संख्या- ROS/13/2026-Prog.
भारत सरकार / Government of India
केंद्रीय संचार ब्यूरो / Central Bureau of Communication
सूचना एवं प्रसारण मंत्रालय / Ministry of Information & Broadcasting
प्रादेशिक कार्यालय (पश्चिम बंगाल- उत्तर क्षेत्र), सिलिगुड़ी
Regional Office (West Bengal-North), Siliguri
****
e-mail- ro.siliguri.dfp@nic.in

45, आशुतोष मुखर्जी रोड,
45, Ashutosh Mukherjee Road,
सुभाषपल्ली, **सिलिगुड़ी**
Subhashpally, **Siliguri**
दिनांक / Date- 15/10/2026

REQUEST FOR PROPOSAL/ TENDER DOCUMENT

Subject: Invitation of Bids for empanelment of agencies for organizing Integrated Communication & Outreach Programme (ICOP) and Special Outreach Programme (SOP) on various flagship Programs of Government of India

The **Regional Office (West Bengal-North), Central Bureau of Communication (CBC)**, Siliguri under the **Ministry of Information and Broadcasting, Government of India**, invites proposals from reputed **Multimedia Agencies** for **empanelment** to organize and manage several number of **multimedia ICOPs/SOPs/Exhibitions** on various flagship programs of Government of India of four different scales of ICOPs/SOPs across multiple locations in West Bengal-North districts. The empanelment will be valid for a period of **three years**.

1) The RFP Document containing the details of eligibility criteria, submission requirement, brief objectives & Scope of work and method of evaluation etc. is enclosed.
2) The RFP is also available on our website cbcindia.gov.in & https://cbcindia.gov.in/outreachactivities/Siliguri/
3) Queries/clarifications, if any, may be referred in writing to the undersigned at ro.siliguri.dfp@nic.in or may be contacted on telephone on 0353-2910360 (during office hours) till 16 November 2026.
4) You may submit your bid in sealed envelope in prescribed format to the undersigned latest by 20th November 2026 (on or before 5.00 PM) in favour of undersigned at the above address.
5) This empanelment does not guarantee the award of work, and CBC reserves the right to accept or reject any proposal without assigning reasons. The selected agencies will be engaged based on need, capacity, and demonstrated performance in line with CBC's mission of effective government communication.

Sd/-
(Mrinal Kanti Hait)
Assistant Director
(Head of Office)
CBC, R.O. Siliguri

REQUEST FOR PROPOSAL/ TENDER DOCUMENT

Subject: Invitation of Bids for empanelment of agencies for organizing exhibitions on flagship Programs of Government of India

1. Bids (Technical & Financial) in separate sealed covers are invited from Agencies for design, mounting, organizing and effective management of ICOPs/SOPs/Exhibitions, on turn-key basis on the Flagship programs of Government of India with special focus on Vision for 2047, Nasha Mukt Bharat, Vikshit Bharat G RAM G, Bharatiya Nyay Sanhita, Trafficking, Digital Fraud Awareness, Mission Life, Jal Jeevan Mission, PM Mudra Yojna, PM Surya Ghar Muft Bijli Yojana, Gati Shakti and other flagship schemes of GOI as per the demand or specifications indented at a single or multiple locations in West Bengal-North districts. The details regarding the schemes to be focused in the exhibition are available at Annexure V. Detailed scope of Work is mentioned in Part-II of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the bid being declared invalid. The bids -technical and financial bids - should be submitted in separate sealed envelopes along with the soft copy of the technical bid in pen drive. All the envelopes should be enclosed in another sealed envelope superscribed with the RFP number and due date.
2. Pre-Qualification/Eligibility Criteria for Applying

S.No.	Pre-Qualification/Eligibility Criteria	Documents required in support of claim
1.	The applicant should be a Firm/Company/Partnership/Proprietorship Firm/Society, duly registered under the relevant laws	Copy of Certificate of incorporation and Partnership Deed etc. as applicable
2.	The average turnover should be at least Rs. 30 lakh in the three financial years of the last 3 years.	ITR /Audited Balance Sheets of last 3 assessment years with CA Certificate stating the net worth and Turn Over of the organization for each year.
3.	The bidder must have executed at least 5 public/private exhibitions / events in the last 1 year, for each of which atleast one work order amount was greater than Rs. 8 lakhs	Copy of Original Contract/Bill along with Work Order/Completion Certificate
4.	The applicant should not have been ever blacklisted by any government department/organization/body	**(Submit a declaration/ affidavit attested by first class executive magistrate**
5.	The bidder must have a functional and verifiable registered office located in the West Bengal-North Region	Valid proof of office address such as Rent Agreement / Property Ownership Documen / Utility Bill (Electricity / Water / Telephone) /
6.	Additional Documents required	PAN Number, GST Number, Bank Branch address with e-payment Account details

Note : The applicant should also provide complete contact details such as name and address of the company, name of the authorized signatory, mobile number, landline number, email id on the letter head.

3. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:

a.	Bids/queries to be addressed to	Sh. Mrinal Kanti Hait, Assistant Director (Head of Office), CBC, R.O. Siliguri
b.	Postal address for sending the Bids	45, Ashutosh Mukherjee Road, Subhashpally, Siliguri-734001, West Bengal
c.	Name/designation of the contact personnel	Sh. R. Bhattacharyya, Administrative Officer, CBC, R.O. Siliguri
d.	Telephone number of the contact personnel	0353-2910360
e.	e-mail ids of contact personnel	ro.siliguri.dfp@nic.in

4. This RFP is divided into five parts as follows:

Part I: Contains General Information and instructions for the Bidders about the RFP such as the time, EMD, place of submission and opening of tenders, validity period of tender, etc.

Part II: Contains essential details of creative brief, services required, scope of works, list of deliverables.

Part III: Contains Standard Conditions of RFP, which will form part of the contract with the successful bidder.

Part IV: Contains special conditions applicable to this RFP and which will also form part of the contract with the successful bidder.

Part V: Contains Evaluation Criteria and Format for Price Bids.

5. This RFP is being issued with no financial commitment and CBC, Siliguri reserves the right to change or vary any part thereof at any stage. CBC, Siliguri also reserves the right to withdraw the RFP at any stage.

