

REQUEST FOR PROPOSAL

for

**Selection of Event Management Agency for
Execution of various events throughout the
year in the UT of DNH & DD**

**(ONLY FOR EVENT MANAGEMENT AGENCIES EMPANELLED WITH SOCIETY FOR
PROMOTION OF TOURISM, ART AND CULTURE (SPOTAC), DNH & DD)**



RFP Ref No: 8/141/DT/DNH&DD/EVENT/2026-27/303

Date: 21/07/2026

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
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INDEX

Chapter	Title	Page no.
1	TENDER INVITATION NOTICE	03
2	TENDER FORM	04
3	SCOPE OF WORK	05
4	BID EVALUATION PROCESS AND CRITERIA	13
5	GENERAL INSTRUCTIONS AND TERMS & CONDITIONS	14
6	FINANCIAL BID (BoQ)	17

CHAPTER 1

TENDER INVITATION NOTICE

NO: 8/141/DT/DNH&DD/EVENT/2026-27/303

Date: 21/07/2026

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 event management agencies with the Society for Promotion of Tourism, Art and Culture (SPOTAC), UT of DNH & DD for the “**Selection of Event Management Agency for Execution of various events throughout the year in the UT of DNH & DD**” 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 Event Management Agency for Execution of various events throughout the year in the UT of DNH & DD	As mentioned in tender document

a) Online downloading and uploading starts	21/07/2026
b) Pre bid meeting	24/07/2026, 11:30 AM Onward VC link: meet.google.com/ksu-xzav-gae
c) Bid Submission Due Date and Time (Physical and Online)	30/07/2026 06:00 PM
e) Opening of Technical Bid	31/07/2026 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 various events throughout the year in the UT of DNH & DD 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 Society for Promotion of Tourism, Art & Culture (SPOTAC), Department of Tourism is the nodal agency responsible for organizing various national, cultural, heritage, and promotional events throughout the year across the UT. These events encompass a wide spectrum — from solemn national celebrations such as Independence Day, Republic Day, and Liberation Day, to culturally significant programmes like the Vande Mataram, Har Ghar Tiranga, Kite Festival, and the New Year's Eve Celebration. Each event demands meticulous planning, creative execution, logistical expertise, and seamless on-ground management.
- II. The agency shall execute following works for the execution of various events throughout the year in the UT of DNH & DD :-**

The following events are tentatively planned for the financial year 2026-27. The Tendering Authority reserves the right to add, modify, or cancel any event.

Event 1: Liberation Day

Tentative Date	19 th December
Venue	Daman / DNH (Government Premises)
Significance	Commemorates the Liberation of Daman & Diu from Portuguese rule on 19 th December 1961.

Scope of Work — Liberation Day

Sr. No.	Particulars	Quantity/Unit
1	Artificial flower arrangements at venue	140 Sq. Ft.
2	Natural flower arrangements at venue	100 Sq. Ft.
3	Decoration of venue with tricolour cloth	1800 Sq. Ft.
4	Truss supports and props for venue décor including selfie point and two standees	550 Sq. Ft.

Event 2: Independence Day — Décor work and 'At Home' Celebration (15th August)

Tentative Date	15 th August
Venue	Government House, Daman (At Home Function)
Nature	High-protocol VVIP event; celebrations at the Government House including illumination, floral décor, and reception.

Scope of Work — Independence Day At Home

Sr. No.	Particulars	Quantity/Unit
1	Tiranga cloth décor & floral décor at venue for public event	2000 Sq. Ft.
2	Thematic elements and other aligned works for public event	4000 Sq. Ft.
3	Ground Lighting at venue	1 Job
4	Tree Lighting — Tricolour	20 Nos.
5	LED PAR Lights for Stage and Ambient Lighting	186 Nos.
6	Tree Props near stage with floral work	1 Job
7	Panel System for Generator	1 Job
8	Hanging/Spiral Series Light Décor (Tricolour)	1 Job
9	Flowers for Stage and Podium	75 Rft.
10	Bouquets for Table	16 Nos.
11	Bouquets for VVIP Dining	3 Nos.
12	Flower and Props Arrangement in Pathway	1 Job
13	Pest, Mosquito Control and Perfuming	1 Job
14	Himalaya Glass Water Box	1 Job
15	Extra Lights for Props and Flower Highlights	20 Nos.
16	Generator 125 KVA with Diesel (7 Hours)	2 Nos.
17	Stage Backdrop	1 Nos.

