

FileNo:05/40/RFP/Exhibition-Tender/CBC,Bhopal/2026-27/ 646

Government of India

Ministry of Information and Broadcasting

Central Bureau of Communication, Regional Office, Bhopal

3rd Floor, Administrative Building, Doordarshan Kendra, Shyamla Hills, Bhopal ( M.P)- 462002

Date 02.07.2026

**REQUEST FOR PROPOSAL / TENDER DOCUMENT**

**Subject: - Invitation of Bids for engagement of agency for organizing Integrated Communication and Outreach Programs (ICOPs) / Exhibitions on Flagship programs of Government of India.**

Central Bureau of Communication (CBC), Ministry of Information and Broadcasting, Government of India. Regional Office, Bhopal invites sealed bids from reputed agencies for organizing Integrated Communication and Outreach Programs (ICOPs) / Exhibition on flagship programs of Government of India.

The RFP Documents containing the details of qualification criteria, submission requirement, brief objectives & scope of work and method of evaluation etc. is enclosed.

The RFP is also available on our website [www.cbcindia.gov.in](http://www.cbcindia.gov.in), Central Procurement portal: <https://eprocure.gov.in>.

You May submit your Bids in sealed envelope in prescribed format to the undersigned latest by **30<sup>th</sup> of July 2026 on or before 17.00 Hrs in favour** of the Shri Shariq Noor, Dy. Director Central Bureau of Communication (CBC), Government of India, 3<sup>rd</sup> Floor, Administrative Building. Doordarshan Kendra, Shyamla Hills Bhopal (M.P)- 462002,

Quarries/ clarification if any, may be referred in writing to the officer mentioned above on [rob.bhopal1@gmail.com](mailto:rob.bhopal1@gmail.com), [ro.bhopal.dfp@nic.in](mailto:ro.bhopal.dfp@nic.in), or may contact on telephone on 0755-2581051 (during Office hours) till (17.00) Hrs till **July 29<sup>th</sup> 2026**.

This issues with the approval of competent authority.



(Shariq Noor)

Dy. Director

CBC, RO, Bhopal

Government of India

Ministry of Information and Broadcasting

Central Bureau of Communication, Regional Office, Bhopal

3rd Floor, Administrative Building, Doordarshan Kendra, Shyamla Hills, Bhopal, (M.P)- 462002

Date 02.07.2026

**Invitation of Bids for engagement of agency for organizing Integrated Communication and Outreach Programmes (ICOPs) /Exhibitions on Flagship Schemes & Programs of Government of India.**

**Request For Proposal No: File no:05/40/RFP/Exhibition-Tender/CBC,Bhopal/2026-27/646** dated 02.07.2026

**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, Bhopal 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. 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:

<b>Part 1</b>	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,
<b>Part 2</b>	Eligibility Criteria
<b>Part 3</b>	Scope of work
<b>Part 4</b>	Contains Standard Conditions of RFP and special conditions to this RFP and which will form part of the contract with the successful bidder
<b>Part 5</b>	Evaluation Criteria
<b>Part 6</b>	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 Bhopal reserves the right to change or vary any part thereof at any stage or withdraw the RFP at any stage.*

### **Part I — General Information**

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

a.	Bids/queries to be addressed to	Shri Shariq Noor, Deputy Director, Central Bureau of Communication, Regional Office Bhopal
b.	Postal address for sending the Bids	3 <sup>rd</sup> floor. Administrative Building, Doordarshan Kendra, Shyamla hills Bhopal, (M.P)—462002
c.	Name/designation of the contact personnel	Shri Parag Mandle, Assistant Director, CBC, Bhopal, contact number: 9420363062
d.	Office Telephone number of the contact personnel	0755-2581051
e.	e-mail ID of contact personnel	rob.bhopal1@gmail.com ro.bhopal.dfp@nic.in

2. **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.
3. **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.
4. **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 inter lineation, 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 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.
5. **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 [rob.bhopal1@gmail.com](mailto:rob.bhopal1@gmail.com), [ro.bhopal.dfp@nic.in](mailto:ro.bhopal.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. **Pre-Bid Conference and Briefing will be taken place on 22/07/2026 at 02:30 PM in PIB, Bhopal Conference Hall, 2<sup>nd</sup> Floor, Administrative Building, Doordarshan Kendra, Shyamla Hills Bhopal, (M.P)-462002.**
6. **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,

Bhopal 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 Bhopal 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.

7. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, CBC, RO Bhopal 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.
8. **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.
9. **Disqualification:** The CBC, RO Bhopal 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 there to, 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.

The Respondent is expected to examine all the instructions, guidelines, terms and conditions as given in this RFP.

10. **Validity of Bids:** The Bids should remain valid for a period of minimum of two year from the last date of submission of the Bids.
11. **Period of Contract:** The contract shall be valid for **02 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 Bhopal being customer, in case, services are not received as per quality and standards specified in the RFP and the contract. CBC, RO Bhopal reserves the right to exercise the option clause and repeat the order clause as per text given in Part IV of this RFP.
12. **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 Drawing and Disbursing Officer, CBC, RO, Bhopal 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 after awarding the bid and latest on or before the 30th

day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Bid Security declaration in Form-9 as annexed and performance bank guarantee. The Performance security in the form of 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.

**13. Last date and time for submitting the Technical & Financial Bids: 30/07/2026 - on or before 17:00 Hrs.** The sealed Bids should be deposited / reach by the due date and time. The responsibility to ensure this lies with the Bidder.

**14. Time and date of opening of Technical Bids: 31/07/2026 - 10:30 Hrs., Technical presentation will be on 31/07/2026 by 11:30 Hrs onwards.**

**15. 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. **Date of opening of financial/price bid is 03/08/2026 at 12:00 Hrs in PIB Bhopal Conference Hall 2<sup>nd</sup> Floor,** Administrative Building, Doordarshan Kendra, Shyamla Hills, Bhopal (M P)- 462002. 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 Bhopal.

