

E-TENDER
FOR
SELECTION OF AGENCY
FOR
EVENT MANAGEMENT ACTIVITIES FOR THE
EVENT OF WORKSHOP ON THE SUBJECT OF
CHILD RIGHTS AT VARIOUS TALUKA PLACE IN
STATE.



**GUJARAT STATE COMMISSION FOR
PROTECTION OF CHILD RIGHT.**

**Block no. 19,
3rd floor,
Dr. Jivraj Maheta Bhavan
Gandhinagar-382010 Gujarat.
Ph: 079-23255675/669/670 Fax: 079-23255678
EMAIL:sec.gscpcr@gmail.com**

Tender ID :

E-Tender Notice No. 03/2017-18

Gujarat State Commission for
Protection of Child Rights.

NAME OF WORK:	Selection of Agency for Event Management Activities for Workshop cum Seminar on the subject of Child Rights at Various Place in Gujarat. (Taluka Level)
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NAME OF AGENCY:	
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E - TENDER

Secretary
G.S.C.P.C.R
GANDHI NAGAR

DETAILS ABOUT TENDER :	
Department Name	Gujarat State Commission For Protection of Child Rights, Gandhinagar.
Division	As Above
IFB No.	E-Tender Notice No. 03/2017-18
	Tender For Appointment of Event Management and Coordinating Agency.
Name of Work	workshop cum seminar-Taluka level
Estimate Contract Value (ECV)	74.00 (Seventy Four Lacs)
Period of Completion (in Months)	Two Month
Bidding Type	Open
Tender Currency Type	Single
Tender Currency Settings	Indian Rupee
Joint Venture	Not Applicable
Rebate	Not Applicable
Sector Category	
Form of Contract	Turn-Key
Product Category	
AMOUNT DETAILS :	
Bid Document Fee	Rs.5000.00 (Rs. Five thousand only)
Bid Document Fee Payable To :	Secretary, Gujarat State Commission For Protection of Child Rights, Gandhinagar.
Bid Security/ EMD (INR)	Rs.2.25 lacs (Rs. Two lacs Twenty Five thousand
Bid Security/ In Favor Of	Secretary, Gujarat State Commission For Protection of Child Rights, Gandhinagar.
TENDER DATES :	
Bid Document Downloading Start Date	Dt. 01/08/2017
Bid Document Downloading End Date	Dt. 14/08/2017 up to 18:00 Hrs.
Pre Bid Meeting	Not Applicable
Last Date & Time for Receipt of Bids	Dt. 14/08/2017 up to 18:00 Hrs.
Bid Validity Period	180 Days
Remarks	Agency Shall be Submitted tender fee in the form of D.D/Pay Order & E.M.D. in the form of D.D/Pay Order/ Bank Guarantee only issued by Nationalized/schedule bank in electronic format only through online (by Scanning) While uploading the bid. However for the purpose of realization of D.D. bidder Shall send the tender fee & E.M.D. in original by R.P.A.D. so as to reach to Secretary, Gujarat State Commission For Protection of Child Rights, Block No:-19, 3 rd floor, Dr. Jivraj Mehta Bhavan, Gandhinagar. Latest by Dt. 22/08/2017 @ 18:00 Hrs. Tender Fees will not be accepted other than D.D. forms. Tender without E.M.D. will not be considered Further
Preliminary Bid Opening Date, time and place	Dt. 23/08/2017 @ 16:00 Hrs., at GSCPCR
Technical Bid Opening Date, time and place	Dt. 23/08/2017@ 16:10 Hrs. at GSCPCR
OTHER DETAILS :	
Officer Inviting Bids	Secretary, GSCPCR, Gandhinagar
Bid Opening Authority	As Above
Address :	Gujarat State Commission For Protection of Child Rights, Block No:- 19, 3 rd floor, Dr. Jivraj Mehta Bhavan, Sector-10 'CH' Road, Gandhinagar.
Contract Details :	079-232-23255670

TENDER TERMS AND CONDITIONS

[A] Details of Tender item:						
Sr. No.	Name of Work	Estimated Tender Value (Rs.)	EMD (Rs.)	Tender fee (Rs.)	Total Security Deposit	Period for Completion of work
1	2	3	4	5	6	7
1	Appointment of Events Management and Coordinating Agency.	74.00 lacs	2.25	5000.00	5 % of Offered Amount	Two Month
[B] Eligibility :		1.13 - Eligibility Criteria (Bidder must fulfill all eligibility criteria) 1.13.1 - Individual Company registered under Company Act or a firm or agency are allowed to participate. 1.13.2 - Bidder should have a minimum annual turnover of <u>Rs.5,00,000/- (Rupees Five Lacs Only)</u> U for any one of the last 2 (Two) Financial Years. 1.13.3 - Agency should have experience of minimum 2 years in organizing and execution of events as Event Manager, in last two years on private property / property of any Govt. body / Govt. local body/ State Transport undertaking. Copy of the work order or agreement or work completion report must be submitted with the tender. 1.13.4 - Bidder should furnish a power of attorney stating that the person signing the bid is the authorized signatory of the company for all communication with Gujarat State Commission For Protection of Child Rights Gandhinagar. 1.13.5 - Bidder should be registered for Sales Tax / VAT / Service Tax / Excise as applicable. 1.13.6 - Bidder blacklisted by any Central Government / State Government / or its undertaking will not be eligible to participate. The bidder shall submit an undertaking as per prescribed form-along with the tender documents				
[C] Schedule for e-tendering is fixed as under:						
(i)	Site Visit (If any)	Not Applicable				
(ii)	Pre-bid Conference (If any)	Not Applicable				
(iii)	Downloading of tender	From Dt. 01/08/2017 to Dt. 14/08/2017 up to 18:00 Hrs.				
(iv)	Last Date Submission of Bid	14/08/2017 up to 18:00 Hrs.				
(v)	Date of Submission of EMD, Tender Fee in Form of D.D. in Original & Other Documents.	So as reach on last Dt 22/08/2017 of Child Rights, Block N: - 19, 3 rd floor, Dr. Jivraj Mehta Bhavan, G'nagar.				
(vi)	Online opening of Tender Technical Bid With P.Q. Bid	On Dt. 23/08/2017 @ 16:00 Hrs. and 16:05 Venue: Gujarat State Commission For Protection of Child Rights, Gandhinagar. Block N: - 19, 3 rd floor, Dr. Jivraj Mehta Bhavan, G'nagar.				
<ul style="list-style-type: none"> Bidders can download the tender document free of cost from the website. Bidders have to submit Technical bid as well as Price bid in Electronic format only on above mentioned website till the Date & time shown above. Offers in physical form will not be accepted in any case. Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate (Class-III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contract (n) code solutions - a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India. All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted : (n)Code solutions A division of GNFC 301, GNFC Info tower, Bodakdev, Ahmedabad- 380 054 (India) Tel : +91 26857316/17/18 Fax: +91 79 26857321 E-mail: nprocure@gnvcf.net Mobile: 9898540855, 9898589652 OTHER TERMS & CONDITIONS AS PER DETAILED TENDER DOCUMENTS						