Event 3: Republic Day — Décor work and 'At Home' Celebration (26th January)

Tentative Date	26 th January
Venue	Government House, Daman (At Home Function)
Nature	High-protocol VVIP event; celebrations at the Government House including illumination, floral décor, and reception.

Scope of Work — Republic Day - Décor work and At Home

Sr. No.	Particulars	Quantity/Unit
1	Tiranga cloth décor & floral décor at venue for public event	2000 Sq. Ft.
2	Thematic elements and other aligned works for public event	4000 Sq. Ft.

3	Designing and preparation of tableaux	1 Job
4	Rainbow theme umbrella inside Moti Daman fort street	1200 Sq. Ft.
5	Flower print umbrella inside Moti Daman fort street	1200 Sq. Ft.
6	Colourful umbrella inside Moti Daman fort street	1200 Sq. Ft.
7	Floral decoration at venue for At Home event	1 Job

Event 4: Diwali Festival — 'At Home' Celebration

Tentative Date	06 th November
Venue	Government House, Daman (At Home Function)
Nature	High-protocol VVIP event; celebrations at the Government House including illumination, floral décor, and reception.

Scope of Work — Diwali Festival Celebrations At Home

Sr. No.	Particulars	Quantity/Unit
1	DG Set with Diesel — Illumination at Govt. House (Diwali)	2 Nos.
2	Installation of Decorative Light Props (Diwali)	4 Nos.
3	Installation of PAR LED (Diwali)	40 Nos.
4	Highlighting of Trees with Green Light	20 Nos.
5	Highlighting inside walls of Govt. House	20 Nos.
6	Installation of Mirchi Lights	20 Nos.
7	Fresh Flower Décor on Stage (Diwali)	1 Nos.
8	Fresh Flower Décor on Tipoy and VVIP Table	5 Nos.
9	Rangoli with Fresh Flowers on Entry Path	1 Nos.
10	Artificial Flower Décor on Props around VVIP Table	4 Nos.
11	Artificial Flower Décor on Main Entry Gate inside Govt. House	1 Nos.
12	Creative writing of 'Happy Diwali' with Lights/Diya	11 Nos.
13	Decorative Wall at Entry Path with Light/Diya and Artificial Flowers (12 ft H × 40 ft L)	1 Nos.
14	Decorative Wall at Entry Path with Light/Diya and Artificial Flowers (12 ft H × 32 ft L)	1 Nos.
15	Installation of Lanterns in Passage of Govt. House	12 Nos.

16	Side Passage Elements with Lights and Flowers (Total Length 30 ft)	1 Nos.
17	Creative Vessels at Walking Path (Entry till Stage)	10 Nos.
18	Creative Elements around VVIP Dining Area	4 Nos.
19	Creative Wall Installation behind VVIP Dining Area with Light/Diya (12 ft H × 12 ft L)	1 Nos.
20	Installation of Lanterns in Series at Main Venue (Garden Area)	40 Nos.
21	Creative Elements for Podium on Main Stage with Decorative Flowers	1 Nos.
22	VVIP Consumables (Towels, Tissue Box, Water Glass with Coaster, Sanitizer, etc.)	1 Lot

Event 5: Har Ghar Tiranga Campaign

Tentative Date	Around 13 th –15 th August
Venue	Swami Vivekananda Auditorium, Daman / Open Grounds
Objective	Mass participation campaign under the 'Har Ghar Tiranga' initiative to instill pride in the national flag. Includes exhibition, community participation, and cultural programmes.

Scope of Work — Har Ghar Tiranga

Sr. No.	Particulars	Quantity/Unit
1	Exhibition Area — Printing on Eco Vinyl on 5mm Foam Sheet on MS Frame Stand	24 Nos.
2	Standee with NBB Flex (6x3 ft)	3 Nos.
3	Selfie Points	2 Nos.
4	Fresh Red Carpet	6000 Sq. Ft.
5	VVIP Amenities (Towel, Napkin, Himalaya Water Bottle, Tissue)	1 Lot
6	Lamp	1 Nos.
7	Pagoda Stall with Table, Chair and Power Supply	10 Nos.
8	Sound System	1 Job
9	Green Net Carpet (224 ft × 75 ft)	12,000 Sq. Ft.
10	Exotic Floral Display for Stage	100 Sq. Ft.
11	Designing and Printing of Temporary Hoarding (20×10 ft) at Vivekananda Auditorium, Daman	3 Nos.