**16. Place of opening the Bids & Presentations:**

PIB Bhopal, Conference Hall 2<sup>nd</sup> Floor, Administrative Building, Doordarshan Kendra, Shyamla Hills, Bhopal (M.P)- 462002

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 slot on the next working day in 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.

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

- A) For Big scale ICOP/multimedia exhibition the quoted amount cannot exceed Rs. 15,35,000/-
- B) For Medium scale ICOP/multimedia exhibition the quoted amount cannot exceed Rs.6,10,000/-
- C) For Small Scale ICOP / Exhibition the quoted amount cannot exceed Rs. 2,75,000/-
- D) For MINI Scale ICOP / Exhibition the quoted amount cannot exceed Rs. 67,000/-

The financial bids quoting more than the said 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, Bhopal 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

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

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.

- III. 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.
18. 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, RO, Bhopal. CBC, RO, Bhopal 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, Bhopal will notify the successful bidder in writing that their Proposal has been accepted.

**Part II— Eligibility Criteria**

**20. 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/ LP / Partnership/Proprietorship Firm /Society, duly registered under the relevant laws in the state of Madhya Pradesh i.e., Registered address in Madhya Pradesh	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

### **Part III— Scope of Work**

21. **Objective:** Central Bureau of Communication, Ministry of Information & Broadcasting, Government of India, Regional Office, Bhopal is the nodal agency of the Government of India and is responsible for creating awareness on flagship programmes of Government of India. CBC, RO, Bhopal 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 20 ICOPs in total and which have been categorized into MINI, Small, Medium and Big. The number of ICOPs may be increased or decreased by CBC RO, Bhopal 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 Madhya Pradesh. All the exhibits are intended to be in Hindi & English. 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.

22. **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

**B. 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, Bhopal. 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 Madhya Pradesh and Municipal Corporation/Local Self Government Bodies in Madhya Pradesh.
- Liability: The agency shall be liable for any damage to venue property, equipment, or injury to staff/visitors due to negligence. CBC RO Bhopal shall not be responsible for any claims arising out of the agency's operations.

**I. The scope of the work is as follows:**

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

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

**1. Infrastructure**

S. No.	Item
1.	Main super structure (German hanger) 5000 Sq Ft installation with wooden flooring, matting and carpeting. Another waterproof Pandal (3000 square feet) with matting and Carpeting. including 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 (16x12x2.5 or according to size of the venue), and 1 iron frame gate for- 5 days, Red Ribbon, Scissors, Tape etc
3.	Stage platform wooden (32 x20 x 2.5 feet). Two ladders on stage with decoration with natural flowers, colour cloth etc.— 5 days
4.	01 10x10 green room encloser (non transparent) for changing of costume for female artistes/students
5.	01-10x10 Encloser for camp office /VIP sit out /with descent carpet/01 Sofa/04 VIP Chairs / 01 center table
6.	10 VIP Chairs with cover and 5 sofas -5 days
7.	300 Audience chairs with white cover – 5 days.
8.	3 Centre table, one diya (Samai)(minimum 2.5ft) with oil, batti, candle, matchbox / lighter 5 days
9.	10 pedestal fan and 5 Coolers on stage and exhibition hall— 5 days
10.	Lighting (Podium, Stage, Stalls, Audience & Exhibition area and around the exhibition area)-As per the requirement—5 days
11.	PA System- Podium with mic, 8 stand mics, 2 wireless mics (to be used for cultural events),2 monitors, 4 top Speakers & sound mixers for five days
12.	10 Stalls each with 2 tables (with cover), 4 chairs and one pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet)- for 5 days

13.	10-Tables with Cloth frills - for 5days
14.	Power supply with backup / silent generator, cabling & Earthing, Internet connection / Wifi - for 5 days
15.	4 - Fire extinguishers— For 5 days
16.	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
17.	Media kit around 50 Nos (Branded Bag, Folder, Pen, Pads)
18.	About 35 Nos. Conventional exhibition panels (about 3.5'x7') with vinyl sun board (3'x5') printing (5mm), 15 backlit panels for 5 days
19.	Large Size display 2 (LED panels), for 5 days Any innovative ideas
20.	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 / AR Set with content and minimum two motion games. for 5 days
21.	10 Number of creative digital standees showcasing the flagship schemes. for 5 days
22.	360-degree selfie point with branding and provisions to capture and provide selfies for visitors. – 5 days
23.	Projection Fan / latest technology modern digital devices / gadgets 5 days
24.	Interactive physical creative activities and puzzle games to enhance audience participation 5 days
25.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue for 5 days

## 2. 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 4 days
2.	400 Audience plus media refreshments (biscuit/ sweet, Namkeen) (Minimum MRP 10Rs for each item) for 1 day & 300 Audience plus media refreshments (biscuit/ sweet, Namkeen) (Minimum MRP 10Rs for each item) for 4 days each
3.	Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 300 water bottle (500ml)—5 days

## 3. Manpower

S. No.	Item
1.	4-House-keeping staff-cum-Helpers-cum-Security (For 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, soft copy of photos and videos provide in pen drive — 5 days (Some of the photographs will be provided on the same day during the event)
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#### 4. Printing

