

U. T. Administration of DNH & DD
Office of the Chief Executive Officer, District Panchayat,
Dholar, Moti Daman – 396 220

No. ADE/DP/DMN/Shala_Praveshotsav/2026/284

Dated :- 02/06/2026

e - TENDER (ON LINE) TENDER NOTICE
NO. 06/ 2026-27

The District Panchayat invites tender through On-line on <https://ddtenders.gov.in> from the eligible Bidders (please refer RFP documents), for the following works and schedule:

Sr. No.	Name of Work	Tender ID No.	Amount of Bid Security (in Rs.)	Tender Fees (Non-Refundable)
01	Request for Proposal for Selection of Agency for “Providing Composite Services for providing miscellaneous services and ancillary items for the “Shala Praveshotsav” at Government Upper Primary School, Kachigam in Daman District, UT Administration of DNH & DD.	2026_DAMAN_4814_1	Rs. 50,000/-	Rs. 500/-

*On line downloading start date	From 02/06/2026 16:00 Hours onwards.
*On line submission of Tender	Up to 05/06/2026 17:00 hrs.
*On line Opening of Technical Bid	On 05/06/2026, 17:30 hrs. (If possible)
*On line Opening of Financial Bid	On 05/06/2026, as soon as possible
*Bidders have to submit price bid in electronic format only on https://ddtenders.gov.in website till the last date and time for submission. Price Bid in physical format shall not be accepted in any case.	
Physical submission of tender fees, EMD and other required documents (please refer RFP documents), in addition to other requirement for bidding in hard copy in the office of the tender inviting authority on or before 05/06/2026 up to 18:00 hours . In case physical submission through RPAD/speed post/Courier, the Tender Inviting Authority shall not be responsible for any postal delay or loss of documents. (Please Refer Tender terms and condition).	
The Tender Inviting Authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.	
For any technical related queries please call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120- 4001005, 0120-6277787. International Bidders are requested to prefix 91 as country code. E-mail :- support-eproc@nic.in	

Sd/-
(Mahima Tomar)
Chief Executive Officer / Tender Inviting Authority,
District Panchayat, Daman

Copy Submitted for kind Information To :-

- 1) P.S. to the Hon'ble Administrator for kind perusal of Hon. Administrator, Secretariat, Daman.
- 2) PA to the Advisor to Hon'ble Administrator, Secretariat, Daman.
- 3) PA to the Finance Secretary, U.T. of Daman & Diu, Secretariat, Daman.
- 4) PA to the Secretary PRI, U.T. of Daman & Diu, Secretariat, Daman.
- 5) PA to the Collector, Daman.

Copy to :

- 1) The President, District Panchayat, Daman.
- 2) The Executive Engineer, District Panchayat, Daman.
- 3) SIO, N.I.C., Secretariat, Daman for publication on web site www.ddd.gov.in
- 4) The BDO Daman.
- 5) All the Panchayat Notice Boards.
- 6) Accounts Section, District Panchayat, Daman.
- 7) Guard File.

RFP DOCUMENT

Request for Proposal for Selection of Agency for “Providing Composite Services for providing miscellaneous services and ancillary items for the “Shala Praveshotsav” at Government Upper Primary School, Kachigam in Daman District, UT Administration of DNH & DD.

e-TENDER No. 06/2026-27

1. Introduction:

The District Panchayat, Daman, invites short term tender from eligible and experienced event management agencies / firms for providing comprehensive event management services for the program “Shala Praveshotsav”, tentatively scheduled on **13/06/2026**, including all ancillary requirements i.e. placement of waterproof mandap / pandal, stage setup, decoration, sound system, LED walls, videography, cultural arrangements and other allied accessories. The event is scheduled to be organized at Government Upper Primary School, Kachigam, Daman.

2. Scope of Work:

The selected agency shall be required to undertake the works, appended with the RFP as the “**Schedule-I**”, which shall include supply, installation, operation, taxes and all other charges:

It is reiterated that the Tender is sought for composite event and not for single items, however, the Department reserves right to call for itemized rates, if, any of the items are not required or required in excess, however, such non requirement and additional requirements, as may be required shall, in any case not exceed 25 % of quoted rate.

3. Submission of Proposal: - The proposal should mandatorily submit the documents mentioned in para 6 of the Terms and Conditions appended with this RFP.

4. Financial Bid

The Financial Bid shall composite rates inclusive of all taxes, transportation, labour, installation and dismantling charges being composite service for event management as per **Schedule - II**.

