



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING  
AND RESEARCH**

(Ministry of Social Justice & Empowerment, Govt. of India)  
Department of Empowerment of Persons with Disabilities, (Divyangjan)  
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.  
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Ref-AD-5/Service bid/Conference/25-26  
Date-27.10.25

**GEM SERVICE BID DOCUMENT FOR NATIONAL CONFERENCE**

**GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF TENDER DOCUMENT**

Bidders can participate in GEM Bid in GEM site those are registered seller of GEM.

All rules & regulations of bid are as per default conditions and procedure of GEM.

**A. FOLLOWING DOCUMENTS TO BE UPLOADED.**

Sl	Name of documents
1	GST Certificate
2	Pan Card
3	Aadhar card
4	Latest quarter/month GST 3B receipt.
5	IT return for 24-25
6	Bidder turnover certificate mentioning UDIN Number of CA.
7	Experience certificate in GEM.
8	MSME certificate if any & MII certificate (mandatory).
9	Technical Bid details as per Annexure-I (mandatory)
10	Compliance Statement as per Annexure-II (mandatory)
11	Declaration as per Annexure-III (mandatory)
12	Bank Account details,
13	Local address of firm or proprietor
14	Experience certificate of doing this type of event management programme in Govt organization.
15	EMD Details

P.S-I/C

DOT

Accounts Head

D.D P&A-Offg

D.D Tech-Offg.

Director

**Annexure-I (Technical bid details format).**

Sl. No.	Information required	Information to be provided by the bidder
1	Name of the firm/ organization	
2	Whether the organization is proprietorship/ partnership/ Pvt. Ltd./ Ltd. Company	
3	Local/present Address,	
4	Mobile No. &What's up No. and E-mail. Id of the proprietor/firm/contact person.	
4	If the head office other than in (3) above, then give the address for the same	

**Annexure-II (FORMAT OF COMPLIANCE STATEMENT) -MANDATORY**

Name of Items	Required Specification	Whether complied to the required specification YES/NO	Brand/model to be supplied

**Annexure-III (DECLARATION FORMAT)**

I/we .....having my/our office at .....do hereby declare that I/we have carefully read all the terms & conditions and ATC of GEM service bid of the SVNIRTAR, Olatpur, Bairoi, Dist-Cuttack, Odisha-754010. I will abide by all terms and conditions set forth in the tender paper and GEM for the period of agreement.

Signature of Bidder

## **GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS for Event Organizer**

1. Bidders must be local resident of 80 kms distance from the Institute. Outside bidder must submit local residence address and documentary proof within this distance
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. If required pre-bid meeting will be organized in the Institute before finalization of bid. It is mandatory to attend the meeting.
4. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
5. Quotation must accompany the Proof of experience in event management/ audio-visual setup/ tent house arrangement for meetings/ conferences and related activities
6. Price bids of only those bidders, who qualify in the Technical bidding, shall be opened.
7. All the items mentioned in the bid are to be supplied/ fabricated/ arranged by the Event Organizer on rental basis, for using them during the inaugural event. After the event all the materials shall be taken back by the Event Organizer.
8. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
9. No residential accommodation can be provided to the Event Organizer or his team of workers during execution of work.
10. The standards, specifications and safety norms are to be maintained by the Event Organizer, as per respective Government rules/ notifications.
11. The Event Organizer shall use own tools, equipment's etc. as required for the execution of work.
12. The Event Organizer is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Event Organizer.
13. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
14. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
15. The Event Organizer must have sufficient & competent work force to do the repair and maintenance works promptly.
16. The Event Organizer shall execute the contract through own work force. Sub-contracting will not be allowed.
17. All works shall be executed in consultation with and as per instructions of Officers-in-charge. All equipment's/ materials/ design/ quality/ performance etc. shall be got approved by Officers-in-charge before using them during the event.
18. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.

19. The Event Organizer shall not cause any damage to the work, nor shall hinder other Event Organizers' works. The cost of any damage done by the Event Organizer to the existing infrastructure of the Institute or other Event Organizers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.
20. Upon award of contract the Event Organizer shall submit designs and execution plan and get all of them approved by the Officer-in-charge before going for fabrication and erection. If needed, the Event Organizer shall submit multiple options for design of stage, tent, inaugural arrangements etc.
21. Dedicated technicians are to be deputed by the Event Organizer, to monitor the following areas during the event:
  - a) Sound system
  - b) Videography & display screens
  - c) Lighting arrangements
  - d) Stage management
  - e) Decoration, Tent, chairs, fans etc.
  - f) Photography
  - g) Live streaming on Social media
  - h) Inauguration at Rehabilitation annexe building & statue of Swami Vivekananda
  - i) Overall coordination & inaugural function

