalls Enclosing the parking area decorati..     |
| Contract Period/अनुबंध अवधि  | 8 Day(s)   |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 2 Lakh (s)   |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 Year (s)   |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है                          | Yes  |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट                                 | No   |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट                         | No   |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*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 |

| <b>Bid Details/बिड विवरण</b>  |                             |
|---|-----------------------------|
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>   | No                          |
| <b>Type of Bid/बिड का प्रकार</b>  | Single Packet Bid           |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Estimated Bid Value/अनुमानित बिड मूल्य</b>   | 180000                      |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |
| <b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>                       | Yes                         |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**ePBG Detail/ईपीबीजी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. 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.
2. 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 / Public Listed Company. Copies of relevant contracts / orders to be

uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1 4 2021 PPD dated 18.05.2023](#) 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.

4. 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.

5. 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.
6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

#### **Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:01 of atleast Rs 2 lakh**

**During the (full) duration of contract or contract period Service provider must have a dedicated team of manpower strength of XX to conduct events:05**

**Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; International Women Day Celebration And Exhibition Of SHG Products; Participation Arrangements, Venue Development, Exhibition Stalls Enclosing The Parking Area Decorati.. ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification             | Values   |
|---------------------------|--|
| <b>Core</b>               |  |
| Location of event         | National   |
| State                     | NA   |
| District                  | NA   |
| pincode                   | NA   |
| Nature of events          | International Women Day Celebration and Exhibition of SHG products                                       |
| Category of work required | Participation arrangements , Venue Development , Exhibition Stalls Enclosing the parking area decoration |
| Event premises            | Buyer premise  |

| Specification   | Values   |
|---|--|
| Duration of event   | Full day   |
| Coverage of the event                                     | Photography , Sound system management  |
| Boarding  | Not Required   |
| Inclusion for the event                                   | Flower Decoration , Mike and Sound Setup , Backdrop Standees , Welcome Lamp , 35 Tulsi saplings in good pot 03 Shawls etc as per the ATC |
| Seating arrangement                                       | Classroom style , for exhibition stall each 02 chairs  |
| <b>Addon(s)/एडऑन</b>                                      |  |
| <b>Additional Details/अतिरिक्त विवरण</b>                  |  |
| Estimated/ Indicative number of participants in the event | 200  |

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | Number of event to be organized | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|---------------------------------|--|
| 1              | Vineet Sudhir Bhat                                      | 411005,National Bank for Agriculture and Rural Development, Maharashtra Regional Office, 54, Wellesley Road, Shivaji Nagar, Pune 411005 | 1                               | N/A                                      |

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

**1. Generic**

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due

performance of the Contract and the Sellers obligations there under.

### 3. Service & Support

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

### 4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### **Notice inviting quotations through GeM for venue arrangement including installation of 15 Exhibition Stalls in Maharashtra Regional Office of NABARD for International Women Day 2024 celebration.**

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GeM based quotes are invited for event management and venue arrangement including installation of 15 exhibition stalls on hiring basis for NABARD's Maharashtra Regional Office building at Wellesley Road, Shivaji Nagar Pune-05 on the occasion of International Women Day 2024.

The scope of work and terms and conditions are as follows.

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#### **Scope of the work for 4th floor event:**

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1. Enclosing the stage already available at office by good quality silky white cloth covered with a red cover usually used for creating enclosures around the stage. Size of the stage is approx. 20 X 10 feet.
2. Decoration of the stage and flower rangoli along with decoration of oil lamp. Oil lamp available at office, must be cleaned and decorated and kept ready with oil, etc. for lighting it at the time of inauguration of the event. All consumables are to be arranged by the contractor.
3. Red Carpet which should be clean without holes or marks, is to be placed from gate of 4th floor up to the stage and from stage to another end of the hall.
4. Contractor must arrange chairs available with the office for participants of the programme in proper manner as per the instructions of the officers.
5. Similarly, chairs and teapoy has be arranged for the stage as per the instruction of the officers.
6. Flower decoration for the podium must be made. Podium is already available at the office.
7. Contractor has to bring 01 banner as per the content provided by the Office and the same has to be placed behind the stage in proper manner.
8. Contractor has to arrange 02 standee as per the content given by the office.
9. Flower decoration is required for the entrance at the 4th floor.
10. Flower decoration to be made for office main gate with patta type of decoration without using nails in the building. Therefore, rent of proper stand is to be considered while quoting the price.
11. Rangoli is to be made at entrance gate, entrance hall, 4th floor of appropriate size suitable to the location.
12. Flower hand bouquet of good quality : 08 Nos to welcome the dignitaries and guests.
13. Photographer services covering the event and providing soft copies to the office through email/transfer.