**Appointment of Event Management and
Coordinating Agency in Gujarat.**

REQUEST FOR PROPOSAL

Tender Notice No.E-Tender Notice No.03/17-18

Secretary

**Gujarat State Commission For Protection Of Child Rights,
Block No:-19, 3rd floor, Dr.Jivraj Mehta,
Gandhinagar-382010.**

Website:

www.nprocure.com

Phone: +91 - 07923255670

Fax:- +91 - 07923255678

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidders whether in document or verbal or any other form by or on behalf of Gujarat State Commission For Protection of Child Rights Gandhinagar by any of its employees or advisors, is provided to bidders on the terms and conditions set out in this RFP document and such other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide interested parties with information that may be useful to them in eliciting their proposal pursuant to this RFP. This RFP may not be appropriate for all persons, and it is not possible for Gujarat State Commission for Protection of Child Rights Gandhinagar, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

The RFP includes statements, which reflect various assumptions and assessments made by Gujarat State Commission For Protection of Child Rights Gandhinagar in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions,

assessments, statements, information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this document to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Gujarat State Commission For Protection of Child Rights Gandhinagar accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Gujarat State Commission For Protection of Child Rights Gandhinagar its employees and advisors make no representation or warrant / and shall have no liability to any person, including any applicant or bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this bid stage.

1. INFORMATION & INSTRUCTIONS TO BIDDERS

1.1 Introduction & Issuer

Gujarat State Commission For Protection of Child Rights Gandhinagar invites bidders to submit their pre-qualification, technical and commercial offers for fixing up bidder for display of advertisement at various government offices in accordance with the terms and conditions prescribed in this Request for Proposal (RFP) document.

1.2 Purpose

In purpose of this Request for proposal (RFP) is to seek the services of a reputed firm that would carry out the work of Workshop cum Seminar at various places (Taluka Level) in Gujarat. This document provides information to enable the bidders to understand the broad requirements to submit their 'Bids'. The detailed scope of work is provided in Section 2 of this RFP document.

1.3 Cost of RFP

The RFP document is available for a non-refundable tender fee of **Rs.5000/- (Rupees Five Thousand Only)**. The amount is to be paid by way of a demand draft / banker's cheque issued by a nationalized / schedule bank, in favor of “Secretary, Gujarat State Commission For Protection Of Child Rights” payable at Gandhinagar.

- 1.4 Availability of RFP
- 1.4.1 The RFP document will be made available online for download from **Dt. 01/08/2017 To Dt. 14/08/2017**. No hard copies of the RFP will be supplied to any prospective bidder.
- 1.4.2 The soft copy of the RFP can be downloaded from the **website <http://www.nprocure.com>**. The non-refundable tender fee has to be deposited along with the bid documents at the time of bid submission upto **14/08/2017 at 18:00 Hrs.**
- 1.4.3 The non-refundable tender fee can be paid in the form of a demand draft/banker's cheque issued by a nationalized / scheduled bank, in favor of “Secretary, Gujarat State Commission For Protection Of Child Rights” payable at Gandhinagar
- 1.5 Complete Response
- 1.5.1 Bidders are advised to study all instructions forms, terms, project requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 1.5.2 The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a bid, not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of its bid and forfeiture of the bid Earnest Money Deposit (EMD).

1.6 Bid Preparation Costs

- 1.6.1 The bidder is responsible for all costs incurred in connection with participation in this process including but not limited to costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of bid, in providing any additional information required by “Gujarat State Commission For Protection Of Child Rights”, Gandhinagar to facilitate the evaluation process and in negotiating a definitive agreement or all such activities related to the proposal process. Gujarat State Commission For Protection of Child Rights Gandhinagar will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 1.6.2 The RFP does not commit Gujarat State Commission For Protection of Child Rights Gandhinagar to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of contract.
- 1.6.3 All documents submitted by the bidder for engaging in the proposal process shall become the property of “Gujarat State Commission For Protection Of Child Rights” and may be returned to the bidders at its sole discretion

1.7 Communication with “Gujarat State Commission For Protection Of Child Rights”

1.7.1 All the communication with “Gujarat State Commission For Protection Of Child Rights” including bid submission will be addressed to the contact person of “Gujarat State Commission For Protection Of Child Rights” for this project. The details of the contact person of “Gujarat State Commission for Protection of Child Rights” is a under:-

C/o Secretary

Gujarat State Commission For Protection of Child Rights, Block No:19, 3rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar-382010.

Website: <http://www.gscpcr.gujarat.gov.in>

Phone: +91-07923255670

Fax:- +91-07923255678

1.7.2 All the communication to “Gujarat State Commission for Protection of Child Rights” including this RFP response and the bid documents (In case of hard copy) shall be signed on each page by the authorized representative of the bidder.

1.7.3 An authority letter in the form of power of attorney or board resolution signed by the company secretary specifying the authorized signatory details should be attached with the bid.

1.7.4. All the communication to “Gujarat State Commission For Protection Of Child Rights” will be made in English language only.

1.8 Bidder enquiries and “Gujarat State Commission For Protection Of Child Rights” responses

1.8.1 The preferred mode of delivering written enquiries / clarifications / suggestions to “Gujarat State Commission For Protection Of Child Rights” would be through mail or fax or email. Telephone calls will not be accepted. In no event, “Gujarat State Commission For Protection Of Child Rights” will be responsible for ensuring that bidder's enquiries have been received by Gujarat State Commission For Protection of Child Rights Gandhinagar.

1.8.2 The contact person notified by “Gujarat State Commission For Protection Of Child Rights” will begin accepting written queries / suggestions from the bidders as soon as the RFP document is available for download. “Gujarat State Commission For Protection Of Child Rights” will Endeavour to provide a full, complete, accurate and timely response to all queries.

1.8.3 No request for clarification from any bidder shall be entertained after **18:00** hours on **Dt. 14/08/2017**.

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1.9 Amendment of RFP Document

1.9.1 At any time prior to the last date for receipt of bids

“Gujarat State Commission For Protection Of Child Rights” may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder modify the RFP document accordingly. “Gujarat State Commission For Protection Of Child Rights” also reserves the right to change any bid condition including technical specifications even after inviting the proposals with / without prior notification.

1.9.2 The amendment will be notified in writing or by email to all prospective bidders who have been issued this RFP document or shall be published on the website www.nprocure.com and will be binding on them.

