



**Short Term REQUEST FOR PROPOSAL (RFP)
FOR**

**Selection of Agency for Installation of UPSIDA
Exhibition & Temporary Accommodation Facilities
during**

“Kumbh Mela 2025”

from

27th January to 26th February 2025

at

Prayagraj, Uttar Pradesh

REFERENCE No: UPSIDA/Kumbh/Exhibition/2025

Website: www.onlineupsida.com

Date: 17/01/2025

AUTHORITY:



**U. P STATE INDUSTRIAL DEVELOPMENT AUTHORITY
UPSIDA COMPLEX ,A-1/4, LAKHANPUR , KANPUR-208024**

E-mail: bppc@upsida.co.in

Website:www.onlineupsida.com

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

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U. P STATE INDUSTRIAL DEVELOPMENT AUTHORITY

UPSIDA COMPLEX, A-1/4, LAKHANPUR, KANPUR-208024

E-mail: bppc@upsida.co.in

Website: www.onlineupsida.com

Short Term Notice Inviting Tender (NIT)

Dated- 17/01/2025

Selection of Agency for Installation of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025.

The UPSIDA, with an objective of participation in the **Mahakumbh Mela 2025, Prayagraj, Uttar Pradesh**, invites Selection of Agency for Installation of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025 proposal for the participation as Event Management exhibitors.

Interested parties may download Selection of Agency for Installation of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025 documents from website www.onlineupsida.com submit their proposals with requisite documents on the above website before 20th January 2025, 3:00PM hrs. The submitted proposals will be opened on 20th January 2025, 3:30 hrs. at UPSIDA office, UPSIDA Complex, A-1/4 Lakhanpur, Kanpur -208024, Uttar Pradesh, India.

UPSIDA reserves the right to reject any or all the proposals without assigning any reason thereof. For any queries please respond on E-mail: bppc@upsida.co.in on or before the stipulated date.

All subsequent notifications, changes and amendments will be posted only on the website www.onlineupsida.com,

UPSIDA Kanpur reserves the right to cancel this invitation and /or invite Bid with or without amendments to this invitation, without liability or any obligation for such an invitation.

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

1. DISCLAIMER

The information contained in this Request for Proposal (the “RFP”) or subsequently provided to the Bidder, whether verbally or in documentary or in any other form by or on behalf of UPSIDA Kanpur or any of its employees, or advisors is provided to the Selection of Agency for Installation of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025, Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the UPSIDA Kanpur to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the “Proposal”).

This RFP includes statements, which reflect various assumptions and assessments arrived at by the UPSIDA Kanpur in relation to the Assignment. Such assumptions, assessments, statements and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the UPSIDA Kanpur, its employees or advisor to consider the investment objectives, financial situations and particular needs of each party who reads or uses this RFP. The assumptions, assessments and information contained in this RFP may not be complete, accurate or correct. Each Bidder should therefore conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder is on a wide range of matters, some of which depends upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The UPSIDA Kanpur accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The UPSIDA Kanpur and its employees/advisors make no representation or warranty and shall have no liability to any person including any Bidder or Bidders under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The UPSIDA Kanpur also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any Bidder upon the statements contained in this RFP. UPSIDA Kanpur may be in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

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The issue of this RFP does not imply that UPSIDA Kanpur is bound to select a Bidder or to appoint the selected Bidder as the case may be, for the assignment and the UPSIDA Kanpur reserves the right to reject all or any of the Bidders or Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal includes but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by UPSIDA Kanpur or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Bidder. UPSIDA Kanpur shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding process.

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

1. INSTRUCTION FOR TENDERING

The Selection of Agency for the Installation & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025, bidding process for this RFP will be completed in offline mode. The RFP document can be downloaded free of cost from the website www.onlineupsida.com mentioned.

The Bidder must fill the details as per the Annexures required in the tender with supporting documents as required & duly signed & stamped by the Authorized Signatory and submit all the required documents (which would form the technical as well as financial proposals in hard copy in two envelopes separately) to In-charge-BPPC Cell, UPSIDA office, Kanpur (U.P)

Along with Bids, the acknowledgement copy of online payment for cost of tender document and the EMD has to be submitted along with the Technical bid opening as per the bank details mentioned in the RFP document.

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

2. NOTICE INVITING Tender (NIT)

The UPSIDA Kanpur invites sealed technical and financial proposals for the “**Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Mahakumbh Mela 2025” being organized from 27th January to 26th February 2025 at Prayagraj, Uttar Pradesh**”

S.NO.	DESCRIPTION	DATE/DETAILS
1	Issue of the RFP document on the tender portal www.onlineupsida.com	17th January 2025,
2	Tender fee (Online)	INR 5000/- (Rupees Five Thousand Only) Inclusive of GST.
3	Earnest Money Deposit (EMD) (Online)	INR 1,20,000/- (Rupees One Lakh Twenty Thousand Only)
4	Bid submission start date	18 th January 2025,
5	Estimated Cost (approx.)	Rs. 1.20 Crore (Rupees One Crore Twenty Lakhs Only) without GST.
6	Bid submission closing date	20th January 2025, 15:00 hrs.
7	Opening of technical Bid	20 th January 2025, 15:30 hrs.
9	Financial Bid opening	To be informed later
10	Issuance of work order	To be informed later
11	Method of Selection	Least Cost Basis (L1)

Bank Account Details for Tender fee & EMD Fee: -

U.P State Industrial Development Authority
Bank Name – ICICI Bank
Branch- J.S.TOWER, THE MALL, KANPUR
A/c No- 628805027645
IFSC Code – ICIC0006288

The Bid will be opened at:

BPPC Cell, U.P.State Industrial Development Authority

UPSIDA Complex, A-1/4, Lakhanpur, Kanpur-208024. Contact No : 9899851965/ 9182465664.

