


File no: 24/20/RFP/Exhibition /CBC Pune/2026-27/89
Government of India
Ministry of Information & Broadcasting
CENTRAL BUREAU OF COMMUNICATION
Regional Office, Pune
(Maharashtra & Goa)

Date: 26 / 05 / 2026

REQUEST FOR PROPOSAL / TENDER DOCUMENT

Subject: Invitation of Bids for engagement of agency for organization of exhibitions on flagship Programs of Government of India.

1. Central Bureau of Communication (CBC), Ministry of Information & Broadcasting, Regional Office, Pune (Maharashtra & Goa) invites sealed bids from agencies for organizing exhibitions on flagship programs of Government of India.
2. The RFP Document containing the details of qualification criteria, submission requirement, brief objectives & Scope of work and method of evaluation etc. is enclosed.
3. The RFP is also available on website www.cbcindia.gov.in and the Central Procurement Portal :<https://eprocure.gov.in/epublish/app>
4. Bids may be submitted in sealed envelope in prescribed format latest by 11/06/2026 (on or before 10.00 AM) addressed to The Deputy Director/HOO, Central Bureau of Communication, Government of India, Ground Floor Carrier Building, Mahadji Shinde BSNL TE Compound, Near Poona Club, Camp, Pune
5. Queries/clarifications, if any, may be referred in writing to the officer mentioned above on ro.pune.dfp@nic.in, cbcpune2022@gmail.com or 020-29993430 may contact on telephone on (during office hours) **till 9th June, 2026.**


(Supriya Ghaytadak , IIS)
Deputy Director/HOO

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Invitation of Bids for engagement of agency for organizing ICOPs/exhibitions on Flagship Schemes & Programs of Government of India.

Request For Proposal No: File no: 24/20/RFP/Exhibition /CBC Pune/2026-27 / 89 / dated 26/05/2026

Introduction:

Bids (Technical & Financial) in separate sealed covers are invited from Agencies for conceptualization, design, fabrication, installation and maintenance of Exhibition including engaging venue of outreach programs to be conducted by Central Bureau of Communication, R.O., Pune on turn-key basis on the Flagship programs of Government of India and other themes.

The above-mentioned title, RFP numbers and date of opening of the Bids should be super scribed 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 in pen drive. Both the envelopes should be enclosed in another sealed envelope super scribed with the Title of RFP, RFP number and due date.

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 in all correspondences.

This RFP is Divided into six parts as follows:

Part 1	Contains General Information and instructions for the Bidders about the RFP such as the time, EMD, place of submission and opening of the tenders, validity period of the tenders, etc.
Part 2	Eligibility Criteria
Part 3	Scope of work
Part 4	Contains Standard Conditions of RFP and special conditions to this RFP and which will form part of the contract with the successful bidder
Part 5	Evaluation Criteria
Part 6	Annexure containing formats for technical and financial bids, Bid Security, Declaration and undertaking of not being blacklisted etc.

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

Part I — General Information

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

a.	Bids/queries to be addressed to	Ms. Supriya Ghayதாக, Deputy Director, CBC, RO, Pune
b.	Postal address for sending the Bids	Ground Floor Carrier Building, Mahadji Shinde BSNL TE Compound, Near Poona Club, Camp, Pune – 411001
c.	Name/designation of the contact personnel	Dr.J.V.Panpatil, Assistant Director, CBC, RO, Pune
d.	Telephone number of the contact personnel	020-29993430
e.	e-mail ids of contact personnel	ro.pune.dfp@nic.in cbcpune2022@gmail.com

- 1. Manner of depositing the Bids:** Sealed Bids (Technical and Financial) should be submitted at the address mentioned in Para (1) above, by hand or by registered post so as to reach 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 to the mentioned address within due date and time will be opened.
- 2. 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 Part II (Eligibility criteria) like PAN Number, GST Number, Bank Branch address with e- payment Account details etc. with complete postal & e-mail address of their office and the mobile number on which the Agency can be contacted.
- 3. Preparation of Proposal:** The Respondent shall comply with the following related information during preparation of the proposal. The Proposal shall conform to provisions of RFP. Any inter lineation, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal. 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. Proposals received by email 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.
- 4. 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.pune.dfp@nic.in cbcpune2022@gmail.com referring the RFP title, number and date, not later than 2 days prior to the last date of submission of the Technical Bids. Pre-Bid Conference and Briefing will be taken place on 00/00/2026 at 00:00 AM/PM in CBC Office, Conference Hall, Ground Floor Carrier Building, Mahadji Shinde BSNL TE Compound, Near Poona Club, Camp, Pune – 411001
- 5. 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,

Pune 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, RO Pune 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.

- 6. Clarification regarding contents of the Bids:** During evaluation and comparison of bids, CBC, RO Pune may, at its discretion, ask the bidder for clarification regarding 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.
- 7. 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.
- 8. Disqualification:** The CBC, RO Pune 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: Submitted the Proposal documents after the response deadlines. Made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements. 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. Submitted a proposal that is not accompanied by required documentation or is non- responsive. failed to provide clarifications related there to, when sought. Submitted more than one Proposal. Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted. Submitted a proposal with price adjustment/variation provision. The Respondent is expected to examine all the instructions, guidelines, terms and conditions as given in this RFP.
- 9. Validity of Bids:** The Bids should remain valid for a period of minimum of one year from the last date of submission of the Bids.
- 10. Period of Contract:** **The contract shall be valid for 01 year from the date of award of contract and extendable by one more year, with mutual consent and on agreed terms and conditions.** Please note that Contract can be cancelled unilaterally by CBC, RO Pune being customer, in case, services are not received as per quality and standards specified in the RFP and the contract. CBC, RO Pune reserves the right to exercise the option clause and repeat the order clause as per text given in Part IV of this RFP.
- 11. Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs.50,000/-** along with their bids except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). The EMD may be submitted in the form of an Account Payee Demand Draft / Banker's Cheque in favor of Sr. Accounts Officer, CBC, RO, Pune or Bank Guarantee as per Annexure - III from any of the Public Sector Banks or private Sector Banks. EMD is to remain valid for a period of forty-five days beyond the final award date of the bid. EMD of the unsuccessful bidders will be returned to them at the earliest or before the 30th days. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security declaration in Form- 9 as annexed and performance guarantee. The Performance security may be furnished in the form of Account pay Demand Draft (in the name of Sr. Accounts Officer, CBC,RO Pune) , FDR from a commercial Bank, Bank Guarantee 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.