1.9.3 In order to allow prospective bidders reasonable time to take into account the amendments in preparing their bids “Gujarat State Commission For Protection Of Child Rights” may at its sole discretion extend the last date for the receipt of bids.

1.10 Supplemental Information to the RFP

If “Gujarat State Commission For Protection Of Child Rights” deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP it may issue supplements to this RFP. Any such supplement shall be deemed to be incorporated by this reference into this RFP.

1.11 “Gujarat State Commission for Protection of Child Rights” right to modify submission deadline

“Gujarat State Commission For Protection Of Child Rights” may in exceptional circumstances and at its discretion extend the deadline for submission of proposals by issuing an addendum or by intimating all bidders who have been provided the bid documents in writing or by facsimile or by publishing it on the website www.nprocure.com in which case all rights and obligations the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

1.12 “Gujarat State Commission For Protection Of Child Rights” right to terminate the process

1.12.1 “Gujarat State Commission For Protection Of Child Rights”. may terminate the RFP process at any time and without assigning any reason. “Gujarat State Commission For Protection Of Child Rights” makes no commitments, express or implied that this process will result in a business transaction with anyone.

1.12.2 This RFP does not constitute an offer by “Gujarat State Commission For Protection Of Child Rights”. The bidder's participation in this process may result in “Gujarat State Commission For Protection Of Child Rights” selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not however signify a commitment by “Gujarat State Commission For Protection Of Child Rights” to execute

a contract or to continue negotiations. “Gujarat State Commission for Protection of Child Rights” may terminate negotiations at any time without assigning any reason.

1.13 Eligibility Criteria (Bidder must fulfill all eligibility criteria)

1.13.1 Individual Company registered under Company Act or a firm or agency is allowed to participate.

1.13.2 Bidder should have a minimum annual turnover of **Rs.5,00,000/- (Rupees Five lacs Only)** for any one of the last 2 (Two) Financial Years.

1.13.3 The bidder should have experience of minimum 2 years in organizing and execution of events as Event Manager. Work experience of advertisement in last two years on Property of any Govt. body/ Govt. local body / State Transport undertaking or private. Copy of the work order or agreement or work completion report must be submitted with the tender.

1.13.4 Bidder should furnish a power of attorney stating that the person signing the bid is the authorized signatory of the company for all communication with Gujarat State Commission For Protection of Child Rights Gandhinagar.

1.13.5 Bidder should be registered for GST as applicable.

1.13.6 Bidder blacklisted by any Central Government / State Government / or its undertaking will not be eligible to

participate. The bidder shall submit an undertaking as per **ANNEXURE-4** along with the tender documents.

1.14 Earnest Money Deposit (EMD) and Its amount.

1.14.1 Bidders shall submit along with their bids Earnest Money Deposit (EMD) of **Rs.2.25 Lakhs (Rupees Two Lacs and Twenty Five Thousand Only.)** by Demand Draft/Pay Order/ Bank Guarantee (Valid for minimum 180 days from last date of submission) only. and in favor of **“Secretary, Gujarat State Commission For Protection Of Child Rights” payable at Gandhinagar** from any Nationalized / Schedule Bank.

1.14.2 The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD under any circumstances.

1.14.3 Unsuccessful bidder's EMD will be discharged / returned as promptly as possible after the award of the contract to the successful bidder.

1.14.4 The EMD will be forfeited at the discretion of “Gujarat State Commission for Protection of Child Rights” on account of one or more of the following reasons-

- i The bidder withdraws its bid or back out during the period of bid validity.
- ii Bidder reduces his quoted revenue during the period of bid validity or its extended period, if any
- iii Bidder does not respond to request for clarification of its bid

- iv Bidder fails to co-operate in the bid evaluation process & submitted unreliable documents.
- v In case of a successful Bidder
 - a. The bidder fails to furnish performance guarantee in time and / or in accordance with the format given in the RFP; or
 - b. The bidder fails to sign the agreement in time:

1.14.5 The EMD shall be submitted with the pre-qualification bid in a separately sealed envelope as mentioned in this section. Bids submitted without adequate EMD will be summarily rejected.

1.15 Submission of Bids

- 1.15.1 Bidders who wish to participate in this selection process will have to register on <http://www.nprocure.com>. Further participating bidders will have to procure digital certificate as per Information Technology Act 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n)Code Solutions - a division of GNFC Limited, or from any other bidder licensed by Controller of Certifying Authority, Government of India. Bidders who already have a digital certificate.
- 1.15.2 The bidders are expected to submit their offers in two parts namely "Technical Bid" as per **ANNEXURE-1**

and "Commercial Bid" as per **ANNEXURE-2** in the formats given in this RFP document.

1.15.3 **Bidder shall submit the Commercial Bid Online Only. The Technical Bids are to be submitted ONLINE AND IN HARD COPY along with other documents, as described in the RFP, before the last date and time of bid submission as mentioned in the RFP.** The hard copy submission shall be done by R.P.A.D. only. Any other form of submission of hard copy shall be summarily rejected. However “Gujarat State Commission for Protection of Child Rights” shall not be responsible for any delay caused due to postal delays and shall reject the bid in case of any such delay.

1.15.4 The bidder shall submit the hard copies of technical bids along with tender fees or proof of purchase of RFP document and EMD as described below:-

- i Envelope 1: "Tender Fees and EMD,**E-Tender Notice No.3/2017-18**. This envelope should contain non-refundable tender fees or proof of RFP purchase and the EMD / Bid Security.
- ii Envelope 2: "Technical Bid -**E-Tender Notice No.3/2017-18**. This envelope should contain one hard copy of Technical Bid in original along with supporting documents

- iii Two envelopes as mentioned above for Tender Fee and EMD, Technical Bids shall be sealed in an outer envelope marked "Bid for Implementation of Advertisement" - **E-Tender Notice No.3/2017-18.**
 - iv The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late". Both inner and outer envelopes shall be addressed to "Gujarat State Commission for Protection of Child Rights" at the address specified in this section.
- 1.15.5 The soft copies of two bids, "Technical Bid" and "Commercial Bid" Have to be submitted online on the website <http://www.nprocure.com> as per the instructions provided on the site.
- 1.15.6 The bids submitted should be hard bound (in case of physical copies) and have all pages numbered. They should also have an Index giving page wise information of documents. The entire bid shall be strictly as per the format specified in the RFP document. Bids that are incomplete or not in prescribed formats will be summarily rejected.
- 1.15.7 Material deficiencies in providing the information requested may also result in rejection of the bid.
- 1.15.8 "Gujarat State Commission For Protection Of Child Rights" reserves the right to accept or reject a bid in case of any discrepancy between the soft copies

of any of the bids submitted online and hard copy of the same submitted at Gujarat State Commission For Protection of Child Rights Gandhinagar Office.