Regarding visit of the event venue by prospective Bidders, one may coordinate with Shri Pradeep Sahu, Executive Engineer (+91- 9650498609).

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

3. PROJECT BACKGROUND

3.1 About UPSIDA, Department

Introduction - Uttar Pradesh State Industrial Development Authority (UPSIDA), under the Department of Infrastructure & Industrial Development, Government of Uttar Pradesh has been spearheading the development of industrial infrastructure in State since the last 59 years. Pioneer in development of industrial areas, UPSIDA has delivered iconic industrial Areas. Townships & Industrial Parks are on more than 46,000 acres of Industrial land, which houses more than 26,000 units and provides direct employment to lacs of people.

The U.P. State Industrial Development Authority is participating in Maha Kumbh Mela 2025. Total Area 20000 sq. ft has been assigned to showcase the work being undertaken by the Authority. The theme of the event is ‘UPSIDA KUMBH VILLAGE’.

The agency is required to develop a concept to show case the work done by the Authority including industrial, residential, commercial, institutional and support facilities. In addition, the agency also has to promote IMCs, Integrated industrial townships and Sector Specific Industrial areas.

4.2 About Maha Kumbh Mela 2025

The Maha Kumbh Mela 2025 is set to take place in Prayagraj, Uttar Pradesh, from January 13th to February 26, 2025. It is a gathering of devotees, saints, scholars, and tourists from India and various countries around the world. The Maha Kumbh Mela 2025 is unparalleled in scale at Prayagraj expected to attract an estimated 400 million visitors, making it one of the largest gatherings in the world. The event brings together individuals from all walks of life, offering a platform for spiritual connection, cultural exchange, and international tourism.

4.3 Participation of UPSIDA at Maha Kumbh Mela 2025

UPSIDA is participating in the Maha Kumbh Mela 2025 and envisioned to build a showcase area of UPSIDA Achievements past years in form of a stall at this event. Department will showcase the investment opportunities in UPSIDA Area’s. A space of approximately 18500 sq.ft has been allocated to UPSIDA at sector 23 Arail Ghat in this event.

5 SCOPE OF WORK

For the scope of this tender, the selected agency will fabricate custom made exhibition space and temporary accommodation facilities on a turnkey basis. The space allocated 18500 sq ft. in Mela Area at Kumbh, Prayagraj. Proposals are invited based on the design proposed by Agency and the general requirements provided below but are not limited to details mentioned. All proposals must either meet or exceed the requirements contained herein. It will also be sole responsibility of Bidder to provide all the components as per the attached Bill of Quantity (BoQ) with this document.

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A. Deliverables and Timeline

The Selected Bidder have to submit schedule of task completion as per the timeline duly approved by the Authority before start of the work post issuance of Letter of Award. All the requirements mentioned in the RFP should be ready by 26th January 2025, 12:00PM.

B. Set Up and Dismantle

- I. The Bidder shall be responsible for completely supervising and directing the setup and dismantling of the stall displays using its best skills and attention.

C. Personnel

- I. UPSIDA Kanpur shall coordinate with a single point of contact (Event Manager) who shall be responsible for the entire event.

D. Support Facilities

- I. During the scheduled event from 27th January 2025 to 26th February 2025 with the Venue expected to be handed over in time.
- II. The Bidder selected shall be responsible for all the expenses related to the event. This shall include, but not limited to, the cost involved in fabrication to dismantling of the stalls, all costs associated with the operation & running of the stall.

E. Miscellaneous Requirements

1. All officers must make an on-site inspection of the locations where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the Bidder of his obligation to carry out the scope of the Contract.
2. The Bidder shall indemnify and hold harmless UPSIDA Kanpur and its officers, employees, agents and instrumentalities from any and all liability, losses or damages arising of this engagement.
3. If during this period any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the Bidder and UPSIDA Kanpur shall not be liable for any such claims. The Bidder would be responsible for the payments arising out of any Third-Party claims. The Bidder is advised to procure insurance for meeting such liabilities at his own cost.

Note 1: The stall site/s must be cleared of any trash, after the closure of the project.

Note 2: The applicants must quote in the ‘Financial Selection of Agency for Installation of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025’ (BOQ, to be submitted in hard copy as per BoQ) the cost for the scope of work listed above. The cost of transportation, manpower and any other direct or indirect cost must be factored in. The fees quoted must be exclusive of GST.

Note 3: Payment shall be made accordingly based on the actual utilization of the services. The department reserves the right to not issue a work order at the last moment due to any change.

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Note 4: For installation purposes in the event, it is advised to use the products/equipment's that are of genuine make.

Additional Terms & Conditions

Note 5: *Insurance & Indemnity*

The Bidder shall be responsible for all injury or death to persons, animals or things, and for all damage to property which may arise from the operation or neglect of himself or any employee of either, whether such damage or injury arises from carelessness, accident or any other cause whatever in any way connected in the carrying out of this Contract. The Bidder shall indemnify UPSIDA Kanpur and hold it harmless in respect of all and any expenses arising from such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury and damage under any Act of any Legislature of otherwise and also in respect of any award of compensation or damages consequent upon such claims.

The Bidder shall indemnify the UPSIDA Kanpur against all claims which may be made against the Authority by any member of the Public or third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expenses arrange to effect and maintain, until the completion of the Contract, with an approved offices, a Policy of insurance in the name of UPSIDA Kanpur and the Bidder against such risks and deposit such policies with the authority representative during the Contract. The Bidder will also similarly indemnify UPSIDA Kanpur whether under the Workmen's Compensation Act or play other statute in force during the Contract or at Common Law in respect of any Employee of the Bidder and shall at his own expense effect and maintain, until the completion of the Contract, with an approved office, a Policy of Insurance in the joint name of the UPSIDA Kanpur and the Bidder against such risks and deposit such policy or policies with the authority representative from time to time during the currency of the Contract.