Part I - General Information

1. **Eligibility Criteria brief**

Bidder must meet the following minimum eligibility criteria

(a). The bidder should be a registered legal entity (Proprietorship/ partnership firm/ private Limited company/ public limited company) with at least 3 years of registration.
Bidder to have a proven track record of successfully organizing exhibitions/ events or of similar scale and nature. Preference will be given for prior working/empanelment with government organizations or large corporations.

(b) The bidder should have a minimum average annual turnover of 30 lakhs during last 3 financial years (FY- 2024 to 2026) attach relevant documents

(c) The bidder should not have been blacklisted by any governmental organization or public sector undertaking in the past(Submit a declaration/ affidavit attested by first call executive magistrate) along with bid.

2. **Submission Of Bids**: Interested bidders are required to submit their proposals in **two separate sealed** envelopes,
   (a) **Envelope 01**, **Technical bid:-**This envelope should contain all the necessary documents to demonstrate the bidder's eligibility and Technical capabilities, including , cover letter, organization profile, and experience details i.e details of similar projects undertaken with supporting documents, work orders, completion certificates etc.
   Financial statements (ITRs, Audit Balance sheets & profit & Loss Accounts statements), copies of registration certificate, Pan Card, GST registration etc. details of key persons with their qualifications and experiences, Bank Branch address with e-payment Account etc. with complete postal & e-mail address of their office and the mobile/ landline number on which the Agency can be contacted. A detailed Technical Proposal outlining the bidder's competence/ understanding of the project, proposed approach, methodology, conceptual frame work for exhibition and initial ideas for display and designing of the content as per scope of work and requirements/ any other document requested at the time of representation of technical bid or later on.
   (b) **Envelope 02: -Financial Bid: -**This envelope should contain the detailed financial proposal clearly indicating all cost associated with Scope of work. The financial bid should be quoted in Indian Rupees (INR) only inclusive of all taxes and duties.

(c) Table 2(c)

SNo.	Description of Goods or Services or Rentals.	Unit	Details Type and scale of ICOP/SOP/Exhibition etc.	Rates (INR)
1.	Professional fees (Conceptualization, Design, Management) as per Scope of work.			
2.	Content Development, Print, Electronic / Digital (Specific type & Rates) as per Scope of work.			
3.	Fabrication & Installation (Type of printing material/ per sqft cost) as per Scope of work.			
4.	Multimedia Hardwares (Specification & Rental cost per day) as per Scope of work			
5.	Logistics & Transportations, as per Scope of work & Annexure(VII)			
6.	Manpower (Per Day) as per Scope of work			
7.	Contingencies (Participants& VVIP Hospitality & Protocol / befitted arrangements) as per Scope of work			
8.	Miscellaneous			
9.	Sub Total (A)			
10.	Applicable Taxes (B)			
11.	Total event management cost per sqft. of ICOPs/SOPs			

- Note :- Bidder Should provide a detailed Breakdown of the costs, itinerary wise as per the Scope of work& Q sheet (attached as Annexure VII) for each component under above mention categories in {Table 2(c)} along with the financial bid
- Undersigned reserves the right to negotiate the prices before empanelment.

3. Both envelopes should clearly be marked with the Tender/ RPF Number, date, type of bid Technical or Financial, Name of the bidder and should be placed in a single sealed outer envelope, addressed to the Administrative Officer, Central Bureau of Communication, Regional office, Siliguri. Address for submission is :-
   45, Ashutosh Mukherjee Road, Subhashpally, Siliguri- 734001, West Bengal (By hand) under proper receipt and receiving.
4. Bids through registered post should reach this office by the due date and time. **Late tenders will not be considered**. **No responsibility will be taken for postal delay or non-delivery / non receipt of Bid documents. Bids sent by e-mail will not be considered.** Only those bids which are submitted/ received to the mentioned address within due date and time will be opened.

5. Pre-Bid Conference and Briefing: Date: 16 November 2026 Time: 11:00 A.M in the above mentioned address i.e. 45, Ashutosh Mukherjee Road, Subhashpally, Siliguri- 734001, W.B.
6. Last date and time for submitting the Technical & Financial Bids: Date: 20th November 2026 on or before 5:00 p.m. The sealed Bids should be deposited / reach by the due date and time. The responsibility to ensure this lies with the Bidder.
7. **Language of bids: -**The Bids should be submitted in Hindi or English only.

8. **Date of opening of Technical bids by the committee:** (If due to any exigency, the due date for opening of the proposals is declared a closed holiday, the proposals will be opened on the next working day at the same time or on any other day/time, as intimated by the CBC, Siliguri.) The technical bids will be opened on Date 25th November 2026 at 11:00 A.M. Only bidders who qualify in the technical round will be eligible for the financial bids.
9. **Place of opening the Bids & Presentation**: 45, Ashutosh Mukherjee Road, Subhashpally, Siliguri-734001, W.B. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical Bids on the due date and time. The eligible agencies will be decided based on the qualification documents and all the qualified will be allotted time slot on 26th and 27th November 2026 for Technical presentation in the same venue. Presentation should dwell on how the agency will be executing the project. **The Bidders will have to come prepared for the Technical presentation on the mentioned date. This event will not be postponed due to non-presence of representative of any Bidder.**
10. **Forwarding of Bids**: Bids should be forwarded by the Bidders under their original memo/letter pad *inter-alia* furnishing all details/documents as mentioned in point 2 (qualifying criterion) of page 1 like PAN Number, GST Number, Bank Branch address with e-payment Account etc. with complete postal& e-mail address of their office and the mobile number on which the Agency can be contacted.
11. **Clarification regarding contents of the RFP**: A prospective bidder who requires clarification regarding the contents of the bidding documents may forward the queries vide e-mail to - ro.siliguri.dfp@nic.in referring the RFP title, number and date, not later than 2 days prior to the last date of submission of the Technical Bids. Copy of the queries and clarification will be posted on our website – www.cbcindia.gov.in/outreachactivities/siliguri/ for information of all prospective bidders.
12. **Modification and Withdrawal of Bids**: A bidder may modify or withdraw his/her bid after submission provided that the written notice of modification or withdrawal is received by CBC, Siliguri prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach CBC, Siliguri not later than the deadline for submission of bids. **No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.**
13. Amount to be quoted for ICOPs/SOPs (all amounts are inclusive of GST and other taxes).
14. **Clarification regarding contents of the Bids**: During evaluation and comparison of bids, CBC, Siliguri may, at its discretion, ask the bidder for clarification of his/her bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. **No post-bid clarification on the initiative of the bidder will be entertained.**