S. No.	Item
1.	4—Flex board (8 x 8 ) feet with frame 5 days
2.	4-Standees (6 x 3 feet), 1 podium banner 5 days
3.	Two 3D selfie booths—one themed around the Prime Minister and one based on the event theme. 5 days
4.	1 —Signature board / Wall (12 x5 feet) with pledge and with frame (hight of frame about 1.5 ft from the ground) 5 days
5.	10 Cut outs of prominent important Leaders/ famous public figures. 5 days
6.	100 Drawing sheet with colors box pencil, scale eraser , sharpener / Rangoli 2kg each of 8 colours and 4kg of white colour etc, as per requirement. 5 days
7.	Customized Memento- As per our design-50 Nos (10 big and 40 medium size)
8.	Customized Paper pens / Key Chains- As per our design — 500 Nos
9.	Handbills — 2000 copies as per our design
10.	20 banners (6X3 ft) around the exhibition venue and important places of the city 5 days before the exhibition by the agency.
11.	Ceramic pot with plants. -50
12.	Prize – good quality- wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, Sky Bags, Aristocrat ) etc. with CBC logo) - 200
13.	Printing of 100 Certificates as per our design
14.	300 caps (Good Quality) and 150 Polo T-shirt (Good quality) with CBC logo / other design printing

#### 5. Transport & Honorarium

S.No.	Item
1.	Providing of cab services including to and fro journey from RO or concerned FO SUV type vehicle for 7 days
2.	Honorarium for 10 resource persons (1000 each) as decided by CBC RO Bhopal

**B. 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: :-**

## 1. Infrastructure

S. No.	Item
1.	Hiring of function Hall (5000 Sq.Ft) in the main area of the city or Main super structure (German hanger/ Dome) 5000 Sq Ft with wooden flooring and matting, carpeting (if the rent is levied by local authorities, the same will be born by agency) for 3 day
2.	1-Stage back drop (24x12), 2 Box Gate (16x12x2.5 or according to size of the venue), and 1 iron frame gate for- 3 days, Red Ribbon, Scissors, Tape etc
3.	Stage platform wooden (24 x16 x 2.5 feet). Two ladders on stage with decoration with natural flowers, colour cloth etc.— 3 days
4.	01, 10x10 green room encloser (non transparent) for changing of costume for female artistes/students for 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 one diya (Samai)(minimum 2.5ft) with oil, batti, candle, matchbox / lighter
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, Internet connection / Wifi - for 3 days
14.	2 Fire extinguishers— for 3 days
15.	Media kit (Bag/Folder/Pen/Pad) around 20 Nos —1 day (Bag/Folder/Pen/Pad)
16.	Van for Pre Publicity (Chhota Hathi, Tata Magic, vehicles fitted with three Side framing, a front banner and arrangement for announcements) with hand bills distribution (With driver and helper) —1 days
17.	About 50 Nos. Conventional exhibition panels (about 3.5'x7') with vinyl Sun board (3'x5') printing (5mm) / 50 backlit panels.
18.	Two touch Screen TV (Minimum 45 Inch) with stand for quiz, One VR/ AR set with content and minimum one motion games.
19.	05 Number of creative digital standees showcasing the flagship schemes
20.	Ceramic pot with plants.- 30
21.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue for 3 days

## 2. 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/ sweet, Namkeen) (Minimum MRP 10Rs for each item) for 3 day.
3	Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 150 water bottles (500ml)—3 days

## 3. Manpower

S.No.	Item
1	4-House-keeping staff-cum-Helpers-cum-Security (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 during the event)

## 4. Printing

S. No.	Item
1.	4—Flex board (8 x 8 feet) with frame.
2.	4-Standees (6x 3 feet), 1 Podium banner, backprop
3.	Two 3D Selfie Both – one themed around the Prime Minister and one based on the event theme.
4.	1 —Signature board / Wall (12 x5 feet) with pledge and with frame (hight of frame about 1.5 ft from the ground)
5.	Customized Memento- As per our design- 30 (10 Big & 20 Medium)
6.	Customized Paper pens / Key Chains- As per our design — 300 Nos
7.	Handbills— 2000 copies as per our design
8.	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
9.	15 banners (6X3 ft) around the exhibition venue and important places of the city 7 days before the exhibition by the agency
10.	Prize – good quality-wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, Sky Bags, Aristocrat ) etc. with CBC logo) - 120
11.	Printing of 100 Certificate as per our design
12.	200 Caps and 100 Polo T-shirt (Good quality) with CBC logo / other design printing

## 5. Transport

S.No.	Item
1	Providing of cab services, to and fro journey from RO or concerned FO SUV type vehicle for 05 days
2	Honorarium for 06 resource persons (1000/- Rs each) as decided by CBC RO Bhopal

**C. 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 :-**

### 1. Infrastructure

S.No.	Item
1.	Hiring of function Hall (3000 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) 3000 Sq. Ft. with carpeting, matting installation including power charges (if the rent is levied by local authorities, the same will be born by agency) - for 02 day
2.	1- Stage backdrop (24x12 sq. ft) with backup power supply-for 2 days, Red Ribbon, Scissors, Tape etc
3.	01 Box Gate (16x12x2.5 or according to the venue) and 01 Iron Gate, entry exit gate for 02 days
4.	Stage platform wooden (16 x12 x 2.5 feet) Stage, Podium decoration with natural 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 and one diya (Samai)(minimum 2.5ft) with oil, batti, candle, matchbox / lighter for 1 day
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.	Power supply with backup / silent generator, cabling and earthing, Internet connection / Wifi - for 2 days
12.	2 Fire extinguishers— for 2 days
13.	PA System-Podium with mic, 8 stand mie; 2 wireless mics- 2 days
14.	Media kit (Bag/Folder/Pen/Pad) around 20 Nos
15.	Ceramic Pot with plants -20
16.	Display panels minimum 50 Nos in which minimum 30 backlit panels for 2 days
17.	Pre Publicity using Tata Magic and Chhota Hathi vehicles, fitted with three side framing a front banner and arrangement for announcement. 1 day
18.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue for 2 days

## 2. 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 1 days
2.	200 Audience plus media refreshments (biscuit/sweet, Namkeen) (Minimum MRP 10Rs for each item) each for- for 2 days
3.	Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 50 water bottle (500ml) each for 2 days

## 3. Manpower

S.No.	Item
1.	2-House-keepingstaff-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 during the event)—2 days