14. Sound System: Contractor has to arrange a good quality sound system comprising 02 handheld microphones and a stand held microphone for the podium. A professional operator may be deputed to the site to maintain the sound system.

15. Contractor has to supply 35 saplings of Tulsi plant in a good quality earthen pot as approved by the office.

16. Contractor has to supply 03 good quality shawls as approved by the office to be used to felicitate the guests.

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#### **Scope of the work for parking area for the events:**

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1. Office has 02 parking areas at stilted parking on two sides called wings with each wing parking having carpet area of approx. 45 feet X 91 feet. Actual orientation of the parking area shall be seen on actual basis by the bidder.

2. Each wing-parking has to be covered with the clean good quality silky white cloth and red cloth covering usually used in high end enclosures for an event.

3. One wing-parking adjacent to the Petrol Pump, has to be used for installing 15 Nos exhibition stalls. Each stall has to be able to cover 02 tables in mutually perpendicular position and 02 chairs and some space to move. All 15 stalls are to be arranged on the 91 feet side of the parking.

4. Contractor must install enough lights and fans to cater to the space and participants on both parking areas. Supply has to be drawn from the office connections and power shall be paid for by the office. Lights and fans are to be arranged by the contractor.

5. Each exhibition stall should have space to showcase name of the exhibitor. Names shall be provided by the office but contractor has to arrange to print and get those installed on the stall.

6. Contractor has to make arrangement for inauguration of the exhibition by installing a inauguration lace and decorated scissor.

7. Contractor has to supply 60 chairs to facilitate sitting of participants in exhibition area and as well as parking area where food is to be served. Placement of chairs shall be advised by the office.

#### **Other Terms and Conditions:**

-

1. The prices may be quoted strictly as per the attached schedule of quantities.

2. You may inspect the site before quoting to satisfy yourself.

3. The physical infrastructure like exhibition stalls, enclosures for both parking area and venue arrangement on the 4th floor of the office building will be required from the evening prior to the date of actual event to the evening on the date of actual event.

4. Though the event is celebrated across the world is celebrated on 08 March, for the administrative convenience, it has been decided to schedule the event once confirmation from the Chief Guest is confirmed. Therefore, event may be conducted on any date between 06th to 15th of March 2024. Final date shall be confirmed to the finalized bidder at the time of the award of the work.

5. All necessary tools and plants, manpower, etc should be arranged by the contractor for the work.

6. The quoted prices shall be inclusive of all taxes, freight, insurance premium, etc. Any claim for additional charges at later date will not be entertained.

7. Payment will be made after completion of the stipulated time period only. It may be noted that no advance will be paid. Payment will be made after deduction of stipulated taxes. In order to facilitate payment from different accounts, contractor has to submit invoices for the due payments in multiple invoices as per the office instructions,

8. You will take necessary insurance cover at your cost to cover any accident or any other eventuality on site. NABARD will not be responsible for the same.

9. Presence in Pune is mandatory. Documentary evidence required.

10. NABARD reserves the right to place order for all or only some of the items or to change the quantities of the items. NABARD also reserves the right to accept or reject any quotation without assigning any reasons therefor.

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

Text Clause(s)

#### **Notice inviting quotations through GeM for venue arrangement including installation of 15 Exhibition Stalls in Maharashtra Regional Office of NABARD for International Women Day 2024 celebration.**

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on site. NABARD will not be responsible for the same.

9. Bidder should have presence in Pune for proper coordination. Documentary evidence showing the official presence in Pune is must.

10 NABARD reserves the right to place order for all or only some of the items or to change the quantities of the items. NABARD also reserves the right to accept or reject any quotation without assigning any reasons therefor.

#### 7. **Buyer Added Bid Specific SLA**

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

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

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 within 4 days of bid publication on GeM. 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

**---Thank You/धन्यवाद---**