15. **Predatory Pricing/Abnormally Low Bids**: If the financial bid appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price, CBC Siliguri, may, in such cases seek written clarifications from the bidder, including detailed price analysis of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid document. If, after evaluating the price analysis, CBC Siliguri determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, CBC Siliguri may reject the bid/proposal.
16. **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. **Conditional tenders will be rejected.**
17. **Validity of Bids**: The Bids should remain valid for a period of **three years** from the last date of submission of the Bids.
18. **Earnest Money Deposit**: Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs. **1,25,000/- (Rupees one lakh twenty five thousand)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft / Banker's Cheque in favour of **Drawing and Disbursing Officer, CBC, Siliguri** or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per Annexure-I. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee from them as called for in the contract. **The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.**
19. **EMD Exemption: Agencies that furnish an MSME certificate (Udyog Aadhaar Memorandum) and Startups (DPIIT Startup Recognition Certificate) with their bids shall be exempted from the payment of EMD as per the Public Procurement Policy for Micro and Small Enterprises (MSEs), 2012**
20. **Two bid system**: It is a two-bid system. The proposal of the Agencies, who meet eligibility criterion, will be evaluated based on their technical presentation. Date of opening of financial/price bid is 30th November 2026 at 2.:30 P.M in the above mentioned address. **Financial/price bids of only those firm will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by CBC, Siliguri.**
21. **Preparation of Proposal**: The Respondent shall comply with the following related information during preparation of the proposal

    a. The Proposal shall conform to provisions of RFP. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.

    b. The Proposal shall be typed or written in indelible ink (if required) and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal.

    c. Proposals received by facsimile or any other electronic form shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposal shall be taken as valid.

Part II – Essential Details of Services Required

1. Creative Brief

a) **Aim & Objective**: The Government of India has launched several flagship programmes aimed at objectives like Socio-economic development, infrastructural growth, skill development etc. To create awareness, disseminate information, and showcase the achievements and impact of these programmes to wider audience, Central Bureau of Communication (CBC), WB-North, Ministry of Information & Broadcasting, Government of India is a nodal agency of Union Govt. and intends to organize comprehensive and impactful events with positive feedbacks on flagship programs of Government of India (Annexure V). the Request for proposal (RPF)/ Tender invites bids from experienced & capable agencies for end-to-end planning, Management & Execution, on turnkey on **"The Flagship programs with special focus on Vision for Viksit Bharat Snakalp 2047, Mission Life, Jal Jeevan Mission, PM Surya Ghar Muft Bijli Yojana, Gati Shakti, VB G RAM G, Bharatiya Nyay Sanhita, Nasha Mukt Bharat and other flagship schemes of GOI. The ICOP/SOP are proposed to be organized during the financial year 2026-27, 2027-28, 2028-29. The list of locations for all the type of exhibition is at Annexure VI.** The cities/towns may change if the condition so demands. All the exhibits are intended to be in Bengali/Hindi/English/Nepali. The selected agency must design, fabricate, install and run the exhibition during the proposed time period on turn-key basis. Details as regarding tentative schedule for the ICOPs/SOPs will be provided to the selected agency well in advance from the date of programme(s)/events.

b) Target Audience: The target audience will be general public, Youth, Students, women, farmers and other beneficiaries, who will visit the venue of the event.

2. Scope of Works (Overview) :- The selected agency will be responsible for the following key activities:

2.1 **Conceptualization and thematic development: -**Develop a compelling and engaging layout on the theme provided by CBC, RO Siliguri, that effectively showcase the Govt. Scheme, defining the key message.

2.2 **Concept/ layout Note**:-Prepare a detailed concept note for approval from Head of Office, outlining the overall vision, approach and highlights of each programme/event.

2.3 **Content creation &development**: - Collaborate with relevant govt. departments/ agencies to gather information, content and materials related to Govt. sponsored schemes, develop engaging content formats, including text panels, visuals, videos, interactive multimedia Displays and presentations. Ensure accuracy and authenticity of the information presented.

2.4 **Branding & Communication strategy**: - Develop a comprehensive branding Strategy for CBC, Siliguri and communication strategy to promote the programme/event.

Manage Media relations; - Planning of Pre and post event Media interactions/ Media Interactions, for maximum outreach.

2.5 **Visitor & logistic managements**: - Manage onsite visitor assistance and sufficient staff for crowd management. Arrangement for transportation, implementing overall necessary security measures to ensure the safety of attendees and departmental assets.

2.6 **Post-Event Activities:** Dismantle and removal of event infrastructure.
Preparation and submission of comprehensive event report, including visitor's statistics, media coverage, feedback of opinion leaders and their analysis and recommendations for future events.
Arrangements for a review meeting with local Administration& Media.

2.7 For events like ICOPs /SOPs 2 Days pre-event engagement activities at given locations in any location of the state / Region as mentioned above.

A. The detailed scope of the work as per scale of programme/event is as follows:

a) **For ICOPs/SOPs at 1 locations: Ideation, conceptualization, research, scripting, layout and designing and mounting the exhibition on turn-key basis. The duration of the programmes/exhibition will be for 5 days / 4 days / 3 days and 2 days of pre event engagement activities. This design and execution must include the following items**:

- Engaging subject experts who have experience on development communication for research, scripting and content development in Bengali/Hindi/English/Nepali.
- Creative designs to display and showcase the flagship schemes of government of India and success stories
- Backlit translit- static display panels
- Fabrication of display aids
- Selfie Corners (at least 3 in number) with innovative ideas- linkage with social media
- Organizing online quiz competition at the venue based on **Vision for 2047,** Nasha Mukt Bharat, Vikshit Bharat G RAM G, Bharatiya Nyay Sanhita, Trafficking, Digital Fraud Awareness, Mission Life, Jal Jeevan Mission, PM Mudra Yojna, PM Surya Ghar Muft Bijli Yojana, Gati Shakti **and other flagship schemes of GOI** with digital certificate to the participants.
- Artistic gates {Fascia}(2 in number) with artwork, logos, mural, highlighting the theme and name of Departments in Bengali, Hindi and English.
- Innovative digital means of displaying panels- The LED screens (4 in number) should be placed ideally with ongoing scheme display with audio.
- Provision for screening of films on large plasma/LED wall screens and interactive exhibits duly voiced over to be audible with headphone and sound showers
- Designing of an appropriate fascia.
- Designing of an entrance lobby in an innovative form to showcase the idea of Naya Bharat Sashakt Bharat/India at 2047.
- Innovative and interactive games and for engagement of audience (At least 3 number each day)
- Landscaping inside exhibition hall.
- Creation of #tag and innovative ways to make the same trend in Creation of virtual community for interaction/exchange of ideas during and after exhibition

- Compilation of 3minute video capsule (to be given to CBC, Siliguri within 7 days of completion of the events).
- The deliverables of the interactive personal experience may not be limited to the above mentioned. The bidder may suggest more innovative ideas.
- Minimum 25 people snacks/lunch arrangement for the VIP/Guest on all days of programme/events.
- Light refreshment for 200 participants on each day of programme/events.
- Design should be submitted 10 days prior to event date.

B.Exhibition Infrastructure:

a) For ICOPs/SOPs/Exhibitions at 1 Locations.

- Pandal with Aluminum Frame waterproof/light proof Structure to be set up in an open area around ranging between 2000 square foot and 8000 square foot as per the demand with wooden platform (with full carpet) with number of departmental stalls as per demand. Stage/dais around ranging between 160 square foot and 432 square foot as per demand for Seminar, cultural activities, performances and public function with seating capacity of around ranging between 300 people and 500 people as per demand (chairs with white cover including) and sofas/VIP chairs/Table(s) as per demand along with all sound, light and other required support as per demand. It should also have a separate enclosure (12 X 12 ft) to be used as Green Room. A suitable podium with decoration and podium MIC with instrument stand for singers and cordless mike stand(s) with musical instrument/singer with stand (musical instrument are not to be provided by the agency).
- House-keeping staff for regular cleaning of Exhibition venue and 2 Security guards in 3 shifts for 24 hours.
- Photography and Videography (with HD/DSLR camera) on all days. Photos to be provided to CBC on the same day.
- 5 CCTV cameras at the venue with monitoring and recording facility.
- Power supply along with back-up.
- Decoration of the whole venue befitting the occasion. Only natural flowers and plants may be used. (No plastic plants or flowers) Fresh flower.
- Provision of Que Managers.
- Welcome of the guests on all days with plants/lucky bamboo etc. as per requirement.
- Sanitization of the venue
- All activities to be coordinated with the Nodal Officer.

C) Maintenance (ICOPs/SOPs /Exhibition):

- The scope of work will also include maintenance activities during the event and dismantling of the structure after the event and all the other ancillary works relating to it.
- Housekeeping & security of display area.
- One reception/information counter table with stationary like visitor books, pens, scissors, ribbon, tray, inaugural lamp etc (only for exhibition day).
- PA system & sound System.
- Fire extinguishers & fire men on duty.

- Earth & Cabling as per venue norms .
- All Licenses / NOC from relevant Govt. authorities for show operation.
- Providing plants to add a green touch to the Pavilion, electrical fittings in the pavilion as per requirements, as well as daily cleaning of the pavilion during the course of the exhibition.
- Sanitization of the venue.

D) Specifications and auxiliary requirement

- All material to be used in application should be ISI Marked & ISO Standards. Material specifications should be of standard premium company make.

3. **The Task / Schedule of Requirements**: The agency must execute all the works as mentioned in scope of work and the accepted technical proposals. The exhibition venue with all design, fabrication, installation and facilities (as per accepted proposal / contract) should be ready by one day before the exhibition. The agency must maintain the venue for all the exhibition days and will also be responsible for de installation / clearing the venue after completion of the exhibition.
4. **Period of Contract**: The contract would be till 31st March, 2029 and extendable by one year upto 31st March 2030 with mutual consent and agreed terms & conditions. Please note that Contract can be cancelled unilaterally by CBC, Siliguri being customer, in case, services are not received as per quality and standard specified in the RFP and contract within the contracted period. CBC, Siliguri reserves the right to exercise the option clause and repeat the order clause as per text given in Part IV of this RFP.
5. **Any additional requirements that incur additional cost should be executed only when received in writing from the department and not under any other condition**.

Part III - Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor/Supplier in the contract) as selected by CBC, Siliguri. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law**: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of Contract**: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration**: All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to services or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is given in Annexure-II.