12. Time and date of opening of Technical & Financial Proposals and Presentation:

Pre-Bid meeting	04.06.2026 (11.00 AM onwards)
Opening of Technical proposals	11.06.2026 at 10.30 AM
Technical presentation	11.06.2026 (11:00 AM onwards)
Opening of Financial Proposals	11.06.2026 after technical Presentation

13.(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.)

Each agency would get about 15 minutes for the presentation.

14. Pre-Bid Conference and Briefing: 04/06/2026 at 11.00 AM.in Conference Hall, Ground Floor Carrier Building, Mahadji Shinde BSNL TE Compound, Near Poona Club, Camp, Pune

15. Last date and time for submitting the Technical & Financial Bids: on or before 11/06/2026 - 10:00 AM. The sealed Bids should be deposited / reach by the due date and time. The responsibility to ensure this lies with the Bidder.

16. Two-bid system: It is a two-bid system. The proposal of the Agencies, who meet eligibility criteria, will be evaluated based on their technical presentation.

Financial/price bids of only those firms will be opened whose technical bids are found compliant/suitable after technical evaluation is done by CBC, RO Pune.

17. Place of opening the Bids & Presentations : Conference Hall, Ground Floor Carrier Building, Mahadji Shinde BSNL TE Compound, Near Poona Club, Camp, Pune.411001. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical Bids on the due date and time. The agencies which would be found eligible based on the qualification documents would be required to make a technical presentation before the committee at the allotted time at the same venue. 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.

18. Maximum amount that can be quoted for ICOPs/Exhibitions (all amounts are inclusive of GST and other taxes):

- i. Big scale ICOP/multimedia exhibition the quoted amount cannot exceed **Rs. 15,34,000/-**
- ii. Medium scale ICOP/multimedia exhibition the quoted amount cannot exceed **Rs.6,10,000/-**
- iii. Small Scale ICOP / Exhibition the quoted amount cannot exceed **Rs. 2,75,000/-**
- iv. Mini Scale ICOP the quoted amount cannot exceed **Rs. 67,500/-**

The financial bids quoting more than the said above amounts will be rejected.

For each category of ICOP, the contract will be awarded to the technically qualified Agency which quotes the Lowest Rate (LI Rate). However, CBC RO, Pune reserves the right to distribute the work amongst Agencies quoting the L2, L3, L4 rates, provided they agree to work at L1 rate. However, at least 40% of the job for each category of ICOP will be awarded to Agency quoting the LI rate in that category

The decision of the committee will be final and binding. CBC, RO Pune, reserves the right to accept or reject a proposal without assigning any reason thereof.

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 entertained 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. Stipulations like, GST is presently not applicable but the same will be charged it, it becomes leviable 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 at contract/supply order after complete clarification and price negotiations if required as decided by CBC, RO, Pune. CBC, RO, Pune 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-L 1 rate.

19. Award of Contract: After final evaluation of the technical & financial proposal, CBC, RO, Pune will notify the successful bidder in writing that their Proposal has been accepted.

Part II— Eligibility Criteria

Pre-Qualification/ Eligibility Criteria for Applying

S.N o.	Pre-Qualification/ Eligibility Criteria	Documents required in support of claim
1	The applicant should be a Firm / Company/ LP / Partnership / Proprietorship Firm / Society, duly registered under the relevant laws in the state of Maharashtra i.e., Registered address in Maharashtra	Copy of Certificate of incorporation and Partnership Deed etc. as applicable.
2	The average turnover of the bidders should be Rs.30 lakhs in three financial years	ITR/Audited Balance Sheets of last three 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 2 Exhibitions / events work orders of amount greater than Rs.10 lakhs in last two financial years	Copy of Original Contract along with Work Order/Completion Certificate
4	The applicant should not have been ever blacklisted by any Government Department / organization/body	Self-Declaration by the applicant with seal and signatures as per Annexure IV
5	Additional Documents required	PAN Number, GST Number, Aadhar card of the signatory, Bank Branch address with e-payment Account details or cancelled cheque and MSEs certificate if applicable.

Part III— Scope of Work

A. Objective: Central Bureau of Communication, Ministry of Information & Broadcasting, Government of India, Regional Office, Pune is the nodal agency of the Government of India and is responsible for creating awareness on flagship programmes of Government of India. CBC, RO, Pune invites technical and financial proposals for organizing Integrated Communication and Outreach Programmes (ICOPs) on flagship programmes of Government of India for a period of one year.

There may be about 20 ICOPs in total ,which have been categorized into Mini , Small , Medium and Big exhibition . The number of ICOPs may be increased or decreased by CBC RO, Pune as per the allocation from CBC Headquarters New Delhi. These ICOPs are proposed to be organized from June, 2026 to March, 2027 across the state of Maharashtra & Goa . It is intended that all the exhibits be in Marathi / Kokani and Hindi language . 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 exhibitions will be provided to the selected agency in due course.

