

REQUEST FOR PROPOSAL
for
Selection of Agency for Execution of
Digital Branding works for
IAPSMCON-2026 at Namo Medical Education
and Research Institute in Silvassa

(ONLY FOR CREATIVE BRANDING & ADVERTISEMENT AGENCIES EMPANELLED WITH SOCIETY FOR PROMOTION OF TOURISM, ART AND CULTURE (SPOTAC), DNH & DD)

RFP Ref No: 5/255/DT/DNH&DD/MICE/2024-25/92

Date: 13/02/2026



Issued by:

Society for Promotion of Tourism, Art and Culture (SPOTAC)
Department of Tourism,
UT Administration of Dadra & Nagar Haveli and Daman & Diu
4th Floor, Vidyut Bhawan, Kachigam Nani Daman, Daman – 396 215
Phone: 0260-2250002
Email: dnhddtourism@gmail.com

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CHAPTER 1
TENDER INVITATION NOTICE

NO: 5/255/DT/DNH&DD/MICE/2024-25/92

Date: 13/02/2026

The Member Secretary (SPOTAC), Tourism Department, DNH & DD invites e-tenders (Online) in two bid system through Online on <https://ddtenders.gov.in> from the interested agencies amongst empanelled creative branding & advertisement agencies with the Society for Promotion of Tourism, Art and Culture (SPOTAC), UT of DNH & DD for the **“Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa”** to be sent by RPAD/Courier or to be deposited by Hand in Tender Box kept in the Office of the undersigned on or before **bid due date**.

Sr. No.	Description of Item	Qty.
1.	Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa	As mentioned in tender document

a) Online downloading and uploading starts	13/02/2026
b) Pre bid meeting	16/02/2026, 12:00 PM Onward VC link: https://meet.google.com/cns-oqpk-xgf
c) Bid Submission Due Date and Time (Physical and Online)	19/02/2026 06:00 PM
e) Opening of Technical Bid	20/02/2026 12:00 PM
f) Presentation	To be communicated later
g) Opening of Financial Bid	To be communicated later
The online Technical Bids received without scanned copies of Mandatory documents shall not be considered for evaluation. List of the mandatory documents are specified in the terms and conditions.	
The bidders have to submit the price bid in Electronic Format only on website till the last date and time for submission. <u>Price bid in physical format shall not be accepted in any case.</u> The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
Bidder can post their queries on E-mail Address: dnhddtourism@gmail.com or can contact on 0260-2250002.	
The Tender Inviting Authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.	
The tender form along with all details including schedules and terms and conditions can be downloaded from the Web Site https://ddtenders.gov.in	
In case, bidder needs any clarification or if training required of participating in online tender, they can contact the NIC, Daman.	

Sd/-
 Member Secretary (SPOTAC)/
 Director (Tourism),
 DNH & DD

CHAPTER 2

TENDER FORM

(For all the terms & conditions of tender document are acceptable to bidder)

To

The Member Secretary (SPOTAC)/Director (Tourism),
Department of Tourism,
4th Floor, Vidyut Bhawan, Kachigam,
Nani Daman, Daman – 396 215
UT Administration of Dadra & Nagar Haveli and Daman & Diu

Ref No. _____ Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no., dated (if any), the receipt of which is hereby confirmed. We now offer to create and submit the *services* in conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the “Scope of Work” of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us.

I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we qualify all the eligibility criteria & terms and conditions specified in the RFP of Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa as on date.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned Tender document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal.

CHAPTER 3

SCOPE OF WORK

I. The agency shall execute following digital branding works for the execution of IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa:-