Their phone numbers are to be provided to the Officers-in-charge so that they can be contacted during preparation and during the event.
22. For video recording purpose, audio input to be taken from pre-amp out/ mixer and not directly through air media using microphone.
23. After the event, edited video of the entire event shall be submitted in MP4 or any other popular video format with HD or higher resolution.
24. During the event, scattered cables shall be avoided. Cables shall be laid in bunches and covered properly so that movement of persons with disability, wheelchair bound patients and guests is not hindered.
25. All arrangements have to be completed by 12:30 pm of one day prior to the event date, so that rehearsal/ mock-up practice can be conducted on that afternoon/ evening.
26. Execution of works including fabrication, installation, connections, setup and testing etc. (as per work order) is the entire responsibility of the Event Organizer. No extension of time shall be allowed for the completion of work. Penalty of 2% of value of contract shall be levied for every hour or part thereof towards delay in completion of work, subject to a maximum deduction of 50% of value of contract.
27. Payment shall be released approximately within 30 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
28. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Payment shall be made as per actual quantities of items/ works executed at site.
29. In case the Event Organizer commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Event Organizer for any reason.

30. EARNEST MONEY & SECURITY DEPOSIT:

- a) EMD to be submitted as specified before.
- b) EMD of successful bidder shall be retained with the Institute as Security Deposit till completion of event and finalization of bills whereas, the EMD of unsuccessful bidders shall be returned after completion of the tendering process.
- c) No interest shall be paid on EMD/ Security deposit.
- d) In case of failure in executing the work, as per terms of contract, the contract shall be terminated and the EMD/ Security Deposit shall be forfeited.

23. DISPUTES & ARBITRATION:

- a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
- b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR) reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Director

**Specification for Event Management for OTICON 26**

S.NO	ELEMENTS	SIZE
	<b>Conference Meeting hall (for 3 days) at SOA, Bhubaneswar.</b>	
1	STAGE BACKDROP (Both side of LED Wall)	15ft x 4ft – 2nos
2	LED Riser	24ft x 3ft x 2ft Height
3	LED Wall (P2) Two <ul style="list-style-type: none"><li>● LED display screens of size 24' x 12' (approx.) shall be installed on strong on sturdy stand/ base to display live event and recorded videos, as per instructions of Officer-in-charge.</li><li>● All cables (as required), power supply arrangements and controlling device/ laptop shall be arranged by the Event Organizer.</li></ul> All the display screens shall be managed/ operated by experienced personnel.	24ft x 12ft
4	<b>LED Display/ Plasma Display Four no</b> <ul style="list-style-type: none"><li>● LED sets of 60 inches' screen size (approx.) shall be installed in front of the stage platform to show live video.</li><li>● All cables, power supply arrangements, stand/ clamp etc. as required for the same, shall also be arranged by the Event Organizer.</li></ul>	
4	Scientific Session <b>Hall-1</b>	

	<p>4 Laptop, 1 Switcher, 2 Plazma with Slanting base</p> <p><b>Hall-2</b></p> <p>1.Stage Back drop (both side of LED wall) - 4 ft X 8ft</p> <p>2.Stage platform with LED Riser- 24 ft*16ft</p> <p>3. LED Wall (P2) Two -16ftX08 ft</p> <p>4. 4 Laptop, 1 Switcher, 2 Plasma with Slanting base</p>		
5	<p>Audio System &amp; Light</p> <ul style="list-style-type: none"> <li>• Audio system includes professional quality audio amplifiers, pre-amps, mixers, MP3 player, sound boxes, microphones, cables, monitor etc. complete as required for a public meeting of 1500 people audience.</li> <li>• Wattage of amplifiers &amp; sound boxes shall be adequate for an audience of 1500 people sitting in an open area.</li> <li>• All audio equipment's shall have near-flat frequency response for the 20Hz – 20KHz band.</li> <li>• Sound quality shall be got approved by the Officer-in-charge.</li> <li>• 2 nos. of goose-neck microphones (for the podium), 4 nos. of cordless microphones (for announcement purpose), 2 nos. of stand microphones (for chorus and musical instruments) and 6 hanging microphone,3 lapel microphone shall be provided.</li> <li>• Sound equipment's of professional brand.</li> <li>• None of the cables shall run openly on the stage, ramp or the front area of the audience. Cables shall be laid, bundled and covered in a manner so that they are not seen scattered around the area.</li> </ul> <p>Sound operation and balancing shall be done by professionals so as to avoid humming noise and hauling etc. and ensure proper hearing by the entire audience.</p>	As per	
6	Digital Podium -TWO (Podium of decent shape, design and good quality to be provided with facility for fixing 2 nos. of goose-neck microphones. The design and height shall be got approved by the Officer-in-charge.)		2 no
7	Flower Decoration on stage		
8	Flower Buckey		30 nos
9	Setup for E- poster plasma display 60''- 2nos with stand ,laptop & table branding		
10	<p>Still Photography &amp; Videography</p> <ul style="list-style-type: none"> <li>• Still photography using professional camera of 20 Mega pixels or higher resolution, for covering all the activities of inauguration and stage function, soft copies of photographs taken shall be submitted</li> <li>• Video shooting of all the activities of the event including inaugurations, stage function etc. using 2 tripod-mounted professional standard video cameras and one cordless video camera</li> <li>• One drone mounted video camera to be provided for recording and live display/ streaming</li> <li>• All cameras are to be of professional quality, preferably of 4K or higher resolution.</li> <li>• Output of all cameras are to be judiciously observed and selected output to be displayed on LED/ LCD screens on site. Same output can be used for live streaming too. Video switcher/ mixer/ transition effects</li> </ul>	2 Still , 2 Video	