## 4. Printing

S.No.	Item
1.	2—Flex Board (8 x 8) with frame
2.	4 standees (6x3 feet), 1 podium banner, backdrop for 2 days
3.	01 Selfie Point theme around the programme , for 2 days
4.	1 —Signature board / Wall (12 x5 feet) with pledge and with frame (height of frame about 1.5 ft from the ground)
5.	Customized Memento- As per our design-20 Nos
6.	Customized Paper pens / Key chain As per our design – 200 Nos.
7.	100 Drawing sheet with colors, pencil, eraser, sharpener, scale Rangoli 2 kg of 8 colour and 4 kg of white colour etc. as per requirement .
8.	Handbills – 1000 copies as per design.
9.	10 flex banner (6x3 ft) around the exhibition venue and important places of the city 05 days before the exhibition by the agency
10.	Prize – good light- wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Milton, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, SkyBags, Aristocrat ) etc. with CBC logo- 80
11.	Printing of 100 Certificate as per our design
12.	100 Caps, 50 T-shirt with CBC Logo / other Design.

## 5. Transport

S.No.	Item
1.	Providing of cab services, to and fro journey from RO or concerned FO SUV type vehicle - 04 day
2.	Honorarium for 5 resource persons (1000/- Rs each) as decided by CBC RO Bhopal

**D. 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:**

### 1. 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 (45x60) with carpeting, matting installation including power charges
2.	1- Stage backdrop (16x10 sq. ft) with frame
3.	Stage platform wooden (16 x12 x 2.5 feet) Stage, Podium decoration with Flower / Ballon, colour cloths
4.	150 Audience chairs with cover
5.	2 Centre table
6.	04 Nos of Pedestal Fans
7.	4- table with Cloth frills
8.	Podium & Lamp (Minimum 2.5 ft) with oil, Bate, Matchbox, Candle etc, Red Ribbon, Scissors, Tape etc
9.	Lighting (Podium, Stage, Audience& Exhibition area), cabling earthing-As per the requirement, Power Charges
10.	PA System-Podium with mic, 8 stand mie; 2 wireless mics, Speaker, Amplifier, Mixer etc.
11.	Ceramic Pot with plants -10
12.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue

### 2. Refreshments

S. No.	Item
1.	20 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee (serv in plates/ Cups)
2.	150 Audience plus media refreshments (biscuit / sweet, Namkeen)
3.	Drinking water (Camper 20 or more) with 2 dispensers, paper disposal glass with Dustbin, 30 water bottle (500ml)

### 3. Manpower

S.No.	Item
1.	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) (Some of the photographs will be provided on the same day after the event)

### 4. Printing

S.No.	Item
1.	2—Flex Board (8 x 8) with frame
2.	1 podium banner, 4 Banners (6x4)
3.	Standees 06 Nos
4.	Customized Memento- As per our design-10 Nos
5.	50 Drawing sheet with colors, pencil, eraser, sharpener, scale Rangoli 2 kg of 8 colour and 3 kg of white colour etc. as per requirement .
6.	Prize – good quality- wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, SkyBags, Aristocrat) etc. with CBC logo - 20
7.	50 Certificate as per our design

### 5. Transport

S.No.	Item
1.	Providing of cab services (for local use) Sedan type vehicle - 02 day
2.	Honorarium for 03 resource persons (1000/- Rs each) as decided by CBC RO Bhopal

#### 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 Bhopal 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.*

## II. Pre event activities\*

Day	Type of programmes	Pre-event activity	Comments
Day = 1	Small, Medium & Big ICOP	Nukkad Natak (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 Big ICOP	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.

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

## III. Main programmes

Components	Activity/detail
Mobilization of activities and interactive personal communication	<ul style="list-style-type: none"> <li>• Sports competition / yoga Session self- defence camps</li> <li>• Painting / poetry / Rangoli competition</li> <li>• Debate / seminar / symposium</li> <li>• Quiz competitions</li> <li>• Experience sharing by beneficiaries and their felicitation (Beneficiaries to be identified in Coordination with District administration)</li> <li>• Felicitation of local progressive Icons (Icons to be identified in Coordination with District administration)</li> <li>• Identifying Opinion leaders, Village elders, involving Navodaya Vidyalayas, Kendry Vidyalaya, NCC, My Bharat (NYK), ARMY, BSF, etc.</li> <li>• Expert lectures</li> <li>• Workshops</li> <li>• Media Sensitization workshop</li> <li>• Experience sharing By local Beneficiaries</li> </ul>

	<ul style="list-style-type: none"> <li>• Quiz competitions on Govt. Schemes</li> </ul>
Exhibitions	<ul style="list-style-type: none"> <li>• SMALL &amp; MINI-Non-Multimedia exhibition</li> <li>• MEDIUM &amp; BIG- Multimedia Component to be included (LED screens, walls, Selfie corners), interactive digital media providing personalized experience.</li> </ul>

**\*The list is Indicative, and the actual components may differ based on the requirements felt at the local level.**

23. **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, dismantling and facilities (as per accepted proposal / contract) should be ready by 12 Hrs before the inauguration 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.

Note 1: Schedule of delivery of requirements: The agency must execute all the works as mentioned in Scope of Work and the accepted technical requirements within the time specified by CBC, RO, Bhopal.

Note 2: The materials used will be in accordance to the Act & Rules of Madhya Pradesh and Municipal Corporation/Local Self Government Bodies in Madhya Pradesh.

#### **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, Bhopal. Failure to do so may result in rejection of the Bid submitted by the Bidder.

- I. **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.
- II. **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.
- III. **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 Bhopal (Madhya Pradesh) and every dispute arising out of this contract shall be resolved through firstly as mentioned above or in a Court of competent jurisdiction.

- IV. **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, Bhopal 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, Bhopal 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, Bhopal 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, Bhopal or to any other person in a position to influence any officer/employee of CBC, RO, Bhopal for showing any favour in relation to this or any other contract shall render the agency to such liability/penalty as CBC, RO, Bhopal 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, Bhopal.