B. Maintenance (Exhibition), Specifications and auxiliary requirement for ICOPs with Multimedia digital exhibitions.

- 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).
- PA system with accessories.
- Adequate Nos. of Fire extinguishers & fire men on duty.
- Earthing & cabling as per venue norms.
- Obtaining all necessary Licenses / NOC from relevant Govt. authorities for setting up exhibition and 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.
- Has to submit a digital walkthrough video capsule of proposed exhibition before mounting for approval.
- Provide digital Audience feedback mechanism for all type of ICOP exhibition

C. Specifications and auxiliary requirement.

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

- ❖ Photographs of the material displayed on the vinyl boards used for the exhibition shall be the property of CBC, Pune. It is mandatory to submit these to the concerned official or organizing Field office/the nearest F.O./ Regional Office after exhibition
- ❖ 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 completely ready 12 hours before the inauguration time of 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.
- ❖ The materials used will be in accordance to the Act & Rules of Maharashtra & Goa and Municipal Corporation/Local Self Government Bodies in Maharashtra & Goa
- ❖ **Liability:** The agency shall be liable for any damage to venue property, equipment, or injury to staff/visitors due to negligence. CBC RO Pune shall not be responsible for any claims arising out of the agency's operations.

D. The scope of the work is follows as :

Detailed exhibition infrastructure for Big, Medium and Small ICOPs at the various places in the states of Maharashtra and Goa is as follows:

i. **Big ICOPs / multi-media exhibitions for 5 Day + 2 Days Pre-Event Engagement activities (Total 07 Days)** at given locations directed by CBC RO Pune. Ideation, conceptualization, Duration, research, scripting, layout, designing and mounting the exhibition on turn-key basis. The design and execution must include the following items:

Infrastructure

S. No.	Item
1	Main super structure (German hanger) 4500 - 5000 Sq ft installation with suitable descent flooring, another waterproof close Pandal (2000 – 2500 square feet) with mating. including Stage, banner, power charges, or hiring of function hall 5000sq.ft in the main area of the city (if the rent is levied by local authorities, the same will be borne by agency)—for 5 days.
2	1-Stage back drop (24x12), 2 Box Gate (12x10x2.5 or according to size of the venue), and 1 iron frame gate for- 5 days, Red Ribbon, Scissors, Tape etc.
3	About 30 Nos. Conventional exhibition panels (about 3.5’x7’) with vinyl foam board (3’x5’) printing (5mm) , 05 backlit panels, 04 creative Digital panel
4	Stage platform wooden (30 x 20 x 2.5 feet). Two ladders on stage with decoration with flowers, colour cloth etc.— 5 days
5	10 VIP Chairs with cover and 5 sofas -5 days
6	300 Audience chairs with white cover – 5 days.
7	3 Centre table/ T-Poy, one Lamp (Samai)(minimum 2.5ft) with oil, batti, candle, match box/lighter etc.
8	10 pedestal fan and 5 Coolers on stage and exhibition hall— 5 days
9	Lighting (Podium, Stage, Stalls, Audience & Exhibition area and around the exhibition area)- As per the requirement—5 days
10	PA System- Podium with mic, 8 stand mics, 2 wireless mics (to be used for cultural events),2 monitors, 4 top Speakers & sound mixer for five days
11	08 Stalls (10x10) each with 2 tables (with cover), 4 chairs and one pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet)- for 5 days
12	10-Tables with Cloth frills - for 5 days
13	Power supply with backup / silent generator, cabling & Earthing - for 5 days
14	Adequate nos. of Fire extinguishers as per requirement of venue - for 5 days
15	Pre-publicity using Tata Magic and Chhota Hathi vehicles, fitted with three-side framing, a front banner, and arrangements for announcements (speaker, microphone, and announcer) with hand bills distribution— for 2 days
16	Media kit around 50 Nos (Branded Bag, Folder, Pen, Pads)
17	Large Size display 2 (LED panels), Any innovative ideas
18	Four Smart TV (Minimum 55 inch) with stand for display the Schemes short videos etc. Two Screen Touch TV (Minimum 45 inch) with stand for Quiz, Two VR Set with content and minimum two motion games.
19	360-degree selfie point with branding and provisions to capture and provide selfies for visitors.

20	Projection Fan / latest technology modern digital device/ gadget
21	Interactive physical creative activities and puzzle games to enhance audience participation
22	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. - As per requirement of venue for 5 days
23	01 10x10 green room encloser (non transparent) for changing of costume for female artistes/students
24	01-10x10 Encloser for camp office /VIP sit out /with descent carpet/01 Sofa/04 VIP Chairs / 01 center table

Refreshments

S. No.	Item
1	30 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri /pohe / dry fruits etc) + Tea / Coffee/fresh juice (serv in plates) for 1 day and 15 VIP Refreshments (including cookies, Sweet, samosa/ kachauri / pohe/ dry fruits etc) + Tea / Coffee / fresh juice (serv in plates at least five items)for 4 days
2	400 Audience plus media refreshments biscuit, Namkeen) (Minimum MRP 10 Rs for each item) for 1 day & 300 Audience plus media refreshments biscuit, Namkeen) (Minimum MRP 10 Rs for each item) for 4 days each(at least four items)
3	Adequate Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 200 water bottle (500ml)—5 days

Manpower

S. No.	Item
1	5- House-keeping staff-cum-Helpers-cum-Security, Moderator (For cleaning /sanitization of venue & premises, security and for local help) —5 days
2	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles/ video capsule to upload on social media . soft copy of photos and videos provide in pen drive — 5 days (Some of the photographs/ video capsule will be provided on the same day after the event)