Sr. No.	Particulars	Qty
1.	<p>Rental Charges for 05 Days- 75" Vertical Display (Totem) with Toughened Glass for Screen Protection.</p> <p>This will be used to display 3 Layouts together</p> <ul style="list-style-type: none"> • Live Event • Image of Infra and Tourism/ Tourist Places • About the event & Live Lectures 	02 Nos.
2.	<p>Rental Charges for 05 Days- 55" Vertical Display (Totem) with Toughened Glass for Screen Protection. This will be used for</p> <ul style="list-style-type: none"> • Live Event • Details of the event and during no activity on stage live lectures • Way Finders <p><i>Note: All the Screens shall be with Commercial Signages and having 400 Nits Brightness with Inbuilt Speakers.</i></p>	08 Nos.
3.	<p>Rental Charges for 05 Days - 43" Vertical Display with Toughened Glass for Screen Protection. This will be used for</p> <ul style="list-style-type: none"> • Food Menu - Lunch & Breakfast <p><i>Note: All the Screens shall be with Commercial Signages and having 400 Nits Brightness with Inbuilt Speakers</i></p>	04 Nos.
4.	<p>Rental Charges for 05 Days - 10.1" Photo Frame Display this will be used at</p> <ul style="list-style-type: none"> • On Stage to Display Half Part – Live Content, Half Part – IEC of the Event 	07 Nos.
5.	<p>Rental Charges for 05 Days - 32" Kiosk with Inbuilt Barcode Reader and Camera + Black and White Printer, this will be used for</p> <ul style="list-style-type: none"> • Issuance of ID Cards of Various defined Categories in One Touch • Later on, 4 Nos will be used to Register and Issuance of ID Cards • 8 Nos will be used for Gesture Based Selfie and Live Collage 	08 Nos.
6.	<p>Internet Connection in Admin Building, Venue & Cafeteria - 12 Connection of 100 mbps, including electrification.</p>	01 Job
7.	<p>Platform Charges for Integration all the Devices, Running Live for Content Creation, Animation and Publicity and Way Finder which Includes Man Power During the Event (Deployment of 10 Developers and Technician During the Event) the server should be in India.</p>	01 Job
8.	<p>Creation of Mobile Application for the event for live registration, single barcode for hotel check – in, ID Card issuance and contact sharing, push notification, details of scientific program, schedules, documents, meal pass, accommodation & cab. Published on app store & play store</p>	01 Job
9.	<p>32" Screen Digital Podium with Build-in 60W amplifier, Goosee MIC with LED Lamp, 60W rated power output, HDM1 Input port and Output port, Dimensions : 1190x670x720 mm, Bluetooth for External Output, Controls: Bass 20dB/Treble 20dB, MIC1,MIC2 : -50dB+2dB 1.5/680 Q and Line : -20dB 1.5/50 Q</p>	02 Nos.

- a. The event is to be executed in Silvassa, DNH district of the UT of DNH and DD.
- b. The proposed dates of the event are 26th February 2026 to 01st March 2026.

- c. Any clarity of work as mentioned in the above table shall be communicated with the tourism department officials.
- d. Site visit of the event locations to be done by the agency for proper understanding of the venue and execution of the event including manpower services before submission of the bid.
- e. The successful agency can suggest or provide more creative ideas for the whole event considering the location of each event, timings, inauguration ceremony of the festival/ event to the tender inviting authority.
- f. The agency is requested to do recce of all the sites (compulsory) and then quote the rates accordingly.
- g. The payment will be done on actual basis.
- h. The agency shall conduct site survey before installation, provide installation, testing, and commissioning, ensure all devices are network integrated, provide trained technical manpower during the event, ensure 99% uptime of all systems, maintain backup devices for critical equipment, handle content formatting and display alignment.
- i. Installation to be completed at least 3–5 days prior to event commencement.
- j. Testing & trial run mandatory.
- k. Systems to remain operational throughout the rental period.
- l. The agency has to provide minimum manpower/ staff for the management of the event as mentioned in scope of work.
- m. **Maintenance & Support:**
 - i. On-site technical team available during event hours.
 - ii. Immediate replacement in case of hardware failure.
 - iii. Preventive maintenance during rental period.
 - iv. Remote monitoring capability required.
- n. **Safety & Security:**
 - i. Toughened glass protection mandatory for all public displays.
 - ii. Proper cable management and insulation.
 - iii. Compliance with electrical safety norms.
 - iv. Equipment insurance to be arranged by vendor.
- o. The agency shall specify power load requirement.
- p. Power distribution, cabling, and adapters included in scope.
- q. Arrangement of UPS / backup power for critical systems (kiosks, command centre, CMS).
- r. The agency must ensure their scope of work and that during any natural calamity/ mishap, the UT administration will not be responsible for the respective point/ subject.
- s. Any work related to digging/ levelling shall be informed to department on prior basis.
- t. The date of the event would be 26th February 2026 to 01st March 2026 as per this RFP, subject to modifications. Certain items will be required in functioning condition as mentioned herein like A/V equipment & PA system should be working and tested before the event. Bidder's plans / presentations / nos. are always subject to modification by the Authority keeping in mind the changing needs of the event.
- u. **Manpower and other related conditions:**
 - i. Adequate manpower for all the areas as advised by the Authority to be deployed. Successful bidder is required to provide a detailed a list of manpower after their field visit, that will be deployed for the operations of the complete event.
 - ii. Manpower Deployment Plan including Maintenance Team, Project Team including Engineers, Designers, Technical & Event Consultants, Housekeepers, F&B team, security, etc. as applicable which will be dedicated to this Project. This also includes supply, control and management of the temporary manpower required to discharge various project related works.
- v. The bidders are advised to visit the site for inspection before presenting the concept of event execution / submission of bid.
- w. The transportation installation & dismantling of materials, would be done by the Event Management Agency.
- x. The agency shall ensure the solid and liquid waste management at all venues in the UT. Also, during and post event cleaning shall be done by the event management agency

- y. The agency shall remove all the elements etc. within 2 days after completion of the event.
- z. Maintenance, Safety and Security, Environment Compliance Plan.
- aa. The Scope of Services specified in this Clause are not exhaustive and the Agency shall undertake such other tasks as may be necessary to successfully implement the event, which are not included in the RFP.