- V. **Agents/Agency Commission:** The agency confirms and declares to CBC, RO, Bhopal 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, Bhopal that the present declaration is in any way incorrect or if at a later stage it is discovered by CBC, RO, Bhopal 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, Bhopal. 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, Bhopal 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, Bhopal in terms of the contract along with interest at the rate of 2% per annum above 18% penal rate. The CBC, RO, Bhopal 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, Bhopal.
- VI. **Access to Books of Accounts:** In case it is found to the satisfaction of CBC, RO, Bhopal 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, Bhopal shall provide necessary information/inspection of the relevant financial documents/information.
- VII. **Non-disclosure of Contract documents:** Except with the written consent of CBC, RO, Bhopal, the agency shall not disclose the contract or any provision of the contract or information related to services thereof to any third party.
- VIII. **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, Bhopal may, at its discretion, withhold any payment until the completion of the contract. CBC, RO, Bhopal 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.

If the performance report furnished by nodal officer is below satisfactory then an amount of 25% of bill amount will be deducted from the bill.

- IX. **Termination of Contract:** CBC, RO, Bhopal 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, RO, Bhopal.
  - 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 month.
  - d. CBC, RO, Bhopal 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. CBC, RO, Bhopal 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.
- X. **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.
- XI. **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.**
- XII. **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, Bhopal 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.
- XIII. **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.
- XIV. **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, RO, Bhopal 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 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, Bhopal.**
  - 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.

- i. **Sanctions on violation:** The following set of sanctions shall be forced 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 CBC, RO, Bhopal and the competing Bidders**
  - iv. **Debarment of the violator by the CBC, RO, Bhopal for an appropriate period of time.**
- ii. **Maximum bid value for Big ICOP is Rs. 15,35,000/- (including GST), Medium ICOP is Rs. 6,10,000/- (including GST), Small ICOP is Rs. 2,75,000/- (including GST), and MINI ICOP is Rs 67,000/- (including GST).**

**Part IV**  
**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, Bhopal. Failure to do may result in rejection of Bid submitted by the Bidder.**

24. **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.
25. **Option clause:** The contract will have an Option Clause, wherein CBC, RO, Bhopal 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, Bhopal to exercise this option or not.
26. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein CBC, RO, Bhopal 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, Bhopal to place the Repeat Order or not.
27. **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 2% TDS will be recovered on the total amount of the bill as per the Income Tax Act as well as GST Act.  
**The bill of the ICOP program will include only those items that are listed in the work order or actually delivered.**
28. **Paying Authority:** The payment would be made by CBC, RO, Bhopal on submission of following documents:
  1. Ink signed copy of the Agency's bills.
  2. Performance report submitted by the Nodal Officer of the ICOP (wherever applicable as per the contract)
  3. 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).
  4. Any other document / certificate that may be provided for in the Job Order / Contract.

**29. 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, Bhopal 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, Bhopal 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.

**30. Risk & Expense clause:**

- i. 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, Bhopal 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, RO, Bhopal during the check proof tests to be done by CBC, RO, Bhopal 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.
- iii. In case of a contractual breach that was not remedied within 07 days, CBC, RO, Bhopal shall, having given the right of first refusal to the contractor be at liberty to provide services from any other source as CBC RO, Bhopal 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, RO, Bhopal.

**31. Force Majeure Clause:**

- a) 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.
- b) In such circumstances the time stipulated for 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.

### **32. Misc. terms & conditions of the contract:**

- The agency shall provide the required services as and when demanded by the CBC, RO, Bhopal. The personnel engaged for the services in the CBC, RO, Bhopal 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, Bhopal. The Agency shall make its own arrangement for commuting the personnel requisitioned, to the offices under CBC, RO, Bhopal 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, Bhopal shall not be responsible for any such liability. The Agency shall undertake to indemnify the CBC, RO, Bhopal for any liability under any law arising out providing the services as per the contract.
- During the subsistence of the contract, the CBC, RO, Bhopal 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, Bhopal has to bear such liabilities on unforeseen circumstances/occasions, the CBC, RO, Bhopal 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, Bhopal shall be at liberty to terminate the contract and withhold the Security Deposit or the balance payment of the contractor, etc. The CBC, RO, Bhopal 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.

### **33. 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, Bhopal from and against any suit, proceeding, or assertion of a third party against CBC, RO, Bhopal 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, Bhopal operations and protect CBC, RO, Bhopal against any penalty and / or liability arising out of such claim.

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

35. **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.**

36. **Amendment of Bidding Documents (Corrigendum)**

At any time prior to the deadline for submission of bids, CBC, RO, Bhopal 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, Bhopal, 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, Bhopal. During evaluation of Proposals, CBC, RO, Bhopal, may, at its discretion, ask the Respondents for clarification of their Proposals. The process for Evaluation / Selection is as given below:

1. **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.
2. **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
	Total	100Marks

3. **Technically qualified Respondents:** All Agencies securing more than 60% marks in Technical Evaluation will be shortlisted by CBC, RO, Bhopal. Financial Bids Will be considered only of those respondents who secure a qualifying Technical Score of 60%.
4. **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 II. 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 three years in the last 5 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.	
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 .....figure.