Printing

S. No.	Item
1	4 - Flex board (8 x 8 feet with frame) for outdoor publicity
2	4-Standeeds (6 x 3 feet), 1 podium banner
3	One 3D selfie booth- on given flagship scheme / based on the event theme.
4	1—Signature board / Wall (12 x5 feet) with printing of given pledge and with frame (height of frame about Two and half ft from ground)
5	04 Number of creative digital standees showcasing the flagship schemes
6	06 Cut outs of prominent important Leaders/ famous public figures.
7	100 Drawing sheet with colors box pencil, scale eraser, sharpener / Rangoli 2kg each of 8 colours and 4 kg of white colour etc, as per requirement.
8	Customized Memento- As per our design- 40 Nos (10 Big size &30 Medium size)
9	Customized pens / Key Chains/ etc - As per our design — 500 Nos

10	Handbills A4 size — 2000 copies as per our design
11	10 banners (6X3 ft) around the exhibition venue and important places of the city 5 days before the exhibition by the agency .
12	Good quality Pots in adequate size with plant. - 30
13	Prize – Good quality : wall clock, water bottle , Tiffin box , Branded Backpack etc. (with CBC logo) – 100
14	Printing of Certificates 100 Nos. soft copy of invitation as per design
15	300 caps (Good Quality) and 150 Polo T-shirt (Good quality) with CBC logo / other design printing
16	30 Nos. Conventional exhibition panels with vinyl foam printing (5mm) Designing for digital standees, backlit etc.

Transport & Honorarium

S. No.	Item
1	Providing of taxi (Sedan) for local movement of officers for 8 days including to and fro journey from ICOP organizing Field office / Regional Office.)
2	Honorarium for 05 resource persons (2000 each) as decided by CBC RO Pune

ii. **For Medium ICOPs / multi-media exhibitions for 3 Days + 1 Day Pre-Event Engagement activities (Total 04 Days)** at given locations: Ideation, conceptualization, Duration, research, Scripting, layout and designing and mounting the exhibition on turn- key basis. The design and execution must include the following items:

Infrastructure

S.No.	Item
1	Hiring of Hall (3000 - 3500 Sq.Ft) in the main area of the city or Main super structure (German hanger/ Dome) 3000-3500 Sq Ft (if the rent is levied by local authorities, the same will be borne by agency) installation including charges for power supply, decoration with flower colour cloth and raised platform with carpeting for 3 day
2	1-Stage back drop (24x12), 2 Box entrance/ exit Gate (12x10x2.5 or according to size of the venue), for- 3 days, Red Ribbon, Scissors, Tape etc
3	About 30 - Nos. Conventional exhibition panels (about 3.5’x7’) with vinyl foam board (3’x5’) printing (5mm) including 04 backlit panels, 02 creative Digital panel
4	Stage platform wooden (24 x16 x 2.5 feet). Two ladders on stage with decoration with flowers, colour cloth etc.— 3 days
5	10 VIP Chairs with covers on stage and 03 Sofas— for 3 days
6	250 Audience chairs with white Cover— for 3 days
7	3 Centre table and 01 lamp for inauguration (minimum 2.5 ft hight)
8	4 Coolers & 10 Nos of Pedestal Fans — for 3 days
9	Lighting (Podium, Stage, Stalls, Audience & Exhibition area)-As per the requirement- for 3 days
10	PA System- Podium with mic, 8 stand mic, 2 wireless mics, 2 monitors, 4 top speaker & Sound Mixer— for 3 days
11	4 -Stalls, each with 2 tables (with cover), 4 chairs (with cover), and, one pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet) -for 3 days
12	05- Tables with Cloth frills (6 x3 feet) for 3 days
13	Power supply with backup / silent generator, cabling and earthing - for 3 days
14	Adequate nos. of Fire extinguishers as per requirement of venue - for 3 days
15	Van for Pre Publicity (Chhota Hathi, Tata Magic, Thematic vehicles fitted with three Side framing, a front banner and arrangement for announcements) with hand bills distribution (With driver and helper) —1 day
16	Decoration of venue: flowers bunches /balloons /ecofriendly decorative material etc.,-As per requirement of venue
17	Two touch Screen TV (Minimum 45 Inch) with stand for quiz, One VR/ AR set with content and minimum one motion games.
18	01 10x10 green room encloser (non transparent) for changing of costume for female artistes/students
19	01-10x10 Encloser for camp office /VIP sit out /with descent carpet/01 Sofa/04 VIP Chairs / 01 center table

Refreshments

S. No.	Item
1	30 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for 1 day and 15 VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for 2 days

2	300 Audience plus media refreshments biscuit, Namkeen) (Minimum MRP 10 Rs for each item) for 3 days.
3	Adequate Drinking water with 3 dispensers, paper disposal glass with Dustbin, 300 water bottles (200 ml)-3 days

Manpower

S. No.	Item
1	5-House-keeping staff-cum-Helpers-cum-Security, Moderator (For sanitization of venue & premises and for local help - 3 days
2	Photographer-cum-Videographer (to provide photos in Album and small duration edited videos with titles in a /digital format/soft copy provided in pen drive) for 03 days (Some of the photographs will be provided on the same day after the event)

Printing

S. No.	Item
1	2 - Flex board (8 x 8 feet) with frame for outdoor publicity
2	3 - Standees (6x 3 feet), 1 Podium banner, backprop
3	01 3D selfie booth- on given flagship scheme / based on the event theme.
4	1 - Signature Wall (8 x8 feet)
5	35- 40 Nos. Conventional exhibition panels(about 3.5'x7') with vinyl foam board (3'x5') printing (5mm) including 02 backlit panels.
6	02 Number of creative digital standees showcasing the flagship schemes
7	Customized Memento- As per our design- 30 (10 Big &20 Medium)
8	Customized Paper pens / Key Chains- As per our design — 300 Nos
9	Handbills - 2000 copies as per our design
10	100 Drawing sheet with colors, pencil, eraser, sharpener, scale Rangoli 2 kg each of 8 colour and 4 kg of white colour etc. as per requirement
11	05 banners (6X3 ft) around the exhibition venue and important places of the city 03 days before the exhibition by the agency
12	Good Quality Pots with plants- 15 Nos.
13	Media kit (Bag/Folder/Pen/Pad) around 15 Nos —1 day (Bag/Folder/Pen/Pad)
14	Good quality Prize - wall clock, water bottle, Tiffin box Backpack etc.(with CBC logo) - 75
15	Printing of 100 Certificate and soft copy of invitation as per our design
16	200 Caps (Good quality) with CBC logo / other design printing