4. **Penalty for use of Undue influence**: The agency undertakes that it has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of CBC, Siliguri or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the agency or any one employed by it or acting on its behalf (whether with or without the knowledge of the agency) or the commission of any offers by the agency or anyone employed by it or acting on its behalf, as defined in section 9 of BNS or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle CBC, Siliguri to cancel the contract and all or any other contracts with the agency and recover from the agency the amount of any loss arising from such cancellation. A decision of CBC, Siliguri or its nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the agency. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the agency towards any officer/employee of CBC, Siliguri or to any other person in a position to influence any officer/employee of CBC, Siliguri for showing any favor in relation to this or any other contract shall render the agency to such liability/penalty as CBC, Siliguri may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund the amounts paid by CBC, Siliguri.
5. **Agents/Agency Commission**: The agency confirms and declares to CBC, Siliguri that the agency is the original provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries whether officially or unofficially, to the award of the contract to the contractor, nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The agency agrees that if it is established at any time to the satisfaction of CBC, Siliguri that the present declaration is in any way incorrect or if at a later stage it is discovered by CBC, Siliguri that the contractor has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract the agency will be liable to refund that amount to the CBC, Siliguri. The agency will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. CBC Siliguri will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the agency who shall in such an event be liable to refund all payments made by CBC, Siliguri in terms of the contract along with interest at the rate of 2% per annum above 18% penal interest rate. The CBC, Siliguri will also have the right to recover any such amount from any contracts concluded earlier by agency with the Government of India or with CBC, Siliguri.
6. **Access to Books of Accounts**: In case it is found to the satisfaction of CBC, Siliguri that the agency has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the agency, on a specific request of CBC, Siliguri shall provide necessary information/inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents**: Except with the written consent of CBC, Siliguri, the agency shall not disclose the contract or any provision of the contract or information related to services thereof to any third party.
8. **Penalty and Liquidated Damages**: ***As per General Financial Rules (GFR) 2017, emphasizes the inclusion the inclusion of a clause of Recovery of liquidated damages in contract (Rule 225(Xvi)), it does not specify a fixed percentage for the penalty to be imposed for Liquidated Damages***. Hence In the event of the Agency failure to submit the Bonds, Guarantees and Documents, provide the satisfactory services as specified in this contract, CBC, Siliguri may, at its discretion, withhold any payment until the completion of the contract. CBC, Siliguri may also deduct from the agency as agreed. ***As per the estimated financial and other loss to the department, Liquidated Damages being not higher than 70%*** of the total value of delayed services.
9. **Termination of Contract:** CBC, Siliguri shall have the right to terminate this Contract in part or in full in any of the following cases:
   a. The delivery of the creative is delayed for causes not attributed to Force Majeure for more than 5 days after the scheduled date of deliverable fixed by CBC, Siliguri . If the agency is not able to execute the project/exhibition on the dates provided to them 15 days in advance.
   b. The agency is declared bankrupt or becomes insolvent.
   c. The delivery of creative is delayed due to causes of Force Majeure by more than 01 months.
   d. CBC, Siliguri has noticed that agency has utilized the services of any agent in getting this contract and paid any commission to such individual/company etc.
   e. As per decision of the Arbitration Tribunal.
   f. As per Para (8) of Part IV of RFP.
10. **Notices**: Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
11. **Transfer and Sub-letting**: The agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advance of the present Contract or any part thereof.
12. **Patents and other Intellectual Property Rights**: The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights. The Contractor shall indemnify CBC, Siliguri against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs whether such claims arise in respect of manufacture or use. The contractor shall be responsible for the completion of the services in satisfactory manner during the currency of the contract.
13. **Amendments**: No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
14. **Statutory Duties & Taxes:**
    a. Any change in any duty/tax upward/downward as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the agency. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of

such duty/tax shall be reimbursed to CBC, Siliguri by the agency. All such adjustments shall include all reliefs, exemptions, Rebates, concession etc. if any obtained by the contractor.

b. If it is desired by the Bidder to ask for the GST to be paid as extra, the same must by specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of GST and no liability will be developed upon CBC, Siliguri.

c. On the Bids quoting GST, the rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the agency at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

15. **Pre-Integrity Pact Clause**: An "Integrity Pact" would be signed between CBC, Siliguri & successful agency / bidder. This is a binding agreement between CBC, Siliguri and Agency for specific contracts in which CBC, Siliguri promises that it will not accept bribes during the procurement and services process and bidder promise that they will not offer bribes. Under this Pact, the Bidders for specific services or contracts agree with CBC, Siliguri to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

a. A pact (contract) between the CBC, Siliguri(Principal) and successful Bidder for this specific activity (the successful Bidder);

b. An undertaking by the principal (i.e. CBC, Siliguri) that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;

c. A statement by successful Bidder that it has not paid, and will not pay, any bribes;

d. An undertaking by successful Bidder to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officers/ officials); the disclosure would be made either at the time of signing of contract or upon demand of the principal, especially when a suspicion of a violation by that successful bidder/contractor emerges;

e. The explicit acceptance by successful Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the winning Bidder until the contract has been fully executed.

f. Undertaking on behalf of a successful Bidding agency will be made "in the name for and on behalf of the company's Chief Executive Officer".

g. The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertaking: i) Denial or loss of contracts;)ii Forfeiture of the bid security and performance bond; iii) Liability for damages to the principal (i.e. CBC, Siliguri) and the competing Bidders; and iv) Debarment of the violator by the principal (i.e. CBC, Siliguri for an appropriate period of time.

(iii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account Number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).

(iv) Any other document / certificate that may be provided for in the Job Order / Contract.

(v) Copy of PBG.

6. **Fall Clause**: The following Fall clause will form part of the contract placed on successful Bidder:

(a) The price charged for the services supplied under the contract by the Agency shall in no event exceed the lowest price at which the Agency provides the services of identical description to any persons/organization including CBC, Siliguri or any department of the Central Government or any department of state government or any statutory undertaking of the central or state government as the case may be during the period till performance of all services placed during the currency of the contract is completed.

(b) If at any time, during the said period the Agency reduces the service price or offer to provide services to any person/organization including CBC, Siliguri or any department of the Central Government or any Department of the State Government or any Statutory undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract. Such reduction of services offer of the price shall stand correspondingly reduced.

(c) The Agency shall furnish the following certificate to CBC, Siliguri along with each bill for payment for services made against the contract - "We certify that there has been no reduction in service price of the services provided to the Government under the contract herein and such services have not been offered/sold by me/us to any person/organization including CBC, Siliguri or any department of Central Government or any department of a state Government or and Statutory Undertaking of the Central or state Government as the case may be up to the date of bill/the date of completion of services against all job orders/contract placed during the currency of the Contract at price lower than the price charged to the government under the contract."

7. **Risk & Expense clause**:

i) Should the services thereof not be delivered within the time or times specified in the contract documents, or if defective services is made in respect of the services thereof, CBC, Siliguri shall after granting the Agency seven days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

ii) Should the services thereof not perform in accordance with the specifications/parameters provided by CBC, Siliguri during the check proof tests to be done by CBC, Siliguri, CBC, Siliguri shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

h. Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance program for the implementation of the code of conduct throughout the company.

Part IV-Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder. (i.e. the Agency in the contract) as selected by CBC, Siliguri. Failure to do may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee**: The successful bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (SBI, ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the contract amount before signing of the contract. Performance Bank Guarantee should be valid up to 45 days beyond the date of completion of Contract period. The specimen of PBG is given in Annexure III.

2. **Option clause**: The contract will have an Option Clause, wherein CBC, Siliguri can exercise an option to hire service of the agency for additional number of deliverables as listed in the original contract in accordance with the same rate, terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of CBC, Siliguri to exercise this option or not.