The Bidder shall be responsible for any liability which may be excluded from the Insurance Policies above referred to and also for all other damages to any person, animal or property arising out of incidental to the negligent or defective carry in out of this Contract. Bidder shall also indemnify the UPSIDA Kanpur in respect of any cost, charges or expenses arising out of any claims or proceeding and also in respect of any award of compensation and damages arising there from.

Note 6: *Assignment and Subcontracting*

Bidder shall not assign or transfer this contract or part thereof to any other party without written consent of UPSIDA Kanpur. For the liabilities under this Bid, the Bidder will be considered as a solely liable for delivery of all the components of the bid and scope of work.

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Note 7: Permits and Licensing

The Bidder shall be responsible for obtaining all licenses and permits as required from the respective agencies and shall also be responsible for any fees associated with obtaining the necessary licenses and permits.

In addition to the above scope of work, the Bidder will also be responsible for the on-ground end-to-end setup, on-ground support and facilitation for each element/aspect of the scope of work.

6 POINT OF CONTACT:

U P State Industrial Development Authority
UPSIDA Complex, A-1/4, Lakhanpur, Kanpur -208024; E-mail, bppc@upsida.co.in
Contact no- 9899851965/9182465664

7 ENGAGEMENT PERIOD:

The duration of the engagement would start from the date of the event as mentioned in the RFP and submission of the post-event report.

8 INSTRUCTION TO BIDDERS

A. General

a. Important Instructions for the Selected Bidder:

1. The descriptive items enlisted in the scope of work in this RFP are only indicative, and it shall be the duty of the Bidder to anticipate the extra requirements if any, of the event like refreshments, incidental costs on decoration, theme execution, etc. depending on the theme plan of the bidder. The Bidder shall quote the corresponding cost accordingly.
2. While above requirement has been worked out taking into consideration the event planned so far, the requirements are not fully finalized, hence UPSIDA may increase or decrease the number of items as per actual requirement.
3. A committee will be constituted, or an officer will be designated by UPSIDA to approve any additional work that the selected agency needs to accomplish over and above the given scope of work. The selected agency must ensure that all such additional activities are carried out only after approval of the said committee/officer.
4. The selected agency upon request of UPSIDA, in certain cases, has to provide original third-party bills or quotations in support of the expenditure incurred by them on actual basis.
5. The Bidder is required to submit a financial proposal based on the Bill of Quantities (BoQ) attached with this document & must align with the scope of work outlined in this RFP and reflect the agreed-upon elements for the project.

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b. Scope of Proposal:

1. Detailed description of the objectives, scope of services and other requirements relating to services are specified in this RFP. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2. Bidders are advised that the selection of agency shall be on the basis of an evaluation, through the selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the UPSIDA decisions are without any right of appeal whatsoever.

3 The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Technical proposal shall be submitted in the forms at Annexures listed in this RFP and the Financial Proposal shall be submitted conditions . Upon selection, the Bidder shall be required to enter into an agreement with UPSIDA.

c. Conditions of Eligibility of Bidders: Any entity which has been barred by the Central/State Government in India or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal.

d. Intellectual Property Rights: UPSIDA shall remain the owner of all the conceptualized content, created, and implemented by the selected agency under this RFP. All intellectual property rights in the content whether in tangible or intangible form shall belong to UPSIDA and the selected agency has no right to assign, license, sell, or use any content conceptualized, created and implemented under this RFP and/or accompanying Agreement to any third party under any circumstances.

e. Confidentiality: Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising UPSIDA in relation to, or matters arising out of, or concerning the Selection Process. UPSIDA will treat all information submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. UPSIDA may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or UPSIDA.

f. Conflict of Interest: The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The Bidder and its affiliates shall not engage in activities that conflict with the interest of the UPSIDA under the contract and shall be excluded from the downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the Services under the ongoing contract. It should be the requirement of the contract that the Bidder should provide professional, objective and impartial advice and at all times hold UPSIDA

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interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Bidder shall not be hired for any assignment that would be in conflict with their prior or current obligations to UPSIDA, or that may place them in a position of being unable to carry out the assignment in the best interest of UPSIDA. Without limitation on the generality of the foregoing, Bidder shall not be hired, under the circumstances set forth below:

- (i) **Conflict between assigned works and services:** A Bidder that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing services related to those goods, works or services. Conversely, a Bidder concern hired to provide services for the said event and each of its affiliates shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.
 - (ii) **Conflict among assignments:** Neither Bidder (including their personnel and) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Service Providers.
 - (iii) **Relationship with Employer's staff:** Bidder (including their personnel and sub-vendors) that have a business or family relationship with such member(s) of the Employer's staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of; (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of Agency's work.
- f) Each Bidder shall submit a maximum of one (1) proposal for the assignment, in response to this RFP document. Any Bidder who submits more than one proposal for the assignment shall be disqualified.

Any Joint venture/consortium is not allowed.

9 EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit (EMD) for an amount of INR 1,20,000/- (Rupees One Lakhs Twenty Thousand only) through online transfer to the department must be paid as per the bank details mentioned in this RFP document.