- 1.15.9 In case of hard copies of bids the proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals. An authorized representative of the bidder shall initial all pages of the bids. No bid will be considered unless it has been duly signed by authorized signatory.
- 1.15.10 All the columns of the quotation form shall be duly, properly and exhaustively filled in rates shall always be quoted both in the figures and words.
- 1.15.11 Every entity whether an individual company or a firm / bidder is allowed to submit only one bid against this RFP. If any bidder submits more than one bid then such bidder would be disqualified.
- 1.15.12 The tender must be signed on every page by the bidder or authorized signatory of the firm / agency / company. The tender form without signature and without necessary documents will be liable for rejection. Conditional tender will not be accepted. Further, tender received after stipulated period will not be considered.

1.16 Documents Comprising the Bid

The bid prepared by the bidder shall comprise of the following-

- i Covering letter on the bidder's letter - head **ANNEXURE-1** (Form-1)
 - a Certifying that the period of validity of bid is 180 (One hundred and eighty) days from the last date of submission of bid and
 - b Asserting that the bidder is quoting for all the items (Including services) mentioned in the tender.
- ii EMD in the form of a Demand Draft / Pay order / Bank guaranty issued by a Scheduled Commercialized / Nationalized Bank, in favor of Secretary, "Gujarat State Commission For Protection Of Child Rights" payable at Gandhinagar.
- iii Tender Fees in the form of demand draft
- iv A registered Power - of - Attorney granting the person signing the bid the right to bind the bidder as the 'Constituted Attorney of the Organization'.
- v Organization details **ANNEXURE-1** (Form-2)
- vi Certificate of In “Gujarat State Commission For Protection Of Child Rights” of the bidder.
- vii An undertaking on the organization's letter head by the authorized signatory of the bidder stating that they have read and understood the terms and conditions of the RFP and are ready to abide by the same.
- viii Audited annual financial results (balance sheet and profit & loss statements) of the bidder for any one of the last two financial years.

- ix Gujarat office address details along with address proof, if any OR an undertaking to establish an office in Gujarat before signing the contract.
- x An undertaking by bidder on the organization's letter head for not being black listed any government or government bidder in India. **(ANNEXURE-4)**
- xi Details of project experience of similar nature and client list of the same.
- xii Permanent Account Number (PAN) of bidder.
- xiii GST Details of bidder.
- xiv EPF Code Number of bidder.

1.17 Technical Bid

1.17.1 The technical bid should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should particulate in detail, as to how the bidder's technical solution meets the requirements specified in the RFP. In submitting additional information, please mark it as supplemental to the required response.

1.17.2 Bids must be direct, concise and complete. All information not directly relevant to this RFP should be omitted. "Gujarat State Commission For Protection Of Child Rights" will evaluate bidder's bid based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP

1.18 Preliminary and technically Opening of Bids

1.18.1 Preliminary and technically Opening of Bids by GSCPCR

- I. GUJARAT STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS, GANDHINAGAR. will open the Preliminary stage of DD of Bid processing fees in the presence of Bidder or his representative who choose to attend, and at the GSCPCR office:
- II. The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Preliminary Stage opening being declared holiday for GSCPCR office, the Bid shall be opened at the appointed time and location on the next working day.
- III. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.

1.18.2 Preliminary Examination

- I. GUJARAT STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS, GANDHINAGAR. will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- II. If a Bid is not substantially responsive, it will be rejected by GUJARAT STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS, GANDHINAGAR. and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- III. Conditional bids are liable to be rejected.

1.18.3 Financial Bid evaluation:

Financial Bids of only those bidders who qualify on the preliminary and technical bid in the RFP.

1.19.1 Award of Contract

- On acceptance of Proposal for awarding the contract, GUJARAT STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS, GANDHINAGAR will notify the successful bidders in writing that their proposal has been accepted and Contract Agreement will be signed. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by all the parties. Within 15 days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to GUJARAT STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS, GANDHINAGAR.

1.19.2 Payment Terms

Milestone	Percentage Payable
bidders must submit Reports, photographs, Videography c.d and completion certificate by Nodal officer of GSCPCR at location.	100

Note:

1. No advance payment will be made.
2. All applicable taxes are to be borne by the bidder.

1.19.3 Penalty Clause

1. In case of delay in deliverables, a penalty of 0.5% of order value per week would be levied up to maximum of 10% of order value. The organization may decide to cancel the contract including forfeiture of performance security in case the delay is more than three months.

1.20 Correction of errors

1.20.1 Bidders are advised to exercise adequate care in quoting the revenue to “ Gujarat State Commission For Protection Of Child Rights “ since this is an online bid submission. No excuse for corrections or change in figures in the quoted revenue will be entertained after the quotations are opened.

1.20.2 Arithmetic errors in proposals will be corrected as follows:

- i In case of discrepancy between the amounts mentioned in figures and in words the amount in words shall govern.
- ii The amount stated in the bid form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall bid revenue to reduce, in which case the bid revenue offered shall govern.

1.21 Address for bid submission

1.21.1 For online bid submission - www.nprocure.com

1.21.2 For physical bid submission -

C/o Secretary,

Gujarat State Commission For Protection of
Child Rights Sector No.10, 'CH' Road,

Block No: 19, 3rd floor, Dr. Jivraj Mehta Bhavan,
Near New Sachivalaya, Gandhinagar-382010.

Website: <http://www.gscpcr.gujarat.gov.in>

Phone: +91-07923255670

Fax:- +91-07923255678

1.22.1 Key Events and Dates

Sr. No	Event	Tentative Date
1	Last Date and Time for ON LINE Bid Submission	14/08/2017 18:00 Hrs.
2	Last Date and Time for Physical Submission of tender fee, EMD and other require documents.	22/08/2017 18:00 Hrs.
3	Date, Time and Place for Opening of Preliminary Technical Bids C/o Secretary “Gujarat State Commission For Protection Of Child Rights” Sector No.10, 'CH' Road, Block No:19, 3 rd floor, Dr. Jivraj Mehta Bhavan, Gandhinagar-382010.	23/08/2017 16:00 Hrs. 16:10 Hrs
4	Place, date and time for opening of financial / commercial proposal	The place, date and time for opening of financial/commercial proposal will give to the qualified bidder later on.

1.22.2 Important Values Related to Bid

Sr.No.	Item	Description
1	Bid EMD	Rs.2.25 Lakhs (Rupees Two lacs and Twenty Five Thousand only)
2	Bid Validity Period	180 Days from the last date of bid submission.
3	Period for furnishing performance security	Within Fifteen (15) Days from the date of L.O.I.
4	Security Deposit	5% Amount of accepted offer for Two month.
5	Validity period of Security Deposit	2 month after completion of workshop
6	Period for Work	2 months
7	Bid Price	Rs. 5000/- (Rs. Five thousand only)

1.23 Timely Submission

Bidders are solely responsible for timely delivery of the bids to the location as mentioned above in this section set forth herein prior to the stated bids submission due date and are solely responsible for delays in receipt including but not limited to third party carriers. Bids not received on or before the last date and time of submission shall be summarily rejected.