3. **Repeat Order Clause**: The contract will have a Repeat Order Clause, wherein CBC, Siliguri can order up to same number of deliverables numbered under the present contract within currency of the contract at the same rate, terms & conditions of the contract. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of CBC, Siliguri to place the Repeat Order or not.

4. **Payment Terms**: It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that e-payments could be made instead of payment through cheques. The payment will be made upon satisfactory performance of work and no advance payment would be made at any cost.

5. **Paying Authority**: The payment would be made by CBC, Siliguri on submission of following documents:

(i) Ink signed copy of the Agency's bills
(ii) Satisfactory Performance report submitted by supervising officer (wherever applicable as per the contract)

iii) In case of a contractual breach that was not remedied within 07 days, CBC, Siliguri shall, having given the right of first refusal to the contractor be at liberty to provide services from any other source as he thinks fit, of the same or similar description to services

iv) Any excess of the services price, cost of services or value of any services procured from any other contract as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the Agency by CBC, Siliguri.

8. **Force Majeure Clause**:

a) Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (Ten) days from the moment of their beginning.

d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

e) If the impossibility of complete or partial performance of an obligation lasts for more than one month either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

9. **Misc. terms & conditions of the contract**:

- The agency shall provide the required services as and when demanded by the CBC, Siliguri. The personnel engaged for the services in the CBC, Siliguri shall be the employees of the Agency and will take their remuneration/wages from the Agency. They will have no claim of whatsoever nature including monetary claim or any other claim or benefits from the CBC, Siliguri. The Agency shall make its own arrangement for commuting the personnel requisitioned, to the CBC, Siliguri offices wherever located in the areas and back. The agency must depute dedicated and professionally qualified staff/team member for design,

production and execution of the event exhibition. At the time of the contract, the agency should provide a list of its team members with their qualification and area of experience and number of years of experience to CBC, Siliguri

- The agency will be responsible for compliance of all the applicable laws and obligations arising out from the action of providing the services. Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the Agency and the CBC, Siliguri shall not be responsible for any such liability. The Agency shall undertake to indemnity the CBC, Siliguri for any liability under any law arising out providing the services as per the contract.
- During the subsistence of the contract, the CBC, Siliguri shall not undertake any monetary liability other than the amount payable to the Agency for the services as per the contract. Other liabilities, if any, shall be solely rest on the Agency. Even if the CBC, Siliguri has to bear such liabilities on unforeseen circumstances/occasions, the CBC, Siliguri will recover such amount from the Agency by adjusting the amount payable to them.
- The Agency shall comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable to the North Bengal North Region with regard to performance of the work included herein or touching upon this contract.
- If the Agency fails to provide satisfactory performance, the CBC, Siliguri shall be at liberty to terminate the contract and withhold the Security Deposit or the balance payment of the contractor, etc. The CBC, Siliguri reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term & condition at any time during the currency of the contract.

10. **Indemnity**: .

- **Mutual Indemnification** - Each party shall defend and indemnify the other, its officers and employees from and against any damages to real or tangible personal property and / or bodily injury to persons, including death, resulting from it or its employees' negligence or willful misconduct.
- **Intellectual Property Indemnities** - Bidder shall defend and indemnify CBC, Siliguri from and against any suit, proceeding, or assertion of a third party against CBC, Siliguri based upon a claim that any of the system or part of the system supplied by the Bidder including third party components, infringes any valid patent, copy right, trade secret, or other intellectual property right under any country's national or international laws. If a claim pursuant to above occurs, Bidder shall take all necessary remedial actions at its own cost. Bidders shall safe guard CBC, Siliguri operations and protect CBC, Siliguri against any penalty and / or liability arising out of such claim.

11. **The Bidder shall bear all the costs associated with the preparation and submission of its bid, and CBC, Siliguri will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.**

12. **The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.**

13. Amendment of Bidding Documents (Corrigendum)

a. At any time prior to the deadline for submission of bids, CBC, Siliguri may, for any reason, whether at its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.

b. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids CBC, Siliguri, at its discretion, may extend the deadline for the submission of bids.

Part V - Evaluation Criteria & Price Bid Issues

1. **Evaluation Criteria**: The selection of agency will be done through a two bid system i.e. 'Technical' and 'Financial'. **All evaluation (Technical & Financial) would be done by a Committee duly constituted by the Competent Authority in CBC, Siliguri headed by ADG(R)**. During evaluation of Proposals, CBC, Siliguri, may, at its discretion, ask the Respondents for clarification of their Proposals. The process for Evaluation / Selection is as given below:

- **Preliminary Scrutiny**: Preliminary scrutiny of the technical bids for eligibility will be done to determine whether the Proposal is complete, whether the documents have been properly signed and whether the bid is generally in order and given by due date. Bids not conforming to such preliminary requirements will be prima facie rejected.
- **Technical Evaluation**: **Technical proposal of the agency must detail the design framework and facilities for the exhibition as per the scope of work. The agencies will be required to give a presentation on their technical proposals. All the agencies are to make a presentation on an exhibition based on the theme of Vision 2047.** Hard copy of the Technical proposal along with the presentation properly signed and stamped should be place in the envelope. If a Technical Bid is determined as not substantially responsive, the committee will reject it. The parameters to be used for evaluation of technical proposal and presentation will be based upon:

Ideation on the theme	15 Marks
Layout/Design of the Exhibition Pavilion	15 Marks
Innovative mediums for engaging people with AR/VR and technology use of games, selfie, social media etc. in the exhibition	20 Marks
Government Experience	10 Marks
Past Experience	15 Marks
Turnover 10 Lakh – 50 lakh 50 lakh – 1 Crore Above 1 Crore	 5 Marks 7 Marks 10 Marks
Report & Documentation	5 Marks
Overall Treatment	10 Marks
Total	**100 Marks**