EMD shall be returned to the unsuccessful Bidder(s) within a period of two months from the date of issue of 'Work Order' to the 'Successful Bidder'. EMD submitted by the 'Successful Bidder' shall be returned one week post the submission of Performance Security. EMD shall be forfeited if any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

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10 FORMAT AND SIGNING OF BIDS

The Bidder shall provide all the information as per this RFP document. The UPSIDA Kanpur will evaluate only those proposals that are received in the required format and are complete in all respects. The Bidder shall prepare the hard copy for the bid (Technical & financial)(in pdf format) and submit it to the UPSIDA office within due date & time. Each proposal shall comprise the following:

PART I SUBMISSION

- A. Scanned copy of online transfer of the Tender fee.
- B. Scanned copy of online transfer of Earnest Money Deposit (EMD).
- C. Covering letter in the format set out in appendix A.
- D. Power of attorney as per appendix B, authorizing the signatory of the proposal to commit the Bidder.

PART II SUBMISSION

- I. Technical proposal has to be submitted in a separate envelope marked as Technical Proposal as per the formats provided in this document.
- II. Financial proposal has to be submitted in a separate envelope marked as Financial Proposal as per the format provided in the form of ‘Financial quote in reference to the bill of quantities (BoQ)’ and marked as ‘Part ii submission – financial Bid.
- III. The Amount quoted in the Financial Bid (BoQ) must be exclusive of GST. Each page of the technical bid shall be numbered and signed by an authorized signatory of the Bidder.

11 SUBMISSION OF BID

The Bidder should submit their bids offline mode only (Hard copy as two stage bidding process) envelope marked as Technical & Financial. The Bid must be submitted in a Tender box as per the timeline mentioned in the document. Therefore, Bidder are advised to submit the bid well in time. The Bid submitted by the bidders will be opened by the BEC in front of the bidder representatives present as per the timeline mentioned.

The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures, etc. Being in a language other than English, a certified translation should accompany the documents as part of the RFP. All proposals and accompanying documentation will become the property of UPSIDA Kanpur and will not be returned. Once the bid submission date and time is over, the Bidder cannot submit their bids. The Bidder shall only be held responsible for any delay and whatsoever reason in submission of bids. The procedure for submission of bids is in offline mode. It means the tender documents in two envelope system marked as technical & financial bids must be submitted with all relevant documents in hard copy within due date and time at office

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address mentioned.

11.1 Late Bids

The Time indicated in the tender document be the time by which the bid submission activity will be allowed till the permissible date and time scheduled in the tender. Once the bid submission date and time is over, the Bidder(s) cannot submit his/her bids . Bidders are requested to submit their bid well in advance, so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/her bids are not submitted in time due to any reasons.

It shall be deemed that prior to the submission of the proposal, the Bidder has:

- 11.1.1 Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this RFP document.
- 11.1.2 Received all such relevant information as it has requested from the UPSIDA Kanpur, and.
- 11.1.3 Made a complete and careful examination of the various aspects of the project.

UPSIDA Kanpur shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

11.2 Withdrawal and Resubmission of Bids

Withdrawal: At any point of time, a Bidder can withdraw his/her Bids submitted offline before the bid submission end date and time. For withdrawing, the Bidder has to submit an application regarding the withdrawal of the bid in hardcopy to the department.

12 RECEIPT AND OPENING OF BID

Bidders are advised to submit their bids in ‘Two-Packet’ system with technical and financial bids separately in hard copy. **Please note that Financial (BOQ) must not be shared or quoted in the technical bid. The prices should be quoted in the Financial bid (BOQ) only.** On receipt of the bids, the technical proposals will be opened by the Bid Evaluation Committee (BEC) members in the Office of UPSIDA Kanpur.

The UPSIDA Kanpur will open bid, in the presence of Bidder’s authorized representatives who choose to attend **at UPSIDA Complex, A-1/4, Lakhanpur, Kanpur** on the date and time mentioned in the ‘Notice Inviting Tender’. The Bidder’s representatives who are present shall record their attendance on the attendance sheet. In the event of the specified date of bid opening being declared a holiday for the purchaser, the bid should be opened at the appointed time and place on the next working day. The Bidder’s names & the presence and other details as the purchaser at its discretion may consider appropriate, will be announced

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at the opening of the bids. The names of such Bidder not meeting the qualification requirement shall be notified subsequently. After the evaluation of the technical bids, the UPSIDA Kanpur shall notify those Bidder whose bids were considered non-responsive to the conditions as mentioned in this RFP document and not meeting the qualification requirements indicating that they did not technically qualify for selection as the Bidder for this project. The UPSIDA Kanpur will simultaneously notify to the bidders who were considered acceptable and have been shortlisted and opening of their financial bids. The UPSIDA Kanpur reserves the right to reject any proposal not submitted on time and which does not contain the information/documents as set out in this RFP document. To facilitate evaluation of proposals, the UPSIDA Kanpur may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.

13 EVALUATION

The criteria for prequalification, technical evaluation and selection of Bidder are set out under section eligibility criteria and evaluation methodology.

As part of the evaluation, the Part I – technical submission shall be checked for responsiveness with the requirements of the RFP document and only those proposals which are found to be responsive will qualify for financial opening.

PART I – Submission would be considered to be responsive if it meets the following conditions:

- I. The amount towards the Tender fee (online) and EMD (online) has been received on or before the proposal due date including any extension thereof.
- II. It is signed and marked as stipulated in clause ‘format and signing of bid and ‘submission of bid. It contains all the information and documents including scanned copy of online transfer receipts for the Tender fee document and EMD as requested in the RFP document.
- III. It contains information in formats specified in this RFP document.
- IV. It conforms to the bid validity period as set out in the RFP.
- V. It provides information in reasonable detail. (“reasonable detail” means that, but for minor deviations, the information can be reviewed and evaluated by the UPSIDA Kanpur without communication with the Bidder. The UPSIDA Kanpur reserves the right to determine whether the information has been provided in reasonable detail.
- VI. There are no inconsistencies between the proposal and the supporting documents.
- VII. The Bid should be properly indexed with page numbers.

A proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- I. Which affects in any substantial way, the scope, quality, or performance of the assignment, or
- II. Which limits in any substantial way, inconsistent with the RFP document, the UPSIDA Kanpur rights or the Bidder’s obligations under the work order, or
- III. Which would affect unfairly the competitive position of other Bidder

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presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in the section eligibility criteria and evaluation methodology.

Price bid of only those Bidders, who qualifies the technical parameters as mentioned in the documents shall be opened and evaluated. Evaluation shall be done based on the total price (exclusive of GST, as quoted in the BOQ) and evaluation will be done as per Least Cost Basis (L1) procedure laid down in the bid.

Evaluation of Proposals

UPSIDA shall open the Proposals on date, time and venue mentioned in Schedule of bidding Process in Section 1 of this RFP or thereafter on the Proposal Due Date, and in the presence of the Bidders who choose to attend. The Technical Proposal shall be opened first. The Financial Proposal shall be opened at a later stage at the time and venue mentioned in Schedule of bid.

Evaluation of Technical Bid

- (i) Constitution of Bid Evaluation Committee (BEC) - The evaluation of the Bid shall be carried out by Bid Evaluation Committee (BEC). The BEC will evaluate the tenders in two stages i.e. Technical & Financial.
- (ii) The Technical presentation shall be done to the Bid Evaluation Committee (BEC).
- (iii) Technical Bid should be analyzed and evaluated by Bid Evaluation Committee (BEC).
Technical Bid in the following conditions will be summarily rejected as being non-responsive:
 - a. Technical Bid of those Bidders, who do not meet the eligibility criteria.
 - b. Technical Bid unsigned and incomplete, not responding to the TOR fully and properly and those with less validity than that prescribed in the RFP.

Evaluation of Financial Bid

- (i) The financial Bid shall be opened by BEC of the Bidders who will qualified the technical parameters in the Technical Evaluation criteria. The Bid shall be opened in the presence of representative of the technically qualified Bidders who chooses to attend. The names of the Bidders and the proposed prices shall be read and recorded when the financial proposals are opened.
- (ii) The Bidders shall upload the Financials in the Commercial bid section of the Tender portal. It is mandatory to furnish the cost against all the particulars failing which the proposal shall be liable to be rejected. A separate financial sheet as per bid format has also been published along with the RFP. The same is to be used to submitting a commercial bid. Completely filled commercial bid pdf format shall have to be submitted . Evaluation will be done on the basis of total cost (excluding GST) quoted by the Bidder(s). If there are conditions attached to any financial Bid, which shall have bearing on the total cost, the Bid Evaluation Committee will reject any such Bid as non-responsive financial proposal.

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However, if the BEC feels it necessary to seek clarifications on any financial proposals, reg. Taxes, duties or any such matter, the BEC may do so by inviting responses in writing.

THE UPSIDA KANPUR RESERVES THE RIGHT TO REJECT ANY PROPOSAL, IF:

- I. At any time, a material misrepresentation is made or discovered; or the Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
- II. In the event of acceptance of the proposal of the preferred Bidder, the UPSIDA Kanpur shall declare the preferred Bidder as the successful Bidder. The UPSIDA Kanpur will notify the successful Bidder through a letter of intent (LoI) that its proposal has been accepted.

The successful Bidder shall be issued the work order on at the earliest.

14 PERFORMANCE SECURITY

Upon acceptance of Letter of Award (LOA) from the UPSIDA, the successful Bidder shall at its own expense furnish the Performance Security within a days from the date from signing the agreement, of an amount equal to 2% of the fee/Contract Value by way of Fixed Deposit Receipt (FDR)/Term Deposit Receipts (TDR) in favour of the UPSIDA for the due performance of the Contract. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Security shall be borne by the Bidder. The Performance Security shall be valid for three months post completion of the project satisfactorily. Subject to the terms and conditions in the Performance Security, at the end of 03 (three) months, the Performance Security may be discharged/ returned by the UPSIDA upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on the Performance Guarantee.

Failure of the successful Bidder to comply with the requirements of the clause performance security shall constitute sufficient grounds for the annulment of the Work Order/LoA and forfeiture of the EMD. In such an event, UPSIDA Kanpur reserves the right to:

- A. Either invite the next best Bidder to match the financial proposal of the successful Bidder or.
- B. Take any such measures as may be deemed fit in the sole discretion of the UPSIDA Kanpur, including annulment of the bidding process and blacklisting of the firm from the UPSIDA Kanpur for any future work.

Notwithstanding anything contained in this RFP document, UPSIDA Kanpur reserves the right to accept or reject any proposal, or to annul the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment.

The Bidding process shall be governed by, and construed in accordance with, the laws of India and the courts in Allahabad shall have exclusive jurisdiction over all disputes arising under, pursuant to and or in connection with the bidding process.

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15 PAYMENT

Payment to Selected Bidder

The Bidder shall raise the invoice as under for the payment of fee as under: -

Payment Schedule	% payable of Total Fees
Approval of overall design and layout	10% (post submission of Bank Guarantee of equivalent amount)
On handover of UPSIDA Stall and temporary accommodation facility to UPSIDA	20%
After successful completion of 15 days of event.	20%
On successful completion of event. i.e., after 26th February 2025	20%
Post completion of work and satisfactory report of UPSIDA	30 %

1. The payment as per the above schedule shall be made to the selected Bidder on completion of satisfactory performance (to be decided by UPSIDA) of all activities/roles/duties as per mutually agreed milestones up to the stage of the respective payment schedule.
2. UPSIDA will designate certain officers who will physically verify the work of agency. It will be the sole responsibility of agency to coordinate with the officers and should depute one dedicated personnel to coordinate with the concerned officer on day-to-day basis to verify each deliverable/ deployment (material or manpower)/ procurement etc. related to this RFP prior to carrying out such activities. The verification and recommendation (on quantity and quality of material used) of designated officer will be binding on agency.
3. The selected Bidder/agency will have to submit an Event performance report on successful completion of event.
4. As per income Tax rules, UPSIDA shall deduct income Tax at source from the bills payable to the successful Bidder.
5. GST will be deposited by agency. Agency has to register in Uttar Pradesh State if required, if not registered earlier.