5. Evaluation Criteria

- 1) Technical bids will be evaluated first followed by Financial Round.
- 2) Financial bids of technically qualified bidders only shall be opened.
- 3) The lowest evaluated bidder L1 may be considered for award of work subject to fulfilment of all terms and conditions.

6. Terms & Conditions

- 1) The rate (s) quoted shall imply free delivery of the materials at GUPS Kachigam or as suggested by the UT Administration of Dadra Nagar Haveli and Daman & Diu in District

of Daman including Transportation, loading/unloading etc. The rate will be valid and operative for one year from the date of issue of order.

- 2) The **Earnest Money Deposit** for an amount of **Rs. 50,000/- (Rupees Fifty Thousand only)** from any **Nationalized / Scheduled Bank** drawn in favour of the “**Chief Executive Officer, District Panchayat, Daman**” should be enclosed with the Bid of tender. **Tender without E.M.D. or E.M.D in other form will not be considered and tender will be summarily rejected.** The validity of the FDR shall be for a minimum of six months.
- 3) **Important: If anytime during the enforce of the contract with successful bidder, any of the component/work needs to be enhanced (as per schedule), the amount will be worked out on the basis of approved rate of the specific component/item/work.**
- 4) The bidder shall mandatorily visit and inspect the event site at Government Upper Primary School, Kachigam, Daman before the submission of the bid to assess the actual site conditions, accessibility, electricity arrangements, space availability and other logistical requirements related to the scope of work.
- 5) The bidder shall obtain a Site Visit Certificate as appended as **Annexure – A** duly signed by the authorized personnel / agency as a proof of having visited the site.
- 6) The Site Visit Certificate shall also be enclosed with the Technical Bids. Bids submitted without the Site Visit Certificate shall be liable for rejection.
- 7) No claim regarding lack of knowledge of site conditions, facilities or difficulties in execution of work shall be entertained at any stage after submission of the bid.
- 8) The expenditure towards the site visit shall be borne by the bidder.
- 9) The bidder must provide all the mandatory/optional documents duly signed and stamped by the bidder compulsorily. The Mandatory documents are as under: -
 - a. Tender Fee in DD Form of **Rs. 500/-**.
 - b. EMD of **Rs. 50,000/-** in FDR / DD with 6 months validity.
 - c. Copy of PAN.
 - d. Copy of Certificate of GST Registration or undertaking if otherwise with provisions permitting thereof.
 - e. Copy of terms and conditions duly signed and stamped by the bidder on letter head.
 - f. Copy of site visit certificate dully stamp and signed by the Office of Elementary Education, Daman to be submitted along with bid submission.

- g. The bidder must have Annual Turnover of minimum average Rs. 50 lakhs in each financial year for the preceding previous three financial years (F.Y. 2022-23, F.Y. 2023-24 and F.Y. 2024-25) [Single Page Chartered Accountant certificate for turnover for the last three years].
 - h. The Bidder should have a positive net worth during the last three financial years. (F.Y. 2022-23, F.Y. 2023-24 and F.Y. 2024-25). (Undertaking, duly Notarized to be submitted in favor of the Chief Executive Officer, District Panchayat, Daman)
 - i. The bidder shall have experience of successfully completing work of Shala Pravesh Utsav erecting shamiyana / Mandap/Dome/Event during any year in last three years in any Government/ Semi government organization / Municipal corporation: (Copy of the Work Order and Work Completion Certificate must be attached.)
 - j. **Firm claiming EMD exemption under MSE/MSME:** The EMD shall be compulsory for *all Bidding entities irrespective of status*, [Reference Government e Marketplace Genetral Terms and Conditions) Version 1.29 under Clause 4 (xiii) (m) Note (1)].
 - k. The bidders to submit indemnity Bond for amount equivalent to Rs. 2.5 Lakh or actual loss, if any, whichever is higher, incurred by the District Panchayat, in case of any documents submitted are found to be fabricated or forged or any deficiency of service has noted otherwise (after such penalty the seller shall be debarred), such undertaking to be executed on non-judicial stamp paper of appropriate value (registered/notarized) and shall be uploaded. Any fabrication of documents shall be dealt with penal provision. Such indemnity shall be valid 60 days from completion of service.
- 5) The E.M.D/Security Deposit paid will be refunded only on satisfactory completion of the supply orders.
- 6) The successful bidder shall deposit 3% security deposit on immediate basis, as soon as work order is issued.
- 7) If the supplier whose tender is accepted, fails to execute the supply order within the stipulated time, the E.M.D./Security Deposit of such tenderer will stand forfeited to the Government and the contract for the supply shall stand terminated and Indemnity shall be exercised.