**Rate for ICOPs**

**A. Type of exhibition – Big ICOP**

S. No.	Deliverables	Cost in INR (Inclusive of GST)
1.	Main Super Structure (German hanger) 5000 Sq Ft installation with wooden flooring, matting and Carpeting, 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 05 days	
2.	Another waterproof Pandal (3000 square feet) with mating, carpeting	
3.	01 - 10x10 green room encloser (non transparent) for changing of costume for female artistes/students	
4.	01-10x10 Encloser for camp office /VIP sit out /with descent carpet/01 Sofa/04 VIP Chairs / 01 center table	
5.	2 Box Gate (16x12x2.5 or according to size of the venue) for- 5 days	
6.	1 iron frame gate - for- 5 days	
7.	1-Stage back drop (24x12),— 5 days,	
8.	Podium with banner, decoration with flowers, colour cloth etc. - 5 days, Red Ribbon, Scissors, Tape etc. – 1 day	
9.	Stage platform wooden (32 x20 x 2.5 feet). Two ladders on stage with Stage- 5 days	
10.	10 VIP Chairs with cover – 5 days	
11.	5 sofas – 5 days	
12.	300 Audience chairs with white cover – 5 days.	
13.	3 Centre table – 5 days	
14.	Lighting (Podium, Stage, Stalls, Audience & Exhibition area and around the exhibition area) Internet connection / Wifi - 5 Days	
15.	One diya (minimum 2.5ft) with oil, baati, lighter/ match box	
16.	5 Coolers – 5 days	
17.	10 pedestal fan – 5 days	
18.	PA System- Podium with mic, 8 stand mics, 2 wireless mics, 2 monitors, 4 top Speakers & sound mixers for 05 days	
19.	10 Stalls each with 2 tables (with cover), 4 chairs and one pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet)- for 5 days	
20.	10-Tables with Cloth frills - for 5 days	
21.	Power supply with backup / silent generator, cabling & Earthing, Power Charges etc. - for 5 days	

22.	4-Fire extinguishers— for 5 days	
23.	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	
24.	Media kit around 50 Nos (Branded Bag, Folder, Pen, Pads )	
25.	About 35 Nos. Conventional exhibition panels (about 3.5'x7') with vinyl foam board (3'x5') printing (5mm),for 5 days	
26.	15 backlit panels for 5 days	
27.	10 Number of creative digital Standees showcasing the flagship schemes for 5 days	
28.	Large Size display 2 (LED panels), Any innovative ideas, for Five Days	
29.	04 Smart TV (Minimum 55 inch) with stand for display the Schemes short videos etc. for 5 days	
30.	02 Screen Touch TV (Minimum 45 inch) with stand for Quiz, Two VR/ AR Set with content and minimum two motion games. For 5 days	
31.	360-degree selfie point with branding and provisions to capture and provide selfies for visitors. For 5 days	
32.	Projection Fan /latest technology modern digital devices/gadgets– 5 days	
33.	Interactive physical creative activities and puzzle games to enhance audience participation- 5 days	
34.	02 3D selfie booths—one themed around the Prime Minister and one based on the event theme. for 5 days	
35.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue for 5 days	
36.	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 4 days	
37.	400 Audience plus media refreshments (Biscuit/Sweet, Namkeen) (Minimum MRP 10Rs) for 1 day & 300 Audience plus media refreshments (biscuit/sweet, Namkeen,)(minimum MRP 10 Rs)- for 4 days each	
38.	Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 300 water bottle (500ml)—5 days	
39.	4-House-keeping staff-cum-Helpers-cum-Security (For sanitization of venue & premises, security and for local help) —5 days	

40.	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles, soft copy of photos and videos provide in pen drive — 5 days (Some of the photographs will be provided on the same day during the event)	
41.	4—Flex board (8 x 8 feet) with frame -5 days	
42.	4-Standees (6 x 3 feet), 1 podium banner -5 days	
43.	1 —Signature board / Wall (12 x5 feet) with pledge and with frame (hight of frame about 1.5 ft from the ground)-5 days	
44.	10 Cut outs of prominent important Leaders/ famous public figures.-5 days	
45.	100 Drawing sheet with colors box, pencil, scale, eraser , sharpener. Rangoli 2kg each of 8 colours and 4kg of white colour etc, as per requirement.	
46.	Customized Memento- As per our design-50 Nos (10 big and 40 medium size)	
47.	Customized Paper pens / Key Chains- As per our design — 500 Nos	
48.	Handbills— 2000 copies as per our design	
49.	20 banners (6X3 ft) around the exhibition venue and important places of the city 5 days before the exhibition by the agency.	
50.	Ceramic pot with plants. -50	
51.	Prize – good quality- wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, Sky Bags, Aristocrat ) etc. with CBC logo) - 200	
52.	100 Certificates as per our design	
53.	300 Caps (Good Quality) with CBC logo / other design	
54.	150 Polo T-shirt (Good quality) with CBC logo / other design printing	
55.	Providing of cab services including to and fro journey from RO or concerned FO SUV type vehicle for 7 days	
56.	Honorarium for 10 resource persons (1000 each) as decided by CBC RO Bhopal	
<b>Total Cost in INR (Inclusive of GST)</b>		

## B. Type of exhibition – MEDIUM ICOP

S. No.	Deliverables	Cost in INR (Inclusive of GST)
1.	Main Super structure (German hanger / Dome) 5000 Sq Ft installation with wooden flooring, matting 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 3 day	
2.	2 Box Gate (16 x12x2.5 or according to size of the venue) for- 3 days	
3.	01, 10x10 green room encloser (non transparent) for changing of costume for female artistes/students- 3 days	
4.	1 iron frame gate for- 3 days	
5.	1-Stage back drop (24x12), - 3 days	
6.	Stage platform wooden (24 x16x 2.5 feet). Two ladders on stage with Podium - 3 days	
7.	Stage Decoration with flowers, colour cloth etc – 3 days Red Ribbon, Scissors, Tape etc – 1 day	
8.	10 VIP Chairs with cover- 3 Days	
9.	3 sofas - 3 Days	
10.	250 Audience chairs with white cover – 3 days.	
11.	3 Centre table- 3 days	
12.	Lighting (Podium, Stage, Stalls, Audience & Exhibition area and around the exhibition area) Internet connection / Wifi - 3 Days	
13.	One diya (minimum 2.5ft) with oil, baati, lighter/ match box	
14.	4 Coolers – 3 days	
15.	10 pedestal fan – 3days	
16.	PA System- Podium with mic, 8 stand mics, 2 wireless mics, 2 monitors, 4 top Speakers & sound mixers for 3 days	
17.	4 Stalls each with 2 tables (with cover), 4 chairs and one pedestal fan, plug socket for connecting Computer/Laptop (10 x10 feet)- for 3 days	
18.	5-Tables with Cloth frills - for 3 days	
19.	Power supply with backup / silent generator, cabling & Earthing, Power Charges etc. - for 3 days	
20.	2-Fire extinguishers— for 3 days	
21.	Van for 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 1 days	
22.	Media kit around 20 Nos (Branded Bag, Folder, Pen, Pads)	