16 ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

All Bidders complying with the criteria are eligible to participate in this tendering process.

Important: Since the characteristics of the job are special in nature and is being desired for a marquee event, the UPSIDA Kanpur will perform sufficient analysis & checks on the technical capability/credentials of the Bidder and comparison for each of the projects suggested by the Bidder. The evaluation will be finally based on the decision of UPSIDA Kanpur.

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17 TECHNICAL QUALIFICATION CRITERIA

PRE -QUALIFICAITON CRITERIA			
Sr.	Basic Requirement	Eligibility Criteria	Documents to be Submitted
1	Legal Entity	The Lead Bidder(s) should be a registered company in India under the Companies Act, 1956/ 2013 or LLP Act 1932/ Partnership/ Proprietorship firm and subsequent amendments. The lead Bidder/ Sole Bidder must be in existence from last 05 years in India.	Copy of Certificate of Incorporation/ Registration/ Partnership Deed. Copy of PAN Card. Copy of GST Registration.
2	Blacklisting	The Bidder(s) must not be debarred/ blacklisted by any Government body/ PSU/ any Municipal Board in India as on date of submission of the RFP.	To be submitted on ₹10/- non- judicial stamp paper, duly certified by the Notary public, as per given format.
3	JV/CONSORTIUM	NOT ALLOWED	
4	Similar Project Experience	The Bidder(s) must have performed at least one similar work of Event Management Services of with any Central Govt./ State Govt./ ULB/ PSUs in last 05years from the date of submission of this RFP.	Copy of Work order, Work Performance Certification, Agreement and the Copy of Completion Certificate.
5		The Bidder(s) must have not debarred or prosecuted under any law of India.	Self-Declaration on letter head.
FINANCIAL QUALIFICATION			
1	Turn over	The Bidder(s) should have achieved a Minimum Average Annual Financial Turnover (in equivalent temporary structure, event management, related work etc.) of Rs. 50.0 Lakhs in last 3 Financial Year (2023-24, 2022-23 & 2021-22)	CA Certificate/ Audited Balance Sheet of last 3 Financial Years clearly stating turnover.
2	Net-worth	The Bidder(s) must have a positive Net-worth in last two years.	The Net-worth certificate must be issued by CA, duly certified and attested.

The Bidder(s) who fulfils the above qualification criteria will be considered eligible bidder Failure to comply with technical qualifications criteria’s shall render the Bidder ineligible. The technical and

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financial proposal of in- eligible bidder shall not be considered.

Note: Submission of forged documents will also result in summary rejection of the bid should comprise of the following sections:

1. TECHNICAL BID
2. FINANCIAL BID

The Bid must be submitted in two packet system as mentioned.

Prices should not be quoted in the technical bid. The prices should be quoted in the financial bid only.

18 EVALUATION AND METHODOLOGY

Tenders for this contract will be assessed in accordance with the Least Cost Based Selection (LCBS) system. All the tenders will be evaluated on the basis of the eligibility criteria.

Technical bids : The bids will be evaluated on the basis of the criteria mentioned in the document. Post evaluation of the technical bids, the bidders who will be qualified, the financial bid will be opened for those selected bidders only.

Evaluation of Financial Bid: The Financial Bids submitted offline as per the prescribed format by the technically qualified bidders will be open and the bidder who will quote the lowest amount will be declared as the successful bidder (L1). The Figures mentioned in the Financial Proposal) will be considered as final.

19 FRAUD AND CORRUPT PRACTICES

The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LoA and during the entire project duration. Notwithstanding anything to the contrary contained herein, or in the LoA, the UPSIDA Kanpur may reject a bid, withdraw the LoA, or terminate the association with the selected Bidder, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the UPSIDA Kanpur under the bidding documents and/or the LoA, or otherwise.

Without prejudice to the rights of the UPSIDA Kanpur under the clause ‘**fraud and corrupt practices**’ hereinabove and the rights and remedies which the UPSIDA Kanpur may have under the LoA, or otherwise if a Bidder, is found by the UPSIDA Kanpur to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding

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process, or after the issue of the LoA or the project duration, such Bidder(s) shall not be eligible to participate in any RFP or RFP issued by the UPSIDA Kanpur for a period of 2 (two) years from the date such Bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purposes of this clause ‘fraud and corrupt practices, the following Terms shall have the meaning hereinafter respectively assigned to them:

- A. **‘Corrupt practice’** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the UPSIDA Kanpur who is or has been associated in any manner, directly or indirectly, with the bidding process or the LoA or has dealt with matters concerning or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the UPSIDA Kanpur, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause ‘Performance Security’ (b) of this RFP, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LoA or during the project duration, as the case may be, any person in respect of any matter relating to the project or the LoA, who at any time has been or is a legal, financial or technical adviser of the UPSIDA Kanpur in relation to any matter concerning the project;
- B. **‘Fraudulent practice’** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;
- C. **‘Coercive practice’** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the bidding process;
- D. **‘Undesirable practice’** means (i) establishing contact with any person connected with or employed or engaged by the UPSIDA Kanpur with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and;
- E. **‘Restrictive practice’** means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the bidding process.
- F. **Unfair Competitive Advantage** Fairness and transparency in the selection process require that Bidders or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the request for proposals and all information would be made available to all short-listed Bidders together.