- 8) All logistics shall be responsibility of Bidder.
- 9) If any dispute arises, the case shall be subject within the jurisdiction of Daman subject to first resort shall be arbitration, as the Tender Inviting Authority decides.
- 10) Right to accept or reject offer without assigning any reason, thereof, any or all tenders in part or whole is reserved with the Tender Inviting Authority and its decision(s) or all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

The above terms & conditions shall be unconditionally binding to Bidders.

===== END =====

SCHEDULE – I

A. Stage & Mandap Arrangements

- 1) Stage size of 20 ft x 40 ft with stage height of 2.5 ft. with appropriate material.
- 2) 02 Waterproof dome-shaped mandap/pandal:
 - a. 40 m x 20 m ~
 - b. 20 m x 20 m ~
- 3) Flooring foundation for dome area to prevent water logging.

B. Seating & Furniture

- 1) Supply of plastic chairs for public seating ~ 1500 Nos.
- 2) Premium sofa sets, normal sofa sets and tea tables ~ 15.
- 3) Podium arrangement 1.
- 4) Staircase arrangement for stage 2.
- 5) Red carpet for VVIP movement area as per coverage.
- 6) Green carpet for public/common areas, as per coverage.

C. Electrical & Sound System

- 1) Complete sound system covering entire dome area.
- 2) Wireless mic and allied accessories are required.
- 3) LED focus lights –shall be adequate to cover dome area.
- 4) Desert coolers – shall be adequate to cover dome area.
- 5) DG set with adequate capacity for power supply with fuel for 2 days.

D. LED & Display Arrangements

- 1) 02 Nos. of LED wall installation of below mentioned sizes -
 - i. 24 ft x 12 ft – 01 No. for main event
 - ii. 12 ft x 8 ft – 01 No. for public display
- 2) LED riser arrangement or equivalent as per instruction of Tender Inviting Authority.
- 3) LED TV of at least 43 inch size – 02 Nos.

E. Entry Gate & Decoration (as per requirement by the Department)

- 1) Main entrance box gate made of flex and MS pipe (at least height of 04 Meters with at least 0.75 Meters of Space for flex at all sides).
- 2) Decoration with exotic flowers and seasonal flowers mix.
- 3) Decoration of Stage, Main gate, Saraswati Mataji area, Pathways, Grills, Classroom of Std-I with flowers.
- 4) Floor rangoli and sunflower chain decoration.

F. Media Coverage

- 1) Videography – 02 Nos. with Drone videography both Full HD Standard.
- 2) Photography – 02 Nos, shall be standard Full HD Photographs.
- 3) Live streaming on YouTube or other approved platforms, shall be responsibility of Bidder.

G. Cultural & Student Arrangements (as per requirement by the Department)

- 1) Supply of cultural dresses, premium safa and ornaments ~ 100.
- 2) Arrangement of 04 decorated carts for newly enrolled Pre-primary and Std-1 students.

H. Miscellaneous Arrangements (as per need to executive seamless event for 1500 Persons)

- 1) Premium water bottles.
- 2) Napkins, tissue papers and white towels.
- 3) Wooden coasters and trays.
- 4) VVIP table decoration.
- 5) Exotic fruit baskets.
- 6) Planters and books for Chief Guest.
- 7) Hydrogen balloons – 300 Nos.
- 8) Balloon decoration and standees at main gate.
- 9) ECC corner stage development and decoration.
- 10) Portable tower AC arrangement at Chief Guest seating area.
- 11) Certificates with photo frames.
- 12) Ceremonial Band (bandbaja)

SCHEDULE – II

BOQ

Sr. No.	Particular	Amount (₹)
1	Composite Event Management Service as per RFP.	

The Amount shall be all inclusive

SITE VISIT CERTIFICATE

- 1 Name of the Work** : **Request for Proposal for Selection of Agency for “Providing Composite Services for providing miscellaneous services and ancillary items for the “Shala Praveshotsav” at Government Upper Primary School, Kachigam in Daman District, UT Administration of DNH & DD.**
- 2 Tender Reference No. and Date** :
- 3 Tenure for Site Visit (as per tender/enquiry)** : Before the last date for submission of bids.
- 4 Actual site visit date & time** :
- 5 Name of the firm / contractor** :
- 6 Name of the concerned person OR Representative of the firm / contractor** :

(PLEASE TICK)

I hereby verify that I have visited the site as per the date and time mentioned above. I confirm that I have understood the broad scope of work and items required for successful execution of the work. I will upload/submit this certificate with the other necessary tender documents while applying.

**Signature of the bidder /
firm/Contractor with
Stamp/Seal**