CHAPTER 4

BID EVALUATION PROCESS AND CRITERIA

1. TECHNICAL EVALUATION CRITERIA:

Sr. No.	Qualification criteria	Maximum marks
A.	TECHNICAL BID EVALUATION	100
	PRESENTATION SCORE: <ul style="list-style-type: none"> • Approach and methodology • Innovative ideas and suggestions • Concept, Layout, creative ideas related to the event • Detailed project plan for execution of digital branding works for IAPSMCON-2026 event 	100

2. BID EVALUATION PROCESS (QCBS)

- a. A tender evaluation committee will evaluate the technical as well as financial bids after the last date of bid submission and the below evaluation process shall be carried for the said RFP. The technical bids of all Tenderers will be opened first.

- b. The following evaluation criteria shall be used:

The technical evaluation will carry a weightage of total 100 marks which will include the presentation of the bidder for the work of Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa with minimum marks to be qualified be 60 marks. After analysis of Technical Bids and presentation, the financial bids of only qualified bidders scoring minimum 60 marks will be opened.

The financial score will be calculated as per the formula mentioned below:

$$\text{Financial Score} = (\text{LFB}/\text{F}) * 100$$

Where LFB = Lowest Financial Bid and F = Quoted Amount

Combined Technical and Financial Score (CTFS) with Weightage 70:30 will be calculated.

$$\text{CTFS} = \text{Technical Score} * (70/100) + \text{Financial Score} * (30/100)$$

- c. The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical bid and financial bids (after adding the scores from the technical presentation and financial evaluation) will be awarded the work for Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa.

CHAPTER 5

GENERAL INSTRUCTIONS AND TERMS & CONDITIONS

- a. The rate(s) quoted should be strictly as per arrangements required and operative for supply orders issued by the society/department.
- b. The amount quoted will be inclusive of all labour, transportation, logistics, installation, uninstalls charges, etc.
- c. The rates quoted will be inclusive of all taxes.
- d. Bid Submission
 - a. The mandatory documents as specified below shall be submitted before the prescribed dates physically in the office of the Authority at the following address:

The Member Secretary (SPOTAC), Department of Tourism, 4th Floor, Vidyut Bhavan, Kachigam, Nani Daman, Daman – 396 215

Mandatory documents: Duly signed and stamped Tender document

- b. The bidder shall submit the tender documents in a sealed envelope superscribed as “RFP for Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa”

c. Tender Contents

The Tenders are to be submitted offline at the office of the Member Secretary SPOTAC, DNH & DD and online on ddtenders.gov.in respectively in 2-part bid system:

- I. Technical Proposal (duly signed and stamped Tender document)
- II. Financial Proposal (Note that the bidder shall submit the BOQ in online only).
 - The Agency has to submit the financial bid for implementing the assignment as per the format enclosed. The financial bid should contain all expenses involved in the assignment like transportation, accommodation, out of pocket expense, etc. (Note that the bidder shall submit the BOQ in the online financial bid only).
- e. **Payment shall be done on actuals and** submission of proof to be made along with the invoice.
- f. All other Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the supplier shall be responsible for the same.
- g. Extra Work: Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms. If the work is mentioned in the rate quoted by the agency or the extra work mentioned in the scope of work, the payment shall be made on the basis of rate quoted by the agency. Similarly, if some work is not executed then the payment shall be deducted on this basis only.
- h. No extra charge towards insurance will be paid on the rates quoted.
- i. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification.
- j. The online tender must include mandatory documents as in eligibility criteria along with the tender document fully signed and stamped. The hard copy of the bid should be sealed in envelope and superscribed as “RFP for Selection of Agency for Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa” which is to be submitted in the office of the Tender Inviting Authority.