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20 ANNEXURE-1

TECHNICAL PROPOSAL
Letter of Proposal
(On Bidder’s letter head)

Dated:

The CEO,
UPSIDA
A-1/4, Lakhanpur
Kanpur-208024

Sub: Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during “Maha Kumbh Mela 2025”

Dear Sir,

1. With reference to your RFP document dated....., we, having examined the bidding Documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the UPSIDA any additional information it may find necessary or require to supplement or authenticate the bid.
5. We acknowledge the right of the UPSIDA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that we have neither failed to perform on any contract, as evidenced by judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.
7. We declare that:
 - A. We have examined and have no reservations for the bidding documents, including any Addendum issued by the UPSIDA.
 - B. We do not have any conflict of interest in accordance with the RFP document;
 - C. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the UPSIDA or any other public sector enterprise or any government, Central or State; and
 - D. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

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8. We understand that you may cancel bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We understand that, in case of any fact found false, the proposal shall be treated as cancelled even after the award of LoA.
10. We declare that we are not a member of any other firm submitting a Proposal for the Assignment.
11. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
12. We further certify that in regard to matters relating to the security and integrity of the country, we have not been chargsheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
13. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
14. We undertake that in case due to any change in facts or circumstances during the bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the UPSIDA of the same immediately.
15. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the UPSIDA in connection with the selection of the Bidder, or in connection with the bidding Process itself, in respect of the above mentioned Assignment and the terms and implementation thereof.
16. In the event of our being declared as the successful Bidder, we agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to a bid by the same.
17. We have studied all the bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the UPSIDA or in respect of any matter arising out of or concerning or relating to the bidding Process including the award of Concession.
18. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
19. We agree and understand that the Proposal is subject to the provisions of the bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
20. We agree to keep this offer valid for 90 (Ninety) days from the Proposal Due Date specified in the RFP.
21. We agree and undertake to bid by all the terms and conditions of the RFP document.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the Authorized signatory)
Name and seal of Bidder

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21 ANNEXURE -II

Particulars of the Bidder
(On Bidder’s letter head)

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed):
6. PAN (Copy to be enclosed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Worldwide presence:
10. Presence in India:
11. Total no. of employees:
12. No. of employees in Event Management services:
13. Details of contact persons:
14. Any other details:

Name:

Designation:

Contact tel. No.:

Mobile no.:

Fax no.:

E-mail id:

Postal address:

(Signature of Authorized signatory)

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22 Annexure III

Employees/Workers to be deputed at UPSIDA Exhibition, Conference Area, UPSIDA Stall & Temporary Accommodation Facilities
(On Bidder’s letter head)

Sl. No.	Name	Present Designation	Number of years in Payroll of the Bidder	Proposed Position	Task Assigned
1.					
2.					

We undertake that the team members as mentioned above shall remain with the assignment till the completion of assignment. Any change in the above composition of personnel shall not be made without prior permission of UPSIDA. We further undertake that we shall employ sufficient number of personnel during/ prior to the event for successfully delivering the project. The details of such personnel shall be shared with UPSIDA as and when requested.

Name & signature of the authorized signatory

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23 ANNEXURE-IV

Draft Agreement

This agreement is made this ____ day of ____ 2025 at Prayagraj between _____ (name of the Event Management Company selected through the bidding process against the RFP dated _____ for “Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities at Maha Kumbh Mela 2025, Prayagraj”) referred to as the “First Party”, which expression shall include his heirs, executors and administrators/ their successors and UPSIDA , BPPC Cell, A-1/4, UPSIDA Complex, Lakhanpur, Kanpur-208024, referred to as the “Second Party” through its CEO, hereinafter include his successors and assignees.

That WHEREAS the First Party will provide Event Management services to UPSIDA, in accordance with all the terms and conditions contained in the Tender RFP dated _____ and also the terms and conditions contained in the subsequent corrigendum and Work Orders to be issued by the Second Party to First Party and the same shall be binding on the First Party and shall be the integral part of this agreement.

IN WITNESS THEREOF THE ABOVEMENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS _____ DAY OF _____ TWO THOUSAND AND TWENTY-FOUR.

Conditions of Tender /Agreement

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- a. "The Contract" means the agreement entered into between the UPSIDA and the selected agency , as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
 - b. "The Contract Value" means the fees to the Agency under the Contract for the full and proper performance of its contractual obligations.
 - c. "Services" means services required to be provided by the Agency covered under the Contract.
 - d. The Agency shall permit UPSIDA to inspect the Agency’s accounts and records relating to the performance of the Agency and to have them audited by independent auditors appointed by UPSIDA, if so decided.
2. The Agency shall be responsible for completely supervising and directing the setup stall, conference area and exhibitors display using best skills and attention.
 3. The Agency shall be responsible for complete management and maintenance of the temporary stay facilities using the best skills and attention.
 4. UPSIDA shall coordinate with a single point of contact (Event Manager) who shall be responsible for the entire event.