	processor etc. may be used for the purpose. <ul style="list-style-type: none"> <li>Recorded /edited version of the entire event shall be provided within 7 days of event in HD video format</li> </ul>		
11	Technical Team		2 nos *2
	<b>Branding , Stalls &amp; Ambiance</b>		
12	Stall (Octonorm)	6.6 * 6.6	20 nos
13	Stall (Octonorm)	9.9 * 6.6	8 nos
14	Stall (Octonorm)	13 * 6.6	3 nos
15	Registration Counter 3 Side branding with table branding & Q Manager – 2nos	20 * 10	
16	Standeers	6 * 3	20 nos
17	Entrance Box Gate (Main gate)	24*3,12*3 ,12*3	576 sqft
18	Entrance Box Gate (Auditorium Entrance)	18*3,10*3 ,10*3	456 sqft
19	Selfie Point with I LOVE OTICON 2026	16ft x 8ft	
20	Scientific Agenda Board	8*8	64sqft
21	Reward Zone Board Platform	16*8	128 sqft
22	Reward Zone Board Backdrop	16*8	128 sqft
23	Trade Area Flat Gate	12*2,8*2, 8*2	56 sqft
24	Double Seated Sofa (2 seater sofa sets shall be provided for the VVIPs.)		10 nos
25	T- Pie (for the front row in audience: Decent teapots shall be provided for the VIPs on the front row in audience. Design and quality shall be got approved by the Officer-in-charge.		10 nos
26	Guest Chair for Meeting <ul style="list-style-type: none"> <li>Comfortable VVIP chairs (with cushion, handles and head rest) shall be provided on stage. Design &amp; quality of chairs shall be got approved by the Officer-in-charge.</li> <li>Clean white covers shall also be provided on the chairs.</li> </ul>		12 nos
27	Ambiance Light	As per	
	<b>Power Source</b>		
30	Silent DG (for Scientific Area) with fuel for 22 hrs	62 KV	
31	Silent DG (for Trade Area) with fuel for 15 hrs	62 KV	
	<b>Cultural Program</b>		
32	Sound for Cultural 1.Point array and line source speakers 2. Subwoofers and bass traps 3. In ear monitors, stage monitors 4. Mixing channel with phantom supply 5. Column array to be arranged in the auditorium 6. Cables and extenders- minimum 4-5ft as per the stage area and mixing channel support 7. Markers for the stage 8.Microphones- Cardioid mic-4 no's 9.Condenser table mic-2(to be used on the dais) 10. Stand- 5-6 stands 11.Digital Mixing Console – with presents, EQ, compression, and scene	As per	

	recall for faster sound checks.		
	Feedback Suppression / Equalizers – to prevent mic squeals and fine-tune room acoustics.		
	Wireless Microphones – for mobility and clean stage aesthetics.		
	DI (Direct Input) Boxes – for connecting instruments (guitars, keyboards) cleanly into the mixer.		
	Audio Interface / Recording Setup – to capture the live performance for later use		
	<b>Light for ( Cultural Program )</b>		
33	Sound & Light (Full Setup) (3 way Liner , Sharpy, RGB, Face Light)		
34	Silent DG with Fuel for 6hrs	125 kv	
35	Table for Stage	4	
	<b>Extra Work</b>		
36	ID Card		1200 nos
37	Accessories for Inauguration		
38	Live streaming: <ul style="list-style-type: none"> <li>Live streaming of the inauguration event shall be done on You tube channel of SVNIRTAR</li> <li>All equipment's &amp; computers along with Technicians are to be deployed by the Event Organizer.</li> </ul> Event Organizer shall arrange at least 20 Mbps dedicated internet connectivity at the site for the live streaming. <ul style="list-style-type: none"> <li>Hybrid mode all through the conference from 9<sup>th</sup> to 11<sup>th</sup> Jan 2026.</li> </ul>		10 nos
39	Physical Poster size 4ft ht * 3ft		15 nos
	<b>BOQ</b>		
Sl.no	Particulars	Unit	Qty
1	Main Entrance Gate of 24' width, 12' height using 3' width panels (with posts, battens and flex printing)	No	1
2	Stage – 50'x30' (approx..) size with 4' height including stage carpeting, steps, ramp & base masking	No	1
3	Carpeting of venue area Sqft 1500 Plastic Chair	No	800
4	Banquet Chair with cover	No	50
5	Steel Sofa – 3 seater	No	10
6	Rexin Sofa	No	6
7	T-poi / Front table	No	6
8	Barricading	Ft	50
9	Podium	No	2
10	Guest chair for meeting on stage	No	8
11	Console masking	No	1
12	LED wall including 2' high base and base masking	Sqft	1000
13	MS/ Aluminum truss for stage for supporting lights	No	1
14	125 KVA Silent DG set including fuel	No	1