23.	About 50 Nos. Conventional exhibition panels (about 3.5'x7') with vinyl sun board (3'x5') printing (5mm) / 50 backlit panels for 3 days	
24.	05 Number of creative digital standees showcasing the flagship schemes- 3 days	
25.	2 Touch Screen TV (Minimum 45 inch) with stand for Quiz, one VR / AR Set with content and minimum 2 motion games. – 3 days	
26.	02 3D selfie booths—one themed around the Prime Minister and one based on the event theme. – 3 days	
27.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue for 3 days	
28.	30 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for 1 days and 15 VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for 2 days each	
29.	300 Audience plus media refreshments (biscuit/sweet, Namkeen) (Minimum MRP 10Rs for each item) for 3 days	
30.	Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 150 water bottle (500ml)—3 days	
31.	4-House-keeping staff-cum-Helpers-cum-Security (For sanitization of venue & premises, security and for local help) —3 days	
32.	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles, soft copy of photos and videos provide in pen drive — 3 days (Some of the photographs will be provided on the same day during the event)	
33.	4—Flex board (8 x 8 feet) with frame for 3 days	
34.	4-Standees (6 x 3 feet), 01 Podium Banner for 3 days	
35.	1 —Signature board / Wall (12 x5 feet) with pledge and with frame (hight of frame about 1.5 ft from the ground) for 3 days	
36.	100 Drawing sheet with color box, pencil, scale eraser , sharpener. Rangoli 2kg each of 8 colours and 4kg of white colour etc, as per requirement.	
37.	Customized Memento- As per our design- 30 (10 Big & 20 Medium)	
38.	Customized Paper pens / Key Chains- As per our design — 300 Nos	
39.	Handbills— 2000 copies as per our design	
40.	15 banners (6X3 ft) around the exhibition venue and important places of the city 5 days before the exhibition by the agency .	
41.	Ceramic pot with plants. -30	

42.	Prize -Good Quality- wall clock (Titan, Ajanta, Casio, Orpat), 1 L water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, Sky Bags, Aristocrat ) etc. with CBC logo) - 120	
43.	100 Certificates as per our design	
44.	200 Caps (Good Quality) with CBC logo / other design	
45.	100 Polo T-shirt (Good quality) with CBC logo / other design printing	
46.	Providing of cab services, to and fro journey from RO or concerned FO SUV type vehicle for 05 days	
47.	Honorarium for 06 resource persons (1000 each) as decided by CBC RO Bhopal	
<b>Total Cost in INR (Inclusive of GST)</b>		

**C. Type of exhibition – SMALL ICOP**

S. No.	Deliverables	Cost in INR (Inclusive of GST)
1.	Main super structure with Iron frame with 10 ft height (can vary till 12 ft) 3000 Sq. Ft. with matting, carpeting or Hiring of function Hall (3000 Sq. Ft) in the main area of the city (if the rent is levied by local authorities, the same will be born by agency) with matting , Red Carpet -2 days	
2.	1 Box Gate (16x12x2.5 or according to size of the venue), for- 2 days	
3.	1 iron frame gate for 2 days	
4.	1-Stage back drop (24x12), for 2 days	
5.	Stage platform wooden (16 x12 x 2.5 feet). Two ladders on stage . one podium for 2 days	
6.	Stage decoration with natural flowers, ballons, colour cloth etc.— 2 days, Red Ribbon, Scissors, Tape etc- 1 day.	
7.	10 VIP Chairs with cover- 2 Days	
8.	2 sofas - 2 Days	
9.	200 Audience chairs with white cover – 2 days.	
10.	3 Centre table- 2 days	
11.	Lighting (Podium, Stage, Stalls, Audience & Exhibition area and around the exhibition area) Internet connection / Wifi - 2 Days,	
12.	One diya (minimum 2.5ft) with oil, baati, lighter/ match box	
13.	2 Coolers – 2 days,	
14.	08 pedestal fan – 2 days	
15.	PA System- Podium with mic, 8 stand mics, 2 wireless mics, 2 monitors, 4 top Speakers & sound mixers for 02 days	
16.	4-Tables with Cloth frills - for 2 days	
17.	Power supply with backup / silent generator, cabling & Earthing, Power Charges etc. - for 2 days	
18.	2-Fire extinguishers— for 2 days	
19.	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 1 days	
20.	Media kit around 20 Nos (Branded Bag, Folder, Pen, Pads)	
21.	01 selfie Point – 2 days	
22.	Decoration of venue: flowers /plants / balloons bunches, ecofriendly decorative material etc. -As per requirement of venue for 2 days	
23.	30 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in	