Sr. No.	Particulars	Quantity/Unit
12	Carpet Net for Parking Area	10,000 Sq. Ft.
13	Red Carpet	1000 Sq. Ft.
14	Box Gate with Normal Black Back Flex	1 Nos.
15	Remembrance Day Exhibition on Vinyl + Foam Sheet on MS Stand	45 Nos.
16	Table with Frills	50 Nos.
17	Signature Board on Fabric Material	2 Nos.
18	Cooler	2 Nos.
19	Tipoy	1 Nos.

Event 6: Vande Mataram Programme

Tentative Date	As notified by Government of India
Venue	Designated Auditorium / Open Grounds — Daman / DNH
Nature	Mass singing of the national song 'Vande Mataram' with exhibition and documentation.

Scope of Work — Vande Mataram

Sr. No.	Particulars	Quantity/Unit
1	Back black flex hoardings as backdrop 20x10ft	8 Nos.
2	Standee on wooden or MS frame 6x3 ft	4 Nos.
3	Exhibition area (Printing of content on printed vinyl sticker pasted on foam sheet on iron/steel frame stand for displaying at exhibition area) 14x14 ft	22 Nos.
4	Towel, Napkin, Water Bottle	1 Job
5	Sound and LED operator with laptop & sound system	1 Job
6	Photography & Videography of the event	1 Job
7	Overall floral arrangements (main gate small garland + stage 60ft thick garland + 2 podium bouquet + 3 teapoy bouquet)	1 Job
8	Overall props decoration on tiranga theme inside auditorium	1 Job
9	Red Carpet	2000 Sq. ft.
10	Placard (Standard)	40 Nos.

Sr. No.	Particulars	Quantity/Unit
11	Box branding with designing (12x3x3 ft)	2 Nos.
12	Tiranga flag with pole stand (4x3.2 ft)	1 Nos.

Event 7: New Year's Eve Celebration 2026

Tentative Date	31 st December 2026
Venue	Beach / Public Space — Daman (to be specified in Work Order)
Nature	Tourist-centric celebration with thematic décor installations for New Year's Eve at designated public venues.

Scope of Work — New Year's Eve

Sr. No.	Particulars	Quantity/Unit
1	Windmill Props Theme Décor (100×20 ft)	2000 Sq. Ft.
2	Rainbow Theme Décor (60×20 ft)	1200 Sq. Ft.
3	Colourful Printed Umbrella Theme Décor (60×20 ft)	1200 Sq. Ft.
4	Lantern with Light Décor (5×100 ft)	500 Sq. Ft.

Event 8: Kite Festival 2027

Tentative Date	January 2027 (aligned with Makar Sankranti / Uttarayan season)
Venues	(A) Lighthouse Beach, Moti Daman (B) Chhapli Sheri Beach, Nani Daman
Nature	Tourist-oriented cultural event with national kite flyers, participant kite kits, stage, sound, and venue décor at two beach venues simultaneously.

Scope of Work — Kite Festival 2027 (Per Venue)

Sr. No.	Particulars	Quantity/Unit
1	National Kite Flyers (including Travel, Accommodation, and Food)	10 Nos.
2	Arrangement of Kite Kits for Participants	2000 Nos.
3	Sound System for Crowd Engagement with Anchor	2 Job
4	Stage cum Selfie Point with Backdrop Banner	2 Nos.
5	Stalls with Furniture	6 Nos.
7	Generator for 1 Day	2 Nos.
8	Venue Décor	2 Job

The agency shall execute following works for execution of events/Festivals throughout the year in the UT of DNH&DD: -