Transport

S. No.	Item
1	Providing of taxi (Sedan) for local movement of officers for 5 days including to and fro journey from ICOP organizing Field office / Regional Office .)
2	Honorarium for 03 resource persons (2000/- Rs each) as decided by CBC RO Pune

iii. For Small ICOPs / Photo exhibitions for 2 Days + 1 Day Pre-Event Engagement activities (Total 3 Days) at given locations: Ideation, conceptualization, Duration, research, scripting, layout and designing and mounting the exhibition on turnkey basis. The design and execution must include the following items:

Infrastructure

S. No.	Item
1	Hiring of function Hall (2000 Sq. Ft) in the main area of the city or Main super structure with Iron frame with 10 ft height (can vary till 12 ft) 2000 Sq. Ft. with carpeting, matting installation including electrical power charges/ with backup power supply (if the rent is levied by local authorities, the same will be born by agency) - for 02 day
2	1-Stage backdrop (16 x12 sq. ft) with backup power supply-for 2 days, Red Ribbon, Scissors, Tape etc
3	01 Box Gate (16x12 x2.5 or according to the venue) and entry/exist Gate for 02 days befitting to venue
4	Stage platform wooden (16 x12 x 2.5 feet) Stage, Podium decoration with Flower / Ballon, colour cloths — for 2 days
5	10 VIP Chairs with cover on stage on stage and 02 sofas— for 2 days
6	200 Audience chairs with cover— for 2 days
7	3 Centre table— for 2 days
8	02 Nos Cooler and 8 Nos of Pedestal Fans— for 2 days
9	4 - table with Cloth frills- 2 days
10	Lighting (Podium, Stage, Stalls, Audience& Exhibition area), cabling earthing-As per the requirement—2 days
11	PA System-Podium with mic, 8 stand mie; 2 wireless mics- 2 days
12	Media kit (Folder/Pen/Pad) around 15 Nos
13	01 Selfie Point theme around the programme
14	Pre Publicity using Tata Magic and Chhota Hathi vehicles, fitted with three side framing a front banner and arrangement for announcement. 1 day
15	Decoration of venue: flowers/balloons / ecofriendly decorative material etc.- As per requirement of venue -2 days
16	01 10x10 green room encloser (non transparent) for changing of costume for female artistes/students

Refreshments

S. No.	Item
1	20 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for 1 day and 10 VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for 1 day.
2	200 Audience plus media refreshments (biscuit, Namkeen) (Minimum MRP 10Rs for each item) for first day & 200 Audience plus media refreshments biscuit, Namkeen) (Minimum MRP 10Rs for each item)- for last days each
3	Adequate Drinking water cans for each day) with 3 dispensers, paper disposal glass with Dustbin, 100 water bottle (200ml)—2 days

Manpower

S. No.	Item
1	2-House-keeping staff-cum-Helpers-cum-Security For sanitization of venue & premises and for local help)- 2 days
2	Photographer-cum-Videographer (to provide photos in Album and small duration edited videos with titles in a /digital format/soft copy provided in pen drive) for 02 days (Some of the photographs will be provided on the same day after the event)—2 days

Printing

S. No.	Item
1	2 Flex Board (8 x 8) with frame
	2 standees (6x3 feet), 1 podium banner, backdrop
2	01 Selfie Point theme around the programme , 1 signature wall with pledge and frame
3	Conventional exhibition panels with vinyl foam printing (5mm) about 30 - 35 Nos including 02 backlit panels.
4	Customized Memento- As per our design- 15 Nos (08 Big & 07 Medium)
5	Customized Paper pens / Key chain As per our design – 150 Nos.
6	100 Drawing sheet with colors, pencil, eraser, sharpener, scale, Rangoli 2 kg each of 8 colours and 4 kg of white colour etc. as per requirement.
7	Handbills - 1000 copies as per design.
8	04 flex banner (6x3 ft) around the exhibition venue and important places of the city 03 days before the exhibition by the agency
9	Good quality Pots with plants -10
10	Good Quality Prize - wall clock water bottle, Tiffin box, Backpack with CBC logo) - 40
11	Printing of 100 Certificate & soft copy of invitation -as per our design
12	Caps with CBC Logo / other Design. -100

Transport

S. No.	Item
1	Providing of cab taxi services - 04 days (including to and fro from R.O/ Concerned Field office.)
2	Honorarium for 2 resource persons (2000/- Rs each) as decided by CBC RO Pune

iv. For MINI ICOPs for 1 Days + 1 Day Pre-Event Engagement activities (Total 2 Days) at given locations: Ideation, conceptualization, Duration, research, scripting, layout and designing without regular exhibition on turnkey basis. The design and execution must include the following items:

Infrastructure

S. No.	Item
1	Hiring of function Hall (up to 1500 Sq. Ft) or Main super structure with Iron frame (50x30) with carpeting, matting installation including power charges
2	1- Stage backdrop (12x10 sq. ft) with frame
3	Stage platform wooden (12 x10 x 2.5 feet) Stage, Podium decoration with Flower / Ballon, colour cloths / Ecofriendly decorative material etc. As per requirement of venue
4	100 Audience chairs with cover
5	1 Centre table
6	04 Nos of Pedestal Fans/
7	2- table with Cloth frills
8	Podium & Lamp (Minimum 2.5 ft) with oil, Bate, Matchbox, Candle, Red Ribbon, Scissors, Tape etc.
9	Lighting (Podium, Stage, Audience & tent area), cabling earthing-As per the requirement, Power Charges
10	PA System-Podium with mikes 4 stand mic with stands 02 cordless mikes, Speaker, Amplifier, Mixer etc.