	All other accessories related to stage shall be provided by supplier without any additional cost		
15	2 JBL/19 Peavey/ Yamaha/ Senniser or equivalent professional sound equipment including line array, amplifiers, mixers, preamps, stage monitors, speakers, microphones (chorded, gooseneck and chordless) for meeting & cultural programme as suitable for an audience size of 1000	No	1
16	LED Palco light	No	40
17	Sharp light	No	12
18	Warm light	No	16
19	Laser light	No	2
20	Smoke machine	No	2
21	Zigzag light	No	1
22	Blinder light	No	8
23	Paper blaster light	No	10
24	Cool fire	No	10
25	Laptop with cables	No	2
26	All other accessories related to lighting & sound system shall be provided by supplier without any additional cost.	No	
27	4K Video Camera including video mixture/ switcher and all cables (Entire event shall be made live on Institute's YouTube channel and edited video to be submitted within 7 days of the event date.)	No	2
28	High resolution Drone mounted video camera including all accessories as required for live streaming and video recording	No	1
29	4K Still camera (Photographs in digital format to be submitted within 7 days of the event date)	No	2



**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-11-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-11-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	100 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Social Justice And Empowerment
विभाग का नाम/Department Name	Department Of Empowerment Of Persons With Disabilities
संगठन का नाम/Organisation Name	Swami Vivekanand National Institute Of Rehabilitation Training And Research (svnirtar)
कार्यालय का नाम/Office Name	Cuttack
वस्तु श्रेणी /Item Category	Event or Seminar or Workshop or Exhibition or Expo Management Service - National; Conferences; Venue Development, Complete Execution of Activity, Participation arrangements, Coordination and Staffing, Conceptualization and Planning; Outdoor Event; Th..
अनुबंध अवधि /Contract Period	3 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

#### लाभार्थी /Beneficiary :

Accounts Head

CUTTACK, Department of Empowerment of Persons with Disabilities, Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR), Ministry of Social Justice and Empowerment

(Dr P P Mohanty)

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

#### एमआईआई अनुपालन/MII Compliance

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

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

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. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-

line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.  
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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

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

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

Scope of Work to be uploaded by the Buyer:[1762750958.pdf](#)

**Event Or Seminar Or Workshop Or Exhibition Or Expo Management Service - National; Conferences; Venue Development, Complete Execution Of Activity, Participation Arrangements, Coordination And Staffing, Conceptualization And Planning; Outdoor Event; Th.. ( 1 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Location of event	National
State	NA
District	NA
pincode	NA
Nature of events	Conferences
Category of work required	Venue Development , Complete Execution of Activity , Participation arrangements , Coordination and Staffing , Conceptualization and Planning
Event premises	Outdoor Event
Duration of event	Three day
Coverage of the event	Photography , Report Writing , Videography , Webcasting Open for all
Boarding	Not Required

विवरण/ Specification	मूल्य/ Values
Inclusion for the event	Backdrop Standees , Certificates , Flower Decoration , Internet Facility , Mike and Sound Setup , Laptop , Projector , Stage , Welcome Lamp , Pick and Drop
Seating arrangement	Theatre Style , Board Room , Cluster/Banquet Seating
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Estimated/ Indicative number of participants in the event	1500

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

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

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of event to be organized	अतिरिक्त आवश्यकता /Additional Requirement
1	Prasanta Rout	754010,At-Olatpur, Po-Bairoi, Dist-Cuttack, Pin-754010, Odisha	1	N/A

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

##### 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

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

##### 3. Buyer Added Bid Specific ATC



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

#### 4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director, SVNIRTAR  
payable at  
Olatpur, Cuttack

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Director, SVNIRTAR  
payable at  
Olatpur, Cuttack

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

### अस्वीकरण/Disclaimer

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.



16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller 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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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

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

---धन्यवाद/Thank You---