- **Technically qualified Respondents: All Agencies securing more than 60% marks in Technical Evaluation will be shortlisted by CBC, Siliguri**. Financial Bids will be considered only of those respondents who secure a qualifying Technical Score of 60%.
- **Financial Bids**: The Agencies are required to provide one financial proposal (in INR) for medium ; one for large and one for small ICOP for one such ICOP (along with Technical Bids in separate envelopes properly marked and sealed) providing rates for ICOP (Exhibition) to cover the scope of work and activities as per their respective technical proposal. **Rate should be given in the format as per Annexure IV.** Financial Proposals will be opened in the presence of the Respondents who choose to be present. Lowest Rate (L1) will be calculated on the basis of financial bids submitted by technically qualified agencies.
- **The contract will be awarded to the technically qualified Agency which quotes the Lowest Rate (L1 Rate). However, CBC, Siliguri reserves the right to distribute the work amongst Agencies quoting the L2, L3, L4 ..... rates, provided they agree to work at L1 rate. However, L1 rate methodology in which L1 rate sub-matrix of all three scales of Exhibitions, a master L1 rate matrix shall be drawn up to form a rate contract for the programmes/events AND a rate contract will be signed with all technically qualified agencies subject to acceptance of the lowest master L1 rate matrix. The jobs will be awarded based on rate contracts so executed to such agencies (who have accepted the rate contract). The decision of the committee formed by CBC will be final and binding. CBC Siliguri reserves the right to accept or reject any proposal without assigning any reasons. While drawing up the L1 master rate matrix for all scales of Exhibitions, CBC Siliguri, at its discretion, may replace rate of any deliverables in L1 master rate matrix for that particular deliverable which is higher.**
- The Bidders are required to spell out the rates of GST in unambiguous terms. In the absence of any such stipulation it will be presumed that the prices quoted are firm and no claim on account of such taxes & duties will be entrained after the opening of tenders. If a Bidder is exempted from payment of GST up to any value of services from them, they should clearly state that no GST will be charged by them up to the limit of exemption by Government which they may have the documentary evidence for exemption of any statutory duties and taxes has to be produced along with price bid. If any concession is available in regard to rate/quantum of GST with the approval of Government, it should be brought out clearly. Stipulation like, GST is presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him/her even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- The Lowest Acceptable Bid will be considered further for placement of contract/supply order after complete clarification and price negotiations if required as decided by CBC, Siliguri. CBC, Siliguri also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest

Bidder is not in a position to provide the services within stipulated time and the same will be placed at Lowest-1 rate.

- The Respondent is expected to examine all the instructions, guidelines, terms and conditions as notified in draft proposal (RFP).

2. **Award of Contract**: After final evaluation of the technical & financial proposal, CBC, Siliguri will notify the successful bidder in writing that their Proposal has been accepted.
3. **Disqualifications**: The CBC, Siliguri on behalf of Government of India may at its sole discretion and at any time during the evaluation of Bids / Proposals, disqualify any Respondent, if the Respondent has:

a. Submitted the Proposal documents after the response deadlines.

b. Made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.

c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three year.

d. Submitted a proposal that is not accompanied by required documentation or is non-responsive.

e. Failed to provide clarifications related thereto, when sought;

f. Submitted more than one Proposal;

g. Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted;

h. Submitted a proposal with price adjustment/variation provision.

Annexure-I

EMD Bank Guarantee format

Whereas..... (hereinafter called the "Bidder") has submitted their offer dated .....for the services and supply of .....(hereinafter called the "Bid") against the customer's request for proposal No .....

KNOW ALL MEN by these presents that WE..... Of ..... having our registered office at ..... are bound unto .....(hereinafter called the are "Customer") in the sum of ..... for which payment will and truly to be made to the said Customer, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this ..... day of ..... 20....

The conditions of obligation are:

(i). If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.

(ii) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.

a) If the "Bidder fails to furnish the Performance Security for the due performance of the contract.
b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Customer up to the above amount upon receipt of its first written demand, without the customer having to substantiate its demand, provided that in its demand the customer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch)

Annexure-II

Format of Arbitration Clause - Indigenous Private bidders

(i) All disputes of differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof, should be settled by bilateral discussions.

(ii) Any dispute, disagreement of question arising out of or relating to this contract or relating to construction or performance (except as to any matter the decision or determination whereof is provided for by these conditions), which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.

(iii) Within (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties.

(iv) The sole Arbitrator shall have its seat in Siliguri or such other place in India as may be mutually agreed to between the parties.

(v) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.

(vi) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration proceedings including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.

(vii) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.

(Note: In the event of the parties deciding to refer the dispute/s for adjudication to an Arbitral Tribunal then one arbitrator each will be appointed by each party and the case will be referred to the Indian Council of Arbitration (ICADR) for nomination of the third arbitrator. The fees of the arbitrator appointed by the parties shall be borne by each party and the fees of the third arbitrator, if appointed, shall be equally shared by the Customer and Contractor.

Annexure-III

Performance Bank Guarantee Format

From:

Bank .....
To
The President of India through Central Bureau Of Communication,
Central Bureau of Communication
Ministry of Information & Broadcasting
Government of India Siliguri

Dear Sir,

Whereas Dt. (hereinafter you have entered into a contract No..... Dt.....(hereinafter referred to as the said Contract with M/s..... hereinafter referred to as the "Contractor/Supplier" for supply of services as per Part-II of the said contract to the said contractor and whereas the contractor/supplier has undertaken to produce a bank guarantee for 10% of total Contract value amounting to..... to secure its obligations to the President of India. We the Bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the contractor/supplier that, in the event that the President of India declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all the any sum up to a maximum of ..... Rupees ..... Only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2.We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Contractor/supplier indulgence to the Contractor/Supplier by you, or by any alterations in the obligations of the Contractor/Supplier or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for 6 months from the effective date of contract according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by any change in the constitution of the bank or in the constitution of M/s .....