Refreshments

S. No.	Item
1	20 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee (serv in plates/ Cups)
2	100 Audience plus media refreshments (biscuit, Namkeen)
3	Adequate Drinking water cans with 2 dispensers, paper disposal glass with Dustbin, 50 water bottle (200ml)

Manpower

S. No.	Item
1	Photographer-cum-Videographer (soft copy of photos/ small duration video capsule with titles in a /digital format/soft copy provided in pen drive . photographs will be provided on the same day after the event)
2	One Moderator / announcer

Printing

S. No.	Item
1	1—Flex Board (8 x 8) with frame
2	1 backdrop, 2 Banners (6x4)
3	Standees 04 Nos
4	Customized Memento- As per our design-10 Nos (05 Big, 05 Medium)
5	50 Drawing sheet with colors, pencil, eraser, sharpener, scale Rangoli 2 kg each of 8 colour and 3 kg of white colour etc. as per requirement.

6	Good quality of Pots with plants -10
7	Prize : Good quality of - wall clock, water bottle, Tiffin, Backpack bag etc. with CBC logo – 20
8	50 Certificate as per our design.

Transport

S. No.	Item
1	Providing of taxi (Sedan) for local movement of officers for 02 days including to and fro journey from ICOP organizing Field office / Regional Office .)
2	Honorarium for 03 resource persons (1000/- Rs each) as decided by CBC RO Pune

Important :

- *All deliverables Item services must be executed in close consultation with the designated Nodel Officer to ensure theme alignment and event objectives*
- *In addition to the above-mentioned scope of work the agency must execute any other work assigned by CBC RO Pune as per the requirements of the exhibition’s venue/occasion.*
- *The deliverables of the digital interactive Personal experience may not be limited to the above-mentioned items. the bidder may suggest other innovative ideas.*

Pre event activities*

Day	Type of programmes	Pre-event activity	Comments
Day = 1	Small, Medium & Big	Cultural programme -PRT (morning) Public Meetings (evening) Public Announcements (hiring vehicles and manpower- Chota Hathi or Similar Vehicle etc) Distribution of pamphlets (By the Agency local contacts) Social Media Campaign	For Medium & small programmes, pre-event engagement will be completed in 1 day
Day = 2	Only medium and big	Public rally in Nearby Villages/Towns Media Briefing Public Announcements (hiring vehicles and manpower- Chota Hathi or Similar Vehicle etc) Distribution of pamphlets (By the Agency local contacts) DD/AIR scroll, curtain raisers Social Media Campaign	Any formal Media Briefing should be done by a Gazetted Officer not below rank of DD in coordination with PIB.

Main programmes

Components	Activity/detail
Mobilization of activities and interactive personal communication	Sports competition / yoga Session self- defense camps Painting / poetry / Rangoli competition Debate / seminar / symposium Quiz competitions Experience sharing by beneficiaries and their felicitation (Beneficiaries to be identified in Coordination with District administration) Felicitation of local progressive Icons (Icons to be identified in Coordination with District administration) Identifying Opinion leaders, Village elders, involving Navodaya Vidyalayas, Kendriya Vidyalaya, NCC, My Bharat (NYK), ARMY, BSF, etc. Expert lectures Workshops Media Sensitization workshop Experience sharing By local Beneficiaries Quiz competitions on Govt. Schemes
Exhibitions	SMALL & MINI-Non-Multimedia exhibition MEDIUM & BIG- Multimedia Component to be included (LED screens, walls, Selfie corners), interactive digital media providing personalized experience.

•The list is indicative, and the actual components may differ based on the requirements felt at the local level.

Part IV : A . 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, RO, Pune. Failure to do so may result in rejection of the Bid submitted by the Bidder.

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.

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.

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-VI.

Jurisdiction: The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with laws of India and shall be subject to the exclusive jurisdiction of Indian Courts at Pune (Maharashtra) and every dispute arising out of this contract shall be resolved through firstly as mentioned above or in a Court of competent jurisdiction.

Penalty for use or 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, RO, Pune or otherwise in procuring the Contracts or for bearing 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 favour 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 anyone 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 any one employed by it or acting on its behalf, as defined in Bharatiya Nyaya Sanhita, 2023 or the Prevention of Corruption Act, 2018 or any other Act enacted for the prevention of corruption shall entitle CBC, RO, Pune 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, RO, Pune 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, RO, Pune or to any other person in a position to influence any officer/employee of CBC, RO, Pune for showing any favour in relation to this or any other contract shall render the agency to such liability/penalty as CBC, RO, Pune 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, RO, Pune.

Agents/Agency Commission: The agency confirms and declares to CBC, RO, Pune that the agency is the original provider of the services referred to in this Contract and has not engaged any individual or firm, whether India 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, RO, Pune that the present declaration is in any way incorrect or if at a later stage it is discovered by CBC, RO, Pune 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, RO, Pune. The agency will also be debarred from entering into any supply Contract with the Government of India for a minimum period of three years. CBC, RO, Pune 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, RO, Pune in terms of the contract along with interest at the rate of 2% per annum above 18% penal rate. The CBC, RO, Pune 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, RO, Pune

Access to Books of Accounts: In case it is found to the satisfaction of CBC, RO, Pune 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, RO, Pune shall provide necessary information/inspection of the relevant financial documents/information.

Non-disclosure of Contract documents: Except with the written consent of CBC, RO, Pune, the agency shall not disclose the contract or any provision of the contract or information related to services thereof to any third party.