- k. The decision of the Tender Inviting Officer for acceptance or rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
- l. The execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
- m. In case of failure to replace the accepted and rejected work from tenderer made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from the tenderer from security deposit/ earnest money or payment due of any bill (s) to the extend required.
- n. In case of failure to do the Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the tenderer who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases sale be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable.
- o. The tenderer shall have no any right to dispute with such procedure. If any time after the order, Execution of Digital Branding works for IAPSMCON-2026 at Namo Medical Education and Research Institute in Silvassa, the tender Inviting Officer shall for any reason what so ever not required the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice inwriting to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involve any curtailment of the supply original contemplated.
- p. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

q. Force Majeure

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.

r. Arbitration

Hon'ble Courts of Daman shall have the jurisdiction and the venue of arbitration shall be Daman and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

s. Damage to Persons and Property

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

In addition to the liquidated damages not amounting to penalty, as specified in the RFP, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the tender inviting authority, civil, criminal and other penal actions including debarring for a specified period may also be initiated as per policy of the tender inviting authority and blacklist the Bidder for all future projects.

t. Penalty conditions

- A. Penalty of 1% to 5 % of total value of contract shall be imposed if any glitch found in services for said scope of work.
- B. In case of delay in completion of Services, lack of quality measure and safety measure, non-satisfactory performance for any particular item, penalty upto 50% of amount quoted for that particular item shall be imposed.
- C. If particular ITEM is not executed by the end of the bidder, the payment of that particular ITEM shall not be released and penalty of 10% of quoted amount for that ITEM shall be imposed.
- D. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.
- E. In case of any item is cancelled by the authority, payment of that item shall not be released.

Sd/-
Member Secretary
(SPOTAC)/Director (Tourism),
DNH & DD

CHAPTER 6
FINANCIAL BID

To be submitted online only on ddtenders.gov.in

Sr. no.	Particulars	Qty	Unit	Unit Rate	Total Amount
DIGITAL BRANDING WORKS					
1	<p>Rental Charges for 05 Days - 75" Vertical Display (Totem) with Toughened Glass for Screen Protection. This will be used to display 3 Layouts together</p> <ul style="list-style-type: none"> • Live Event • Image of Infra and Tourism/ Tourist Places • About the event & Live Lectures 	02	Nos.		
2	<p>Rental Charges for 05 Days - 55" Vertical Display (Totem) with Toughened Glass for Screen Protection. This will be used for</p> <ul style="list-style-type: none"> • Live Event • Details of the event and during no activity on stage live lectures • Way Finders <p><i>Note: All the Screens shall be with Commercial Signages and having 400 Nits Brightness with Inbuilt Speakers.</i></p>	08	Nos.		
3	<p>Rental Charges for 05 Days - 43" Vertical Display with Toughened Glass for Screen Protection. This will be used for</p> <ul style="list-style-type: none"> • Food Menu - Lunch & Breakfast <p><i>Note: All the Screens shall be with Commercial Signages and having 400 Nits Brightness with Inbuilt Speakers</i></p>	04	Nos.		
4	<p>Rental Charges for 05 Days - 10.1" Photo Frame Display this will be used at</p> <ul style="list-style-type: none"> • On Stage to Display Half Part – Live Content, Half Part – IEC of the Event 	07	Nos.		
5	<p>Rental Charges for 05 Days - 32" Kiosk with Inbuilt Barcode Reader and Camera + Black and White Printer, this will be used for</p> <ul style="list-style-type: none"> • Issuance of ID Cards of Various defined Categories in One Touch • Later on, 4 Nos will be used to Register and Issuance of ID Cards • 8 Nos will be used for Gesture Based Selfie and Live Collage 	08	Nos.		
6	Internet Connection in Admin Building, Venue & Cafeteria - 12 Connection of 100 mbps, including electrification.	01	Job		
7	Platform Charges for Integration all the Devices, Running Live for Content Creation, Animation and Publicity and Way Finder which Includes Man Power During the Event (Deployment of 10 Developers and Technician During the Event) the server should be in India.	01	Job		
8	Creation of Mobile Application for the event for live registration, single barcode for hotel check – in, ID Card issuance and contact sharing, push notification, details of scientific program, schedules, documents, meal pass, accommodation & cab. Published on app store & play store	01	Job		

9	32" Screen Digital Podium with Build-in 60W amplifier, Goosee MIC with LED Lamp, 60W rated power output, HDM1 Input port and Output port, Dimensions : 1190x670x720 mm, Bluetooth for External Output, Controls: Bass 20dB/Treble 20dB, MIC1,MIC2 : -50dB+2dB 1.5/680 Q and Line : -20dB 1.5/50 Q	02	Nos.		
	GRAND TOTAL (INCLUSIVE OF ALL APPLICABLE TAXES)				

Note: Do not submit the financial bid along with technical bid document.