Annexure –IV

Format for Financial Proposal

SNo.	Description of Goods or Services or Rentals.	Unit	Details Type and scale of ICOP/SOP/Exhibition etc.	Rates (INR)
1.	Professional fees (Conceptualization, Design, Management) as per Scope of work.			(The rate should be per square foot /Per Day / Per Piece / Per Number wherever applicable only)
2.	Content Development, Print, Electronic / Digital(Specific type & Rates) as per Scope of work.			
3.	Fabrication & Installation (Type of printing material/ per sq Ft cost) as per Scope of work.			
4.	Multimedia Hardwares (Specification &Rental cost per day) as per Scope of work			
5.	Logistics & Transportations, as per Scope of work & Annexure(VII)			
6.	Manpower (Per Day) as per Scope of work			
7.	Contingencies (Participants& VVIP Hospitality & Protocol / befitted arrangements) as per Scope of work			
8.	Miscellaneous			
9.	Sub Total (A)			
10.	Applicable Taxes (B)			
11.	Total cost of Big/Medium or Small Scale Exhibition (A+B)			

- Note :- Bidder Should provide a detailed Breakdown of the costs, itinerary wise as per the Scope of work& Q sheet (attached as Annexure VII) for each component under above mention categories in {Table 2(c)} along with the financial bid
- The Financial / Price Bid format is given below and Bidders are required to fill this up correctly with full details on their letter heads indicating Rs. in figure.
- Agencies may submit three different financial bids - one for large exhibition (single exhibition only), one for medium exhibition (single exhibition only) and the other for small exhibition (Single exhibition only)
- The agencies may also provide their proposed rates for any extra work beyond the scope of work mentioned in the RFP in the Q sheet (attached as Annexure VII) along with the financial bid.

Annexure -V

Flagship Schemes of Government Of India (Initiatives and Achievements) Indicative list

1. Vikshit Bharat Vision for 2047.
2. PM Surya Ghar Muft Bijli Yojana .
3. Gati Shakti
4. Mission Life
5. Jal Jeevan Mission
6. Ek Bharat Shresth Bharat
7. Yoga Day
8. Fit India
9. WAVES
10. Nasha Mukt Bharat Abhiyan
11. Vocal for Local
12. DRONE DIDI
13. Dissuading Use of Single Use Plastic
14. Jal Shakti Abhiyan
15. Doubling farmer's income
16. Right to Education(RTE)
17. Aayushman Bharat
18. Beti Bachao Beti Padao(BBBP)
19. PM VishwaKarma Yojana
20. Abrogation of Article 370
21. Digital India
22. RashtriyaSwasthya Bima Yojna(RSBY)
23. Pradhan Mantri Aawas Yojna(PMAY)
24. Smart City Mission
25. Mission Indradhanush
26. National Agriculture Market Scheme
27. Kisan Samman Nidhi Yoja
28. Pradhan Mantri Maatru Vandana Yojna(PMMVY)
29. Women Empowerment(Nari Web Portal,She- Box Portal)
30. Pradhan Mantri Laghu Vyapari Maan-dhan Yojna

31. Atmanirbhar Bharat Abhiyan
32. Credit Guarantee Scheme
33. Three criminal Laws
34. Stand up India
35. Atal Pension Yojana
36. Garib Kalyan Yojana
37. Agnipath Scheme
38. PM Svanidhi
39. Khelo India
40. Start up India
41. Bharatiya Nyay Sanhita
42. VB G RAM G

* Any others Schemes as and when required

Annexure -VI

The list of District (Anywhere in the district) for all scales of ICOP/SOPs

1. Uttar Dinajpur
2. Malda
3. Dakhin Dinajpur
4. Darjeeling
5. Jalpaiguri
6. Kalimpong
7. Alipurduar
8. Cooch Behar

Annexure- VII

S.No.	Particulars	Qty	Unit	Rate
1	Aluminium Hangar Structure with Installation, Freight and All other Charges	1	per sq.ft.	
2	Wooden Platform - 4"	1	per sq.ft.	
3	Wooden Platform - 8"	1	per sq.ft.	
4	Air Conditioning (Tower AC) with necessary Cabling	1	Per Unit per day	
5	Air Conditioning (Duct AC) with Necessary Cabling	1	Per TR per day	
6	Silent Genset- 125 k.v.a	1	Per Genset per day	
7	Silent Genset- 62.5 k.v.a	1	Per Genset per day	
8	Brand New Non Woven Carpet	1	per sq.ft.	

9	LED TV-42"		Per Unit per day	
10	LED TV 50"		Per Unit per day	
11	LED TV-55"		Per Unit per day	
12	LED TV-65"		Per Unit per day	
13	LED Screen with necessary Accessories	1	per sq.ft. per day	
14	Black Back Flex Printing with Installation	1	per sq.ft.	
15	VIP Refreshments - Grilled/Cold Veg. Sandwich, Cheese Ball/Cutlet, Cookies, Canned Juice, Tea & Coffee, Cutlery in Bone China, Wafers/Chips, Water bottles, 2 ODC (Service Staff)	1	Per pax per day	
16	VVIP Refreshments Grilled/Cold Veg. Sandwich, Cheese Ball/ Cutlet, Cookies, Fresh Juice, Fresh cut fuits, Tea, Coffee (Espresso/Filter/steam Machine coffee), Cutlery in Bone China, Wafers/Chips, Water bottles,2 ODC (Service Staff)	1	Per pax per day	
17	Jumbo Cooler	1	Per Unit per day	
18	Mist Fan	1	Per Unit per day	
19	Pedestal Fan	1	Per Unit per day	
20	Cabin Fan	1	Per Unit per day	
21	Non Waterproof Truss Structure with installation	1	per sq.ft. per day	
22		1	per sq.ft. per day	
23	3x3 Mtrs Stall with Services	1	Per stall	
24	Photographer (with full frame professional cameras)	1	per day	
25	Videographer (with HD/DSLR camera)	1	per day	
26	Live Streaming on Twitter/Facebook/Instagram etc	1	per day	
27	2 Seater Sofa	1	per day	
28	1 Seater Sofa	1	per day	
29	Centre Table	1	per day	
30	Fresh Flower Bouquet/(Table arrangement)	1	unit	
31	Plastic Chair	1	Per Unit per day	
32	Banquet Chair with cover	1	Per Unit per day	
33	Wooden Stage with 2 Stairs	1	per sq.ft. per day	
34	Registration Counter	1	Per Unit per day	

35	Support Staff (Female)	1	Per pax per day	
36	Support Staff (male)	1	Per pax per day	
37	Bus (35 seater) with mileage of 100Km/day per unit per day	2	Per Unit per day	
38	Table	1	Per Unit per day	
39	TAB (11 Inch)	2	Per Unit per day	
40	Lucky Bamboo Plant		Per Unit	
41	Medium Scale exhibition extra day cost including as per RFP	1	Per day cost	
42	Large Scale exhibition extra day cost including as per RFP requirement	1	Per day cost	