- a. The events/festivals are to be executed in the UT of DNH and DD.
- b. The proposed tentative dates of the festival are as mentioned in the tender document.
- 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 department can change the program and locations as mentioned above and, in the table, according to the circumstances.
- h. The agency shall be responsible for providing full security arrangements at all the sites of event.
- i. The agency has to finalize and identify locations/ spots for execution of various elements.
- j. The agency has to use backdrop of same size of hoardings outside the venue as per event on daily basis.
- k. Other essential amenities as per the requirement of guest as per hospitality industry.
- l. The payment will be done on actual basis.
- m. The agency shall place adequate garbage bins at all the event sites, so as to avoid littering.
- n. The agency has to make sure the police, fire and medical ambulance are always at stand by. The same shall be coordinated with the help of department.
- o. The agency has to get a temporary electric connection or any other necessary arrangements from the electricity department (DNHDDPDCL). And setup the connections as per the voltage required prior 1 day to the event.
- p. The agency has to provide minimum manpower/ staff for the management of the event as mentioned in scope of work.
- q. 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.
- r. Any work related to digging/ levelling shall be informed to department on prior basis.
- s. The agency has to setup a registration/information desk, with adequate manpower, for entry and sharing details to the visitors, etc.
- t. The agency has to do overall decoration of event site with props and shall also suggest for creatives ideas to the tender inviting authority, if any.
- u. The agency has to arrange proper security throughout the entire event area.
- v. The agency shall also include best opening and closing ceremony for the event. Other than that, the Event Management Agency will also do arrangements for inaugural ceremony (if any) like traditional attire girl for tilak, ribbon cutting and flowers for the same.
- w. The tentative date of the festival would be 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. Upon successful reviews the tender inviting authority may increase the period of time for a few more days, and the agency will have to keep the entire setup as per the scope of work.

- x. 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.
 - y. The bidders are advised to visit the site for inspection before presenting the concept of event execution / submission of bid.
 - z. The Agency shall be responsible for arranging photography, videographer, Drone Videography for shooting the entire event and advertising of event related creative/ details in coordination with the tourism department on all platforms prior to the event. The Event Management Agency shall also provide and handover a hard disk, carrying raw and edited photos and videos of the entire event and performances, if any. The agency also shall prepare a final 2 minutes teaser video with music and editing of the entire event.
 - aa. The agency in any circumstances shall not use plastic disposables (only paper related products shall be use) for serving/ catering to visitors. The foods to VIP can be served in melamine/ glass, cutlery/ crockeries.
 - bb. Decoration of gazebo and main stage, (VIP stage if any) to be done for inauguration and flag off of cultural parade at the initial day. Inauguration plan to be made as per site visit.
 - cc. 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
 - dd. Emcees/Anchor shall be arranged as and when required with prior approval of the department.
 - ee. Maintenance, Safety and Security, Environment Compliance Plan.
 - ff. The Scope of Services specified in this Clause are not exhaustive and the Event Management 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
1.	TECHNICAL BID EVALUATION	100
	PRESENTATION SCORE: • Approach and methodology • Innovative ideas and suggestions • Concept, Layout, Thematic understanding, logo for the event • Detailed project plan for execution of events/festivals throughout the year for the UT of DNH & DD	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 Selection of Event Management Agency for Execution of various events throughout the year in the UT of DNH & DD 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:

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

Where LFB = Lowest Financial Bid and F = Quoted Amount

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

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

- 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 Event Management Agency for Execution of various events throughout the year in the UT of DNH & DD.

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, uninstallations 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 Event Management Agency for Execution of various events throughout the year in the UT of DNH & DD (ONLY FOR EVENT MANAGEMENT AGENCIES EMPANELLED WITH SOCIETY FOR PROMOTION OF TOURISM, ART AND CULTURE (SPOTAC), DNH & DD)**”
 - 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. **Award of Work and Payment:** The Department shall issue the Work Order for the overall contract upon finalization of the tender. However, the execution of individual events under the contract shall be undertaken only upon issuance of separate Event-specific Work Orders by the Department, subject to administrative approval, availability of funds, and actual requirement. The Event-specific Work Order shall specify the scope of work, venue, schedule, and other relevant details pertaining to the respective event. The selected agency shall execute only those events for which such Event-specific Work Orders have been issued. Payment shall be processed separately for each event after its successful execution to the satisfaction of the Department, upon submission of the requisite bills, supporting documents, completion certificates, and any other documents as prescribed under the terms and conditions of the contract. No payment shall be admissible for any event unless an Event-specific Work Order has been issued by the Department.
- f. **Payment shall be done on actuals and** submission of proof to be made along with the invoice, also proof of the payment confirmation of artists honorarium (if any) and payment shall be released after the receiving of the mentioned proofs and upon full satisfaction of the tender inviting authority.