Penalty and Liquidated Damages: In the event of the Agency failure to submit the Bonds, Guarantees and Documents, provide the satisfactory services as specified in this contract, CBC, RO, Pune may, at its discretion, withhold any payment until the completion of the contract. CBC, RO, Pune may also deduct from the agency as agreed, liquidated damages to the sum of 1% of the contract price of the delayed services mentioned above for each day subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.

Termination of Contract: CBC, RO, Pune shall have the right to terminate this Contract in part or in full in any of the following cases: -

- 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, RO, Pune.
- The agency is declared bankrupt or becomes insolvent,
- The delivery of creative is delayed due to causes of Force Majeure by more than 01 month.
- CBC, RO, Pune has noticed that agency has utilized the services of any agent in getting this contract and paid any commission to such individual/company etc.
- As per decision of the Arbitration Tribunal.

CBC, RO, Pune can withdraw the contract at any time during the contract period due to either change in the terms and conditions or as a policy decision or upward or downward revision of the rates, with a notice of one month.

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.

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.

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, RO, Pune 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.

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.

Statutory Duties & Taxes:

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, RO, Pune by the agency. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the contractor.

If it is desired by the Bidder to ask for the GST to be paid as extra, the same must be 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, RO, Pune.

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.

Sanctions on violation: The following set of sanctions shall be forced for any violation by a Bidder of its commitments or undertaking: -

- Denial or loss of contracts
- Forfeiture of the bid security and performance bond
- Liability for damages to the CBC, RO, Pune and the competing Bidders
- Debarment of the violator by the CBC, RO, Pune for an appropriate period of time.

B) 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, RO, Pune. Failure to do may result in rejection of Bid submitted by the Bidder.

Bid Security declaration and Performance Guarantee: The successful bidder will be required to furnish a bid security declaration in Form-9 as annexed. 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 (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the contract amount, before signing of contract. Performance Bank Guarantee should be valid up to 45 days beyond the date of completion of Contract period.

Option clause: The contract will have an Option Clause, wherein CBC, RO, Pune can exercise an option to hire service of the agency for additional number of deliverables as listed in the original contracting 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, RO, Pune to exercise this option or not.

Repeat Order Clause: The contract will have a Repeat Order Clause, wherein CBC, RO Pune 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, RO, Pune to place the Repeat Order or not.

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 .TDS & GST TDS will be recovered on the total amount of the bill as per the Income Tax Act as well as GST Act.

Bill for payment will be processed after the completion of performance Certificate issued by Nodal / Supervising officer.

The bill of the ICOPs programme will include only those items that are listed in the work order or actually delivered.

Paying Authority: The payment would be made by CBC, RO, Pune on submission of following documents:

Ink signed copy of the Agency's bills.

Satisfactory Performance report submitted by the Nodal Officer of the ICOP (wherever applicable as per the contract)

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

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

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, RO, Pune 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 maybe 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, RO, Pune 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.

Risk & Expense clause:

Should the services there of not be delivered within the time or times specified in the contract documents, or if defective service is made in respect of the services thereof, CBC, RO, Pune 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. Should the services thereof not perform in accordance with the specifications/parameters provided by CBC, RO, Pune during the check proof tests to be done by CBC, RO, Pune 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. In case of a contractual breach that was not remedied within 07 days, CBC, RO, Pune shall, having given the right of first refusal to the contractor be at liberty to provide services from any other source as CBC RO, Pune thinks fit, of the same or similar description to services 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, RO, Pune.

Force Majeure Clause:

Neither party shall bear responsibility for the complete or partial non performance 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.

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

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.

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.

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.

Misc. terms & conditions of the contract:

The agency shall provide the required services as and when demanded by the CBC, RO, Pune. The personnel engaged for the services in the CBC, RO, Pune 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, RO, Pune. The Agency shall make its own arrangement for commuting the personnel requisitioned, to the offices under CBC, RO, Pune wherever located in the areas and back.

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, RO, Pune shall not be responsible for any such liability. The Agency shall undertake to indemnify the CBC, RO, Pune for any liability under any law arising out providing the services as per the contract.

During the subsistence of the contract, the CBC, RO, Pune 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, RO, Pune has to bear such liabilities on unforeseen circumstances/occasions, the CBC, RO, Pune 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 State of Madhya Pradesh with regard to performance of the work included herein or touching upon this contract.

If the Agency fails to provide satisfactory performance, the CBC, RO, Pune shall be at liberty to terminate the contract and withhold the Security Deposit or the balance payment of the contractor, etc. The CBC, RO, Pune reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional terms & condition at any time during the currency of the contract.

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 its or its employees' negligence or willful misconduct.

Intellectual Property Indemnities - Bidder shall defend and indemnify CBC, RO, Pune from and against any suit, proceeding, or assertion of a third party against CBC, RO, Pune 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, copyright, 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 safeguard CBC, RO, Pune operations and protect CBC, RO, Pune against any penalty and / or liability arising out of such claim.

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

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.

Amendment of Bidding Documents (Corrigendum) : At any time prior to the deadline for submission of bids, CBC, RO, Pune may, for any reason, whether at its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.

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

Part V— 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 Local Purchase committee duly constituted by the Competent Authority in CBC, RO, Pune. During evaluation of Proposals, CBC, RO, Pune, 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. Hard copy of *the technical* proposal along with the presentation properly signed and stamped should be placed 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:

1	Quality of execution of the previous events	30 Marks
2	Layout/Design of the Exhibition Pavilion	30 Marks
3	Creative/Innovative ideas/displays proposed to engage the people with games/ social media/etc.	20 Marks
4	Ideation on the theme	20 Marks
5	Total	100Marks

Technically qualified Respondents: All Agencies securing more than 60% marks in Technical Evaluation will be shortlisted by CBC, RO, Pune. 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) (along with Technical Bids in separate envelopes properly marked and sealed) providing rates for 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

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.