1.24 **General guidelines for Bid opening**

1.24.1 Bids will be in two parts (Technical and Commercial) as indicated in the RFP. There will be two bid - opening events (1) for the Technical Bids., (2) For the Commercial bids.

1.24.2 After evaluation of technical proposals, the commercial proposals of only those bidders who qualify in the technical evaluation will be opened.

1.24.3 After commercial bids are opened, they will be evaluated on a cost basis.

1.24.4 Bids will be opened in front of bidder's representatives (Who choose to be present)

1.24.5 “Gujarat State Commission for Protection of Child Rights” reserves the right to any time postpone or cancel a schedule bid opening.

1.24.6 The bids will be opened at the address mentioned in this section. Changes if any of the venue, date and timing for opening the Technical & Commercial bids will be informed to the bidders at the appropriate time

1.25 Confidentiality

1.25.1 The content of each bidder's bid will be held in strict confidence during the evaluation process and details of any bids will not be discussed outside the evaluation process.

1.25.2 The bidder agrees to make no reference to “Gujarat State Commission For Protection Of Child Rights” or the resulting contract in any literature, promotional material, brochures, sales presentation of the like without the express prior written consent of “Gujarat State Commission For Protection Of Child Rights” Gandhinagar

1.26 Validity of Bids

1.26.1 Bids shall remain valid for 180 (One Hundred And Eighty) days after the date of opening of bids prescribed by Gujarat State Commission For Protection of Child Rights Gandhinagar. A Bid valid for a shorter period may be rejected by the “Gujarat State Commission For Protection Of Child Rights” Gandhinagar as non-responsive.

1.26.2 In exceptional circumstances “Gujarat State Commission for Protection of Child Rights” may solicit the bidder's consent to an extension of the period of validity for a further period of six month only. The request and the responses thereto shall be made in writing.

1.26.3 The validity of EMD provided shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder

accepting the request will not be required nor permitted to modify its bid.

1.27 “Gujarat State Commission for Protection of Child Rights” rights to accept or reject any of the bids
“Gujarat State Commission for Protection of Child Rights” reserves the right to accept or reject any of the bids submitted without assigning any reasons thereof.

1.28 Modification and withdrawal of bids
No bid may be modified or withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the bidder on the bid form.

1.29 Disqualification

1.29.1 The bid is liable to be disqualified in the following cases -

- i Bid not submitted in accordance with this document.
- ii During validity of the bid, or its extended period, if any -
 - 1 Bidder reduces his quoted revenue to “Gujarat State Commission for Protection of Child Rights”
 - 2 Bidder modifies or withdraws its bid.
- iii Conditional bid.
- iv Bid is received in incomplete form.
- v Bid is received after due time and date.
- vi Bid is not accompanied by all requisite documents.

- vii Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any -
- viii Commercial bid is not submitted online or not properly submitted.
- ix In case any one party submits multiple proposals or if common interests are found in two or more bidders the bidders are likely to be disqualified, unless additional proposals / bidders are withdrawn upon notice immediately.
- x Bidder fails to deposit the security deposit within

15 (Fifteen) working days or fails to enter into a contract within 21 (Twenty One) working days from the date of issuance of Letter of Intent (LOI) or within such extended period, as may be specified by “Gujarat State Commission For Protection Of Child Rights”

- 1.29.2 Bidders may specifically note that while evaluating the bids, if it comes to “Gujarat State Commission For Protection Of Child Rights”

knowledge, expressly or implied, that some bidders may have compounded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid then the bidders so involved are liable to be disqualified for this contract as well as for a period, specified by “Gujarat State

Commission For Protection Of Child Rights” from participation in any of the tenders floated by “Gujarat State Commission For Protection Of Child Rights’ may take appropriate action in such cases.

1.29.3 In any case of disqualification EMD of the bidder shall be forfeited.

1.30 Acknowledgement of understanding of terms

By submitting a bid, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto and has fully informed itself as to all existing conditions and limitations.

1.31 Other Conditions

The following terms are applicable to this RFP and the bidder's bid -

1.31.1 Timing and sequence of events resulting from the RFP shall ultimately be determined by “Gujarat State Commission for Protection of Child Rights”

1.31.2 No oral conversations of agreements with any official, agent, or employee of “Gujarat State Commission for Protection of Child Rights” shall affect or modify any terms of this RFP, and any alleged oral agreement or arrangement made by a bidder with any department, bidder,

official or employee of “Gujarat State Commission for Protection of Child Rights” shall be superseded by the definitive agreement that results from the RFP process. Oral communication “Gujarat State Commission for Protection of Child Rights” to bidders shall not be considered binding on “Gujarat State Commission for Protection of Child Rights” nor shall any written materials provided by any person other “Gujarat State Commission for Protection of Child Rights”

- 1.31.3 Bids are subject to rejection if they limit or modify any of the terms and conditions or specifications of this RFP.
- 1.31.4 By responding the bidder shall be deemed to have represented and warranted that its bid is not made in connection with any competing bidder submitting a separate response to this RFP and is in all respects fair and without collusion or fraud, that the bidder did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of “Gujarat State Commission for Protection of Child Rights” participated directly or indirectly in the bidder's bid preparation.
- 1.31.5 Neither the bidder nor any of bidder's representative shall have any claims whatsoever against “Gujarat State Commission for Protection of Child Rights” or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (Other than those arising under a definitive agreement with the bidder in accordance with the terms thereof).

7. Agency is required to setup furniture at the Green Room behind the main Convention Hall which would include- Mirrors, chairs, tables, water bottles etc
8. Agency is required to setup furniture in Safe room for VVIP behind the stage at Main Convention hall which would include Sofas, Chairs, Tepoy tables, Flower decoration, water bottles, carpeting and Arranging two vehicle (Toyota Innova A.C) for guest etc.
9. Agency is required to arrange, setup, manage 02 units of Mobile chemical toilets of size 2.4mx1.2mx1.1m with water tank capacity of 200 liters with wash basins and facility of liquid soaps for Invitees (around 2000) at the safe Room behind the stage at Main Convention hall. Regular up keeping of the toilets is the responsibility of the agency. It shall be functional before 1 day of the event.
10. Arranging Lunch (menu as per suggest by GSCPCR) and setting up of the minimum of 10 counters combined for Lunch. Total expected participants for lunch would be around 800-2000. Accordingly, agency is required to suggest the layout design for the lunch area along with the total numbers of counters proposed in their technical presentation. Also, agency is required to setup counters for Media dining at food court –with approx. 03 counters
11. Agency is required to design the overall layout for the VIP dining at Gold Dining Area- and make all necessary arrangements including the following:
 - a. Arranging and setting up counters with necessary clothing for lunch for approx. 50 people
 - b. Arranging and setting up central table along with the chairs With necessary clothing for approx. 50 people.
 - c. Arranging and setting up approx. 15 roundtables with 3-6 chairs on each table with necessary clothing and additional chairs with clothing are required to be arranged along the wall for additional seating purpose.
12. Arranging and placing of the carpeting with new syntactic carpets on hall, along with the red carpet from Entry point.