- g. 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.
- h. 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.
- i. No extra charge towards insurance will be paid on the rates quoted.
- j. 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.
- k. 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 Event Management Agency for Execution of various events throughout the year in the UT of DNH & DD” which is to be submitted in the office of the Tender Inviting Authority.
- l. 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.
- m. The execution of events/Festivals throughout the year in the UT of DNH & DD 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.
- n. 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.
- o. In case of failure to do the Execution of various events throughout the year in the UT of DNH & DD 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.
- p. The tenderer shall have no any right to dispute with such procedure. If any time after the order, Execution of various events throughout the year in the UT of DNH & DD, 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.

- q. 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.

r. 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.

s. 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.

t. 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.

u. 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.

CHAPTER 6
FINANCIAL BID

To be submitted online only on ddtenders.gov.in

Sr. No.	Particulars	Quantity	Unit	Unit Rate	Total Amount
A. Event 1: Liberation Day					
1.	Artificial flower arrangements at venue	140	Sq. Ft.		
2.	Natural flower arrangements at venue	100	Sq. Ft.		
3.	Decoration of venue with tricolour cloth	1800	Sq. Ft.		
4.	Truss supports and props for venue décor including selfie point and two standees	550	Sq. Ft.		
B. Event 2: Independence Day — Décor work and 'At Home' Celebration (15th August)					
1.	Tiranga cloth décor & floral décor at venue for public event	2000	Sq.ft.		
2.	Thematic elements and other aligned works for public event	4000	Sq.ft.		
3.	Ground Lighting at venue	1	Job		
4.	Tree Lighting — Tricolour	20	Nos.		
5.	LED PAR Lights for Stage and Ambient Lighting	186	Nos.		
6.	Tree Props near stage with floral work	1	Job		
7.	Panel System for Generator	1	Job		
8.	Hanging/Spiral Series Light Décor (Tricolour)	1	Job		
9.	Flowers for Stage and Podium	75	Rft.		
10.	Bouquets for Table	16	Nos.		
11.	Bouquets for VVIP Dining	3	Nos.		
12.	Flower and Props Arrangement in Pathway	1	Job		
13.	Pest, Mosquito Control and Perfuming	1	Job		
14.	Himalaya Glass Water Box	1	Job		
15.	Extra Lights for Props and Flower Highlights	20	Nos.		

Sr. No.	Particulars	Quantity	Unit	Unit Rate	Total Amount
16.	Generator 125 KVA with Diesel (7 Hours)	2	Nos.		
17.	Stage Backdrop	1	Nos.		
C. Republic Day — Décor work and 'At Home' Celebration (26th January)					
1.	Tiranga cloth décor & floral décor at venue for public event	2000	Sq.ft.		
2.	Thematic elements and other aligned works for public event	4000	Sq.ft.		
3.	Designing and preparation of tableaux	1	Job		
4.	Rainbow theme umbrella inside Moti Daman fort street	1200	Sq.ft.		
5.	Flower print umbrella inside Moti Daman fort street	1200	Sq.ft.		
6.	Colourful umbrella inside Moti Daman fort street	1200	Sq.ft.		
7.	Floral decoration at venue for At Home event	1	Job		
D. Event 4: Diwali Festival — 'At Home' Celebration					
1.	DG Set with Diesel — Illumination at Govt. House (Diwali)	2	Nos.		
2.	Installation of Decorative Light Props (Diwali)	4	Nos.		
3.	Installation of PAR LED (Diwali)	40	Nos.		
4.	Highlighting of Trees with Green Light	20	Nos.		
5.	Highlighting inside walls of Govt. House	20	Nos.		
6.	Installation of Mirchi Lights	20	Nos.		
7.	Fresh Flower Décor on Stage (Diwali)	1	Nos.		
8.	Fresh Flower Décor on Tipoy and VVIP Table	5	Nos.		
9.	Rangoli with Fresh Flowers on Entry Path	1	Nos.		
10.	Artificial Flower Décor on Props around VVIP Table	4	Nos.		
11.	Artificial Flower Décor on Main Entry Gate inside Govt. House	1	Nos.		