PART VI- ANNEXURES

Annexure -I

Documents to be enclosed for technical evaluation:

S. No.	Particulars of document	Whether enclosed or not
1	Copy of the certificate of incorporation and Partnership deed or registration certificate	
2	ITR / audited Balance sheets of last three years with CA certificate stating the net worth and Turn-over of the organization for each year.	
3	Copies of the original contracts along with work Orders of at least 2 exhibitions / events works of greater than Rs 10 lakhs during the last 03 years .	
4	Undertaking in Annexure IV stating the firm has not been blacklisted by any Govt Department / organization / body	
5	Xerox copy of the PAN card of the firm	
6	Xerox copy of the GST registration certificate	
7	Copy of the MSME registration certificate, if any, claiming for exemption from earnest money	
8	Copy of the cheque leaf of the Bank Account clearly showing Bank Account Number and IFSC code.	

Date:

Place:

(Signature)

Name of the authorized signatory

Format for Financial Proposal

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.

Rate for Exhibitions

Sl. No	Media	Deliverables : Conceptualization, design, fabrication, installation and maintenance of Exhibition and venue for the required time period (A single quote covering all elements as per technical proposal)	Rate	GST/ Other Taxes	TOTAL
(A)	01 Big Scale ICOP/ Digital Multimedia Exhibition	The rate should be for one such exhibition only)			
(B)	01 Medium Scale ICOP/ Digital Multimedia Exhibition	The rate should be for one such exhibition only			
(C)	01 Small Scale ICOP/ Digital Multimedia Exhibition	The rate should be for one such exhibition only			
(D)	01 Mini ICOP' without exhibition component	The rate should be for one such Mini ICOP only			
		GRAND TOTAL (Rs.)			
Rupees					

L1 bidder will be declare on the basis of Grand Total of (A+B+C+D)

Bank Guarantee format

Whereas.....(herein after called the “Bidder”) has submitted their offer dated.....for the services and supply of

(Here in after 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, (herein after called the “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.

Scaled with the Common Seal of the said Bank this. day of20..... The conditions of obligation are:

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

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

If the Bidder fails to furnish the Performance Security for the due performance of the contract.

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 up to 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.

Place:

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)

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED

(For Individual Company)

I,Authorized Signatory of M/s.....hereby give undertaking that we, as a company are not black-listed by any Central / State Government/ Semi- Government Organization/ Public Sector Undertaking/ Private Institution in India.

Further, if information furnished above stands false at any stage, we shall be completely liable for actions taken by CBC, RO, Pune as per terms & conditions of the RFP notice including disqualification and exclusion from future contracts/assignments.

(Signature of Authorized Signatory)

Name*:

Designation*:

Seal:

Place :

Date :

*Please provide the name and designation of the signatory.

Form-9

Bid Security Declaration Form

Date : Bid No.

To.

The Deputy Director,
Central Bureau of Communication, Ministry of I&B., Govt. of India,
Pune

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

Have withdrawn /modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) Fail or refuse to execute the contract, if required, or (ii) Fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders

I/We understand this Bid Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of

The receipt of your notification of the name of the successful Bidder; or

Thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on day of (insert date of signing)

Corporate Seal (where appropriate) (Bidder Sign) Stamp

Performance Bank Guarantee Format

From:

Bank_

To

**The President of India through Central Bureau of Communication
Ministry of Information & Broadcasting Government of India
Pune**

Dear Sir,

Whereas 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.

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.

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

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

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.

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-VII

Format of Arbitration Clause- Indigenous Private bidders

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.

Any dispute, disagreement or question arising out of or relating to this contractor 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 sole Arbitrator.

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.

The sole Arbitrator shall have its seal in Madhya Pradesh or such other place in India as may be mutually agreed to between the parties.

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

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

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.

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

- **Achievements of Government of India**
- **Amrit Kaal**
- **Three New Criminal Laws**
- **Aatmanirbhar Bharat**
- **Ek Bharat Shresth Bharat**
- **Netaji Subhash Chandra Bose's Life**
- **International Yoga Day**
- **Fit India Movement**
- **Swachh Bharat Abhiyan**
- **Vocal for Local**
- **Sukanya Samridhi Yojana**
- **Dissuading Use of Single Use Plastic**
- **Jal Shakti Abhiyan**
- **Doubling farmer's income**
- **Right to Education(RTE)**
- **Aayushman Bharat Yojana**
- **Beti Bachao Beti Padao(BBBP)**
- **Digital India**
- **Rashtriya Swasthya Bima Yojna (RSBY)**
- **Pradhan Mantri Aawas Yojna(PMAY)**
- **Smart City Mission**
- **Mission Indradhanush**
- **Skill India**
- **National Agriculture Market Scheme**
- **Kisan Samman Nidhi Yojana**
- **Pradhan Mantri Maatru Vandana Yojna(PMMVY)**
- **Women Empowerment (Nari Web Portal, She- Box Portal)**
- **Pradhan Mantri Laghu Vyapari Maan-dhan Yojna**
- **5 Trillion Dollar Economy**
- **Changes in MV Act/ any other flagship schemes/ programs of the Govt of India. etc.**

Bid Format (Technical)

[On Company Letterhead]

File No.: 24/20/RFP/Exhibition/CBC Pune/2026-27

Subject: Submission of Bid for Engagement of Agency for Organizing ICOPs/Exhibitions

Technical Bid

Name of the Agency: _____

Registered Address: _____

Contact Person: _____

Mobile: _____

Email: _____

Legal Status (Company/Partnership/Proprietorship/Society): _____

PAN Number: _____

GST Number: _____

Average Turnover (last 3 years): _____

Details of Exhibitions/Events executed (attach work orders/completion certificates):

Declaration of not being blacklisted (Annexure V attached).

Pen Drive of Presentation -

Other information -