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13. Selected agency is required make arrangements for 500 water bottles of 200 ml each of reputed brand.
 14. Agency is required to prepare various signage across Hall. This scope covers all type of signage required for the event are to be prepared.
 15. Agency is required to prepare and install temporary 02 gates at entry gates of Hall with proper branding of flex. Agencies are required to propose the theme design along with the type of material proposed to be used in their technical presentation. Consider all design/seasonal factor. (Ensure minimum width of 4.50 to 5.00 Mts and height of 5.00 to 6.00 Mts. All Gates shall be ready before one day of seminar.
 16. Agency is required to prepare badges for participants, Invitation card, Banners, Standee, cutout with for the participants. (As per requirements and suggest by GSCPCR)
The details are as follow:
Badges inch- 6 inch x 4 inch
Card- 120 mm x 90 mm, 300 GSM multicolor printing
Invitation card – (as per requirement by GSCPCR)
 17. Agency is required to fill kits with promotional material for free distribution to the participants (as per requirement). Promotional material will be provided by GSCPCR.
 18. Agency is required to place flower pots at various areas of Hall for The beautification of the entire venue.
 19. Agency is required to deploy at least 20 volunteers for the event for handling various activities pertaining to entire event management
 20. The agency is required to prepare approx. 10 standees of size 6 ft x 3 ft each. The creative for the same is to be prepared by the agency based on the information provided by GSCPCR.
 21. Sound System for live performance: Hire charges for providing, erecting, testing, sound proof gen.set and commissioning of sound system for roof turf area including power amplifier, processor, mixer, various type of microphones and speakers etc. & all related hardware and software as per site requirement.
 22. Agency is required to carry out the carpeting of the entire area to be used.
 23. Entire housekeeping will be responsibility of the agency and
Accordingly, agency has to deploy required manpower, dustbins etc for the venue.
 24. First Aid counter/ Medical lounges (6 mtr. x 3 mtr. each):-
Providing and Erecting 3 No's octomom structure. Each structure having area of 6m X 3m with 150 mm raised wooden flooring using 19mm thick Fire Retardant Plywood, synthetic carpet, roof covered from top with waterproof material,
 25. Agency is required to manage the following for the entire

Evet:

- a. Photography with at least 15MP camera with the required lenses & accessories
 - b. Videography
26. Agency will be responsible as per below.....
- A) Agency will be responsible to provide Conference kit – bag, pad, pen,
Label card etc. of executive standard and good quality
 - B) Agency will be responsible for Conference management at venue –
Backdrop, standees, flowers, lamp, announcers, memento/souvenirs etc.
 - c) Agency will be responsible for providing catering services at venue with
All required service counters / utensils / staff with proper uniform etc.
 - d) High tea for morning. Lunch, Eve tea + biscuits for
 - e) The caterer from whom the above services are being utilized should
Be a reputed caterer.
 - f) No.of Participant: - as per describe in objectives.

3 Other terms and conditions

- J Execute the work with due respect to aesthetics, safety, theme consistent with best of industry practices within given time and approved budget.
- J Manage the event including, water supply for other works, electricity supply, cleanliness, garbage disposal, security arrangements, air conditioning up keeping of the structures etc.
- J Modify the Conceptual design incorporating required changes as may be suggested by the Department.
- J Preparing drawing necessary for submission to statutory bodies for sanction. The Bidder shall arrange/liaison for all necessary approvals like for electricity, firefighting, police department, loud speakers etc. and shall abide by all statutory rules and regulations as may be applicable, However GSCPCR shall assist the Bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the Bidder. Use of fire retardant materials in making all structures is mandatory.
- J Bidder shall finalize and arrange for necessary agencies independently with sufficient manpower so as to complete the work as per schedule.
- J Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the project and to ensure that the project proceeds in accordance with conditions of contract and time schedule.

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-) The supervision work at site will be done constantly by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the GSCPCR.
 -) Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification.
 -) Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by client or the agency nominated by client or Professional Advisor. Bidder shall furnish the schedule of implementation to Client or the agency nominated by Client or Professional Advisor so that systematic and timely monitoring of the project can be done.
 -) The Bidder shall clear the site on possession and hand over back the site once the event is over in to pre-event condition within seven days of the completion of event.
 -) Bidder should comply and obtain all statutory approvals, licensed electrical Contractor, clearances & License from Labor department as required by Law.
 -) The Agencies shall bear all costs associated with the preparation and submission of their proposals. GSCPCR is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to GSCPCR.
 -) The Technical and Financial Proposal to be submitted by the agency should be firm and valid for a period of 2017-2018.
 -) Physical papers are to reach our office as per the date and time mentioned in this document. It is the responsibility of the participating agency to submit the bid before the last date and time at the address as mentioned in the document above, and GSCPCR will not be responsible for any delay due to post/courier/any other reasons.
 -) GSCPCR will select the agency who has L1 in financial quote.

-) The selected firm may be invited for negotiations, if felt necessary by GSCPCR. If such negotiations do not result in a conclusion, GSCPCR shall have the right to invite the next bidder (second highest scorer) for negotiations and finalization.
-) Agencies may seek clarifications on the guiding document, if any, at the time of briefing meeting or before 10 calendar days from the due date of submission of the Proposals. Any request for clarification must be sent in writing or by fax to GSCPCR.
-) At any time before the submission of Proposals, GSCPCR may amend this document by issuing an addendum, which shall be binding on the agencies. The agencies shall acknowledge all amendments and submit along with their proposals duly signed.
-) The bidder shall be responsible for the payment of loss, damage or injury and the “ Gujarat State Commission For Protection Of Child Rights “ will deduct this type of expenditure from the security deposit.