	plates) for First day and 15 VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates) for last day	
24.	200 Audience plus media refreshments (biscuit/sweet, Namkeen) (Minimum MPR 10 Rs for each item) for 2 days each.	
25.	Drinking water (Camper 20 or more for each day) with 3 dispensers, paper disposal glass with Dustbin, 50 water bottle (500ml) each for—2 days	
26.	2-House-keeping staff-cum-Helpers-cum-Security (For sanitization of venue & premises, security and for local help) —2 days	
27.	Photographer-cum-Videographer (to provide photos in album and small duration edited videos with titles, soft copy of photos and videos provide in pen drive — 2 days (Some of the photographs will be provided on the same day during the event)	
28.	2—Flex board (8 x 8 feet) with frame -2 days	
29.	4-Standees (6 x 3 feet), 1 Podium banner – 2 days	
30.	1 —Signature board / Wall (12 x5 feet) with pledge and with frame (hight of frame about 1.5 ft from the ground) - 2 days	
31.	Display panels minimum 50 in which minimum 30 backlit panels – 2 days	
32.	100 Drawing sheet with color box, pencil, scale eraser , sharpener. Rangoli 2kg each of 8 colours and 4kg of white colour etc, as per requirement.	
33.	Customized Memento- As per our design-20 Nos	
34.	Customized Paper pens / Key Chains- As per our design — 200	
35.	Handbills— 1000 copies as per our design	
36.	10 banners (6X3 ft) around the exhibition venue and important places of the city 5 days before the exhibition by the agency .	
37.	Ceramic pot with plants. -20	
38.	Prize -good quality- wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, Sky Bags, Aristocrat ) etc. (Minimum 1000 Rs. MRP) with CBC logo) - 80	
39.	100 Certificates as per our design	
40.	100 Caps (Good Quality) with CBC logo / other design	
41.	50 Polo T-shirt (Good quality) with CBC logo / other design printing	
42.	Providing of cab services, to and fro journey from RO or concerned FO SUV type vehicle - 04 day	

43.	Honorarium for 05 resource persons (1000 each) as decided by CBC RO Bhopal	
<b>Total Cost in INR (Inclusive of GST)</b>		

#### D. Type of exhibition – MINI ICOP

S. No.	Deliverables	Cost in INR (Inclusive of GST)
1.	Hiring of function Hall (2000 Sq. Ft) in the main area of the city or Main super structure with Iron frame (45x60) with carpeting, matting installation including power charges	
2.	1- Stage backdrop (16x10 sq. ft) with frame	
3.	Stage platform wooden (16 x12 x 2.5 feet) Stage, Podium decoration with Flower / Ballon, colour cloths	
4.	150 Audience chairs with cover	
5.	2 Centre table	
6.	04 Nos of Pedestal Fans	
7.	4- table with Cloth frills	
8.	Podium & Lamp (Minimum 2.5 ft/) with oil, Bate, Matchbox, Candle etc, Red Ribbon, Scissors, Tape etc	
9.	Lighting (Podium, Stage, Audience& Exhibition area), cabling earthing-As per the requirement, Power Charges	
10.	PA System-Podium with mic, 8 stand mie; 2 wireless mics, speaker, amplifier, mixer etc.	
11.	Decoration of venue: flowers/balloons etc.- As per requirement of venue	
12.	20 - VIP Refreshments (including cookies, Sweet, samosa/ kachauri / dry fruits etc) + Tea / Coffee / fresh juice (serv in plates)	
13.	150 Audience plus media refreshments (biscuit/ sweet, Namkeen) (Minimum MRP 10Rs for each item)	
14.	Drinking water (Camper 20 or more for 1 day) with 3 dispensers, paper disposal glass with Dustbin, 30 water bottle (500ml)	
15.	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)	
16.	2—Flex Board (8 x 8) with frame	
17.	1 podium banner, 4 Banners (6x4)	
18.	Standees 06	
19.	Customized Memento- As per our design-10 Nos	
20.	50 Drawing sheet with colors, pencil, eraser, sharpener, scale Rangoli 2 kg of 8 colour and 3 kg of white colour etc. as per requirement.	
21.	Ceramic Pot with plants -10	
22.	Prize – good quality- wall clock (Titan, Ajanta, Casio, Orpat), water bottle (Miltan, Cello), Tiffin (Milton Cello), Branded Bag (VIP, American Tourister, SkyBags, Aristocrat) etc. with CBC logo) - 20	
23.	50 Certificate as per our design	
24.	Providing of cab services, Sedan type vehicle - 02 day	
25.	Honorarium for 3 resource persons (1000/- Rs each) as decided by CBC RO Bhopal	
<b>Total Cost in INR (Inclusive of GST)</b>		

**EMD 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 of .....20..... The conditions of obligation are:

- a) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- b) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
- c) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
- d) 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, Bhopal 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 Addl Director General,  
Central Bureau of Communication, Ministry of I&B., Govt. of India,  
3'd Floor, Administrative Building, Doordarshan Kendra Parisar,  
Shyamla Hills, Bhopal (M.P)- 462002

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

**Format of Arbitration Clause- Indigenous Private bidders**

- 1) 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.
- 2) Any dispute, disagreement of 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,
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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**

1. Achievements of Government of India
2. Amrit Kaal
3. Three New Criminal Laws
4. Aatmanirbhar Bharat
5. Netaji Subhash Chandra Bose's Life
6. International Yoga Day
7. Fit India Movement
8. Swachh Bharat Abhiyan
9. Vocal for Local
10. Sukanya Samridhi Yojana
11. Dissuading Use of Single Use Plastic
12. Jal Shakti Abhiyan
13. Doubling farmer's income
14. Right to Education (RTE)
15. Aayushman Bharat Yojana
16. Beti Bachao Beti Pado (BBBP)
17. Digital India
18. Rashtriya Swasthya Bima Yojna (RSBY)
19. Pradhan Mantri Awas Yojna (PMAY)
20. Smart City Mission
21. Mission Indradhanush
22. Skill India
23. National Agriculture Market Scheme
24. Kisan Samman Nidhi Yojana
25. Pradhan Mantri Maatru Vandana Yojna(PMMVY)
26. Women Empowerment (Nari Web Portal, She- Box Portal)
27. Pradhan Mantri Laghu Vyapari Maan-dhan Yojna
28. 5 Trillion Dollar Economy
29. Changes in MV Act/ any other flagship schemes/ programs of the Govt of India. etc.