Sr. No.	Particulars	Quantity	Unit	Unit Rate	Total Amount
12.	Creative writing of 'Happy Diwali' with Lights/Diya	11	Nos.		
13.	Decorative Wall at Entry Path with Light/Diya and Artificial Flowers (12 ft H × 40 ft L)	1	Nos.		
14.	Decorative Wall at Entry Path with Light/Diya and Artificial Flowers (12 ft H × 32 ft L)	1	Nos.		
15.	Installation of Lanterns in Passage of Govt. House	12	Nos.		
16.	Side Passage Elements with Lights and Flowers (Total Length 30 ft)	1	Nos.		
17.	Creative Vessels at Walking Path (Entry till Stage)	10	Nos.		
18.	Creative Elements around VVIP Dining Area	4	Nos.		
19.	Creative Wall Installation behind VVIP Dining Area with Light/Diya (12 ft H × 12 ft L)	1	Nos.		
20.	Installation of Lanterns in Series at Main Venue (Garden Area)	40	Nos.		
21.	Creative Elements for Podium on Main Stage with Decorative Flowers	1	Nos.		
22.	VVIP Consumables (Towels, Tissue Box, Water Glass with Coaster, Sanitizer, etc.)	1	Lot		
E. Event 5: Har Ghar Tiranga Campaign					
1.	Exhibition Area — Printing on Eco Vinyl on 5mm Foam Sheet on MS Frame Stand	24	Panels		
2.	Standee with NBB Flex	3	Nos.		
3.	Selfie Points	2	Nos.		
4.	Fresh Red Carpet	6000	Sq. Ft.		
5.	VVIP Amenities (Towel, Napkin, Himalaya Water Bottle, Tissue)	1	Lot		
6.	Lamp	1	Nos.		
7.	Pagoda Stall with Table, Chair and	10	Nos.		

Sr. No.	Particulars	Quantity	Unit	Unit Rate	Total Amount
	Power Supply				
8.	Sound System	1	Job		
9.	Green Net Carpet (224 ft × 75 ft)	12,000	Sq. Ft.		
10.	Exotic Floral Display for Stage	100	Sq. Ft.		
11.	Designing and Printing of Temporary Hoarding (20×10 ft) at Vivekananda Auditorium, Daman	3	Nos.		
12.	Carpet Net for Parking Area	10,000	Sq. Ft.		
13.	Red Carpet	1000	Sq. Ft.		
14.	Box Gate with Normal Black Back Flex	1	Nos.		
15.	Remembrance Day Exhibition on Vinyl + Foam Sheet on MS Stand	45	Panels		
16.	Table with Frills	50	Nos.		
17.	Signature Board on Fabric Material	2	Nos.		
18.	Cooler	2	Nos.		
19.	Tipoy	1	Nos.		
F. Event 6: Vande Mataram Programme					
1.	Back black flex hoardings as backdrop 20x10ft	8	Nos.		
2.	Standee on wooden or MS frame 6x3 ft	4	Nos.		
3.	Exhibition area (Printing of content on printed vinyl sticker pasted on foam sheet on iron/steel frame stand for displaying at exhibition area) 14x14 ft	22	Nos.		
4.	Towel, Napkin, Water Bottle	1	Job		
5.	Sound and LED operator with laptop & sound system	1	Job		
6.	Photography & Videography of the event	1	Job		
7.	Overall floral arrangements (main gate small garland + stage 60ft thick garland + 2 podium bouquet + 3 teapoy bouquet)	1	Job		
8.	Overall props decoration on tiranga theme inside auditorium	1	Job		

Sr. No.	Particulars	Quantity	Unit	Unit Rate	Total Amount
9.	Red Carpet	2000	Sq. ft.		
10.	Placard (Standard)	40	Nos.		
11.	Box branding with designing (12x3x3 ft)	2	Nos.		
12.	Tiranga flag with pole stand (4x3.2 ft)	1	Nos.		
G. Event 7: New Year's Eve Celebration 2026					
1.	Windmill Props Theme Décor (100×20 ft)	2000	Sq. Ft.		
2.	Rainbow Theme Décor (60×20 ft)	1200	Sq. Ft.		
3.	Colourful Printed Umbrella Theme Décor (60×20 ft)	1200	Sq. Ft.		
4.	Lantern with Light Décor (5×100 ft)	500	Sq. Ft.		
H. Event 8: Kite Festival 2027					
1.	National Kite Flyers (including Travel, Accommodation, and Food)	10	Nos.		
2.	Arrangement of Kite Kits for Participants	2000	Nos.		
3.	Sound System for Crowd Engagement with Anchor	2	Job		
4.	Stage cum Selfie Point with Backdrop Banner	2	Nos.		
5.	Stalls with Furniture	6	Nos.		
6.	Generator for 1 Day	2	Nos.		
7.	Venue Décor	2	Job		
	TOTAL AMOUNT: A+B+C+D+E+F+G+H (Inclusive of all taxes)				

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