4 Bid Evaluation Process

4.1 Overall Evaluation

- 4.1.1 “Gujarat State Commission For Protection Of Child Rights” will evaluate and compare the bids determined to be substantially responsive. It is “Gujarat State Commission For Protection Of Child Rights” intent to select the bid that is most advantageous to “Gujarat State Commission For Protection Of Child Rights” and each bid will be evaluated using the criteria and process outlined in this section.
- 4.1.2 Technical bids of only those bidders will be opened who qualify the pre-qualification evaluation. The technical bids will be carried out and the bidders who will technically qualify shall be considered qualified for opening of commercial bids.
- 4.1.3 The commercial bid of all the technically qualified bidders would be opened and arranged in ascending order of quoted revenue offered (in INR). The tender will be awarded to the bidder who is L1 in commercial bid.
- 4.1.4 “Gujarat State Commission For Protection Of Child Rights” reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received if deemed in the best interest of “Gujarat State Commission For Protection Of Child Rights” to do so.

5 Signing of Contract

- 5.1.1 At the same time as “Gujarat State Commission for Protection of Child Rights” notifies the successful bidder that its bid has been accepted “Gujarat State 4

Commission for Protection of Child Rights” shall enter in to a separate contract / agreement incorporating all terms and conditions between “Gujarat State Commission for Protection of Child Rights” and the successful bidder.

5.1.2 The selected bidder shall execute the contract / agreement with the “Gujarat State Commission for Protection of Child Rights” within 21 Days of the intimation of the acceptance of the tender / letter of intent and the said contract agreement must be authenticated before the Notary / Executive Magistrate at his own cost.

32

5.1.3 The selected bidder shall not start displaying of advertisement work until he signs and executes the contract / agreement document as referred above and pays the money to be deposited as stipulated.

5.1.4 The selected bidder shall have to complete all other formalities as per conditions of acceptance letter, failing which his selection shall be liable for cancellation. Only on successful completion of all these formalities, the “Gujarat State Commission for Protection of Child Rights” will issue the work order to implement the contract.

5.1.5 Secretary of the “Gujarat State Commission for Protection of Child Rights” shall have right to change or modify any conditions of the tender as well as of

the contract / agreement at any stage in public interest.

5.1.6 In case of any dispute concerning this agreement or arising out, decision of Secretary of Gujarat State Commission For Protection of Child Rights Gandhinagar shall be final and binding upon all parties.

5.2 Security Deposit

- 5.2.1 The successful bidder shall at his own expense deposit with “Gujarat State Commission for Protection of Child Rights” within 15 (Fifteen) working days of the date of Letter of Intent (LOI) or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable **Security Deposit** from a Nationalized Bank or Schedule Bank acceptable to **“Secretary, Gujarat State Commission for Protection of Child Rights”** payable on demand for the due performance and fulfillment of the contract by the bidder.
- 5.2.2 The Total value of Security Deposit shall be 5% (Five Percent) of the total value of the Contract.
- 5.2.3 Among the total value of Security Deposit 2.5% of the total value of Security Deposit for six months shall be Demand Draft/ pay order/ bank guarantee in favor of **“Secretary, Gujarat State Commission for Protection of Child Rights”** only from a Nationalized / Scheduled Bank.
- 5.2.4 Remaining amount of 2.5% of the total value of Security Deposit shall be deduct from running bill at the rate of 5%. Witch may be discharged / returned by “Gujarat State Commission for Protection of Child Rights”. upon being satisfied that there has been due performance of the obligations of the bidder under

the contract after two months from work completion report and should be in the format prescribed in this RFP.

5.2.5 All charges whatsoever such as premium, commission, etc. with respect to the Security Deposit shall be borne by the bidder.

5.2.6 In the event of the bidder being unable to service the contract for whatever reason, “Gujarat State Commission for Protection of Child Rights” would revoke the Security Deposit. Notwithstanding and without prejudice to any rights whatsoever “Gujarat State Commission for Protection of Child Rights” under the contract in the matter, the proceeds of the Security Deposit shall be payable to “Gujarat State Commission for Protection of Child Rights” as compensation for any loss resulting from the bidder's failure to complete its obligations under the contract. “Gujarat State Commission for Protection of Child Rights” shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 Days indicating the contractual obligation(s) for which the bidder is in default.

5.3 Failure to agree with the Terms & Conditions of the RFP / Contract

Failure of the successful bidder to agree with the terms & conditions of the RFP/ contract shall constitute sufficient grounds for the annulment of the award, in which even “Gujarat State Commission for Protection of Child Rights” may make the award to the next best value bidder or call for new bids.

6 General Conditions of Contract

6.1 Penalty:-

In case of any breach of condition of tender, agreement the bidder will be liable to pay penalty as may be decided by the Competent Authority i.e. 0.01% per day limited to maximum 10% of the final accepted offer.

6.2 Arbitration:-

6.2.1 In the event of any dispute arising under these conditions or in connection with the contract (Except as to any matters the decision of which is specially provided for in these conditions) the same shall be referred for final decision to the Secretary and his decision shall be final and binding upon the bidder.

6.2.2 In case of a dispute arising between the parties with regard to interpretation of these terms of Agreement or their fulfillment the dispute shall be referred to the Secretary “Gujarat State Commission for Protection of Child Rights” for arbitration who will be the sole arbitrator and whose decision shall be final and binding on both parties. Further, no party shall have the right to go the Court of Law for any dispute under this agreement unless the dispute is first referred to the sole arbitrator.

6.3 Governing Language

The agreement shall be written in English language. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in English or Gujarati language.

6.4 Applicable Law

The contract shall be interpreted in accordance with the Indian laws.

6.4.1 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

ANNEXURE-1

Format for Declaration form to be signed by the Bidder

Form-1 : Eligibility Criteria Bid Cover Letter

To,
Secretary
Gujarat State Commission For Protection of
Child Rights, block No.19, 3rd floor, Dr. Jivraj
Mehta Bhavan, Sector No.10, 'CH' Road, Near
New Sachivalaya,
Gandhinagar-382010.

Sir,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide the services as required and outlined in the RFP.

1. Each page of the supporting documents has been signed by the Authorized Signatory.
2. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.
3. We agree to abide by our offer for a period of 180 Days from the date fixed for opening of the Technical bids.
4. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract application to the tender and we do hereby undertake to provide services as per these terms and conditions.
5. Bid EMD for an amount equal to Rs. 0.75 Lakhs (Rupees Seventy Five Thousand Only) in the form of a Demand Draft/ Pay order/ Bank guarantee is enclosed in a separate sealed Cover details of which are given below:

No.....
Bank.....

Date.....
Validity.....

6. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent (LOI) awarding the contract, shall constitute a binding contract between us.
7. The information contained in this bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to “Gujarat State Commission For Protection Of Child Rights” is true accurate, and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead “Gujarat State Commission For Protection Of Child Rights” as to any material fact.
8. It is hereby confirmed that I/we are entitled to act on behalf of our “ Gujarat State Commission For Protection Of Child Rights “ / company firm / organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Sincerely,

Dated this day of 2017

(Signature) (In the Capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company) Seal / Stamp of Bidder.

**Form-2 :- Organization Details.
Bidder to provide the following details.**

TECHNICAL BID
PART A

Sr. No.	Particulars	Remarks/ Details
1	Name of the Agency	
2	Details about office of the bidder: Address : Phone No : Fax : E-Mail ID : Website : Contact person: Mobile No. and contact person:	
3	Details about registered office of the bidder and Contact No.	
4	Status of agency [partnership firm/ Pvt. Ltd. Co. / Public Ltd Co.]	
5	Details about Director/Partners	List to be attached
6	Copy of Memorandum to be attached	
7	Total experience [No. of years]	
8	PAN No. (Copy to be attached)	
9	GST Registration No.(Copy of certificate to be attached)	
10	Documentary proof as regards criteria for selection of Agency: Agency should have experience of minimum 2 years in organizing and execution of events as Event Manager. The turnover of agency shall be Rs.5.00 Lacs in two financial years.	

Signature & Seal of the agency

Date:

Form-3: Self Declaration

Bidder to provide the following details

To,
Secretary
Gujarat State Commission For Protection of
Child Rights, block No.19, 3rd floor, Dr. Jivraj
Mehta Bhavan, Sector No.10, 'CH' Road, Near
New Sachivalaya,
Gandhinagar-382010.

Sir,
In response to the tender Reference No. _____ I as an owner/Partner/
Director of <<Name of Bidder>>, I/We hereby declare that <<Name of
Bidder>>, is having unblemished past record and was not declared
ineligible for corrupt and fraudulent practices either indefinitely or for a
particular period of time by any Government organization in India.

I/We hereby declare that <<Name of Bidder>> does not have any
connection with employees at Gujarat State Commission For Protection of
Child Rithsits consultant and the committee appointed by “Gujarat State
Commission For Protection Of Child Rights” for guidance relating this
tender.

Yours Sincerely,

Dated _____ this day _____ of 2017

(Signature) (In the Capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company) Seal / Stamp of Bidder.

ANNEXURE-2

Format for Declaration form to be signed by the Bidder

Form-4 : Commercial Bid Cover Letter

To,
Secretary
Gujarat State Commission For Protection of
Child Rights, block No.19, 3rd floor, Dr. Jivraj
Mehta Bhavan, Sector No.10, 'CH' Road, Near
New Sachivalaya,
Gandhinagar-382010.

Sir,

1. Having examined the RFP document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide the ICT services as required and outlined in the RFP.
2. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract application to the tender and we do hereby undertake to provide the services as per these terms and conditions.
3. We have submitted our commercial bid online and the amount offer is for the complete contract period.
4. Our commercial bid shall be binding upon us subject to the modification resulting from contract negotiations, made by “Gujarat State Commission For Protection Of Child Rights” at its discretion
5. We understand and hereby accept that “Gujarat State Commission For Protection Of Child Rights” will evaluate our bid on the basis of Total Contract Value quoted by us.
6. I/We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

7. It is hereby confirmed that I/We are entitled to act on behalf of our “Gujarat State Commission For Protection Of Child Rights”/ Company / Firm / Organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Sincerely,

Dated this day of 2017

(Signature) (In the Capacity of)

Duly authorized to sign the RFP Response for and on behalf of:

(Name and Address of Company) Seal / Stamp of Bidder.

THE G.S.C.P.C.R GANDHINAGAR.

Form:-5

Schedule of Commercial Bid (Revenue Offer) For Workshop cum Seminar of GSCPCR. (See-annexure-3)

No.	Workshop Cum Seminar	Amount (Per Workshop)
1	Taluka level workshop	
	Total	

Signature of Bidder

1. This form should be submitted online only.
2. All applicable taxes are to be borne by the bidder.
3. Rates are includes all cost for the work mention on RFP and complete with all applicable taxes.

ANNEXURE-3

Details of Approximate NO. Of Workshop cum Seminar.

Taluka wise Workshop cum Seminar
190 approximately
No. Participant: - between 70 to 100 per workshop
Date and Location:- As per Decided by GSCPCR
Responsibility: - As Per RFP.

ANNEXURE-4

ANTI-BLACK LISTING UNDERTAKING

**FORMAT OF AFFIDAVIT CERTIFYING THAT BIDDERS IS NOT
BLACKLISTED (ON A STAMP PAPER OF RELEVANT VALUE)**

I M/S..... (name and address of the registered office) hereby certify and confirm that I or any of our promoters/ directors/ is/are not barred by any Central Government and State Government or its undertaking from entering into contract for supply of goods/ services as on (Bid Submission Date). We further confirm that we are aware that our bid for the captioned tender would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of the bidding process or thereafter during the agreement period. Dated this _____ day of 2017.

<Name of the Bidder>

<Signature of the Authorized Person>

<Name of the Authorized Person>

ANNEXURE-5

(**Rs. 100\= Stamp**)

BANK GUARANTEE FOR EARNEST MONEY

In consideration of the “Gujarat State Commission For Protection Of Child Rights” / hereinafter referred to as the Commission having agreed to exempt _____ (hereinafter referred to as “The said Contractor”) from the demand of earnest money in cash for the due fulfillment by the said contractor of the terms and conditions of the agreement made between the Commission and the said Contractor on

_____ for _____

(hereinafter referred to as “The Said Agreement”) on production of a bank guarantee for Rs. _____ Rupees _____ only).

We _____ Bank (hereinafter referred to as “The Bank”) do hereby undertake to pay to the Commission an amount not exceeding Rs. _____ Rupees _____ on demand from the Commission.

Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, the liability of the Bank under this agreement shall be restricted to an amount not exceeding Rs. _____ (Rupes _____ only).

We the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Commission under or virtue of the said agreement have been fully paid and its claim satisfied or discharged, and till a certificate to the

effect has been received by the Bank from the Commission. However, unless a demand or claim under this guarantee is made on the Bank in writing on or before the _____ (specify the date) the Bank shall be discharge from all liabilities under this guarantee.

48

We the Bank further with the Commission that the Commission shall have the fullest liberty, without the consent of the Bank and without affecting in any manner its obligations hereunder to vary any of the terms and conditions of the said agreement, of extend time for performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Commission against the said contractor and to forbear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from liability by reason of any such variation, or extension granted to the contractor or for any forbearance, act or omission on the part of the Commission or any indulgence by the Commission to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving the Bank.

We _____ the Bank undertake not to revoke this guarantee during currency except with the previous consent of the Commission in writing.

Notwithstanding anything contained herein :

- i) Our liability under this bank this bank guarantee shall not exceed _____ Rs.
- ii) This Bank guarantee shall be valid up to _____ and
- iii) We are liable to pay guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before _____