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5. If during this period any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the agency and UPSIDA shall not be liable for any such claims. The Agency would be responsible for the payments arising out of any Third-Party claims. The Agency is advised to procure insurance for meeting such liabilities at his own cost.
6. Payment shall be made accordingly based on the actual utilization of the services. The department reserves the right to scrap the tender process at any stage due to unforeseen reasons.
7. The tender will not consider if material misrepresentation is made or discovered, or the Agency does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.
8. In the event of acceptance of the proposal of the preferred agency, the UPSIDA will declare the preferred Agency as the successful Agency. The UPSIDA will notify the successful Agency through a letter of Allotment (LoA/Work Order) that its proposal has been accepted.
9. Back up of all equipment must be available with no time delay, in case of any failure/fault payment will be deducted accordingly.
10. Contract will be valid for 90 days for One time for event on 27th January-26th February 2025.
11. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
12. If the agency fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the UPSIDA shall enforce the full amount of the Performance Security.
13. In case any service/ item is not provided by the successful Bidder, the expenses paid by UPSIDA to get the service/ item rendered by any other vendor will be borne by the successful Bidder.

14. Termination for default:

The UPSIDA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service provider, terminate the Contract in whole or part:

- a. if the Service provider fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the UPSIDA; or
- b. if the Service provider fails to perform any other obligation(s) under the Contract.
- c. If the Service provider, in the judgment of the UPSIDA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the UPSIDA terminates the Contract in whole or in part, the UPSIDA may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Service provider shall be liable to the UPSIDA for any excess costs for such similar Goods or Services. However, the Service provider shall continue the performance of the Contract to the extent not terminated.

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15. Force Majeure:

a. Definition

- (i) For the purposes of this assignment, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (ii) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of the Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (iii) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- (iv) The UPSIDA will decide the eventuality of Force Majeure which will be binding on both parties.

b. No breach of Agreement

The failure of a Party to fulfil any of its obligations shall not be considered to be a breach of, or default under, the Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Agreement.

c. Measures to be taken

- (i) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder with a minimum of delay.
- (ii) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such an event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (iii) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

d. Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Event Management Agency shall be entitled to be reimbursed for costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period. Such expenses will be approved by UPSIDA. The Agency will have to provide proper justification and certificate from their auditors for such expenses on the format as may be decided by the UPSIDA.

e. Consultation

Not later than thirty (30) days after the Agency has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

16. Settlement of Disputes:

- (i) The UPSIDA and the Service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- (ii) If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the UPSIDA or the Service Provider may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, specifically, defined therein, and no arbitration in respect of this matter, shall be commenced unless such notice is given and served. The Arbitration proceedings shall be commenced by a Sole Arbitrator to be agreed by both the parties, on failure the parties either party may invite three names from the President, Indian Council of Arbitration, and parties may agree to any of the name mentioned in the list, on failure it will be open for the parties to approach, as per the provision of section 11 of the Arbitration and Conciliation Act 1996 (as amended by Act No. 03 of 2016). The Service Provider shall initially bear the cost of the Arbitral Tribunal, unless it is decided by the Arbitral Tribunal under section 31(8) read with section 31A of the Act.
- (iii) All disputes shall be subject to the High court, Allahabad of Judicature, Uttar Pradesh.

17. Indemnity

The Agency shall indemnify and hold harmless the Authority and its officers, employees, agents and instrumentalities from any and all liability, losses or damages arising from this engagement.

18 Award of Work

After selection, a Letter of Award (the “LOA”) shall be issued by the UPSIDA to the Selected Bidder the detailed bill of quantity thus submitted must be in accordance with the scope of work given in this RFP and should be in the prescribed format as per Appendix IV of this RFP. and the Selected Bidder(shall, within a working days of the receipt of the LOA accept the same. In the event of non-receipt of acceptance of the LOA by the Selected Bidder by the stipulated date, the UPSIDA may, unless it consents to extension of time for submission thereof, forfeit the bank guarantee submitted for empanelment in UPSIDA of such Applicant, and the next eligible Bidder may be considered.

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

19 Penalty Clause:

If the progress of assignment is found to be non-satisfactory or delayed at any point of time, UPSIDA reserves the right to impose penalty as per the decision by the committee. The total penalty shall not exceed 10% of total contract value.

20 Liquidated Damages

- (i) If the Agency fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the UPSIDA shall enforce the full amount of the Performance Security.
 - (ii) In case any service/ item is not provided by the successful Bidder, the expenses paid by UPSIDA to get the service/ item rendered by any other vendor will be borne by the successful Bidder.
21. The Agency shall comply with all the applicable statutory provisions with regard to environment protection and general public during execution of the Contract including at the time of the Event.
22. During the scheduled event from 27th January 2025 with the Venue expected to be handed over in time.

Authorized Signatory of “First Party”
Signature:
Name and Address

Authorized Signatory of “Second Party”
Signature:
Name and Address:

Witness for “First Party”
Signature:
Name and Address

Witness for “Second Party”
Signature:
Name and Address:

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

24 ANNEXUR V

Undertaking of non-blacklisting of Bidder by any Government or their agency

(On Rs. 10/- Non-Judicial Stamp Paper)

We undertake that our organization _____ (Name of the Bidder has not been disqualified, blacklisted, terminated or debarred by any State/Central Government or any agencies thereof in last five years.

Name & signature of the authorized signatory

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

25 Annexure VI-

Power of Attorney for signing of bid

Know all men by these presents, We, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr./Ms. son/daughter/wife of and presently residing at, who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Selection of Agency for Installation and Management of UPSID Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS

..... DAY OF , 2025

Witnesses:

1

2

For (Signature, name, designation and address)

Notarized

Accepted

58

..... (Signature, name, designation and address of the Attorney)

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

26 Annexure VII Financial Proposal

(To be submitted in a Separate Envelope along with BoQ)

To
Chief Executive Officer
U.P. State Industrial Development Authority
A-1/4, Lakhanpur, Kanpur.

Subject: Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

Sir,

We, the undersigned, offer to provide the services for Installation and Management of UPSIDA Exhibition & Temporary Accommodation facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025 with your Request for Proposal dated [Insert Date]. Our attached Financial Proposal for the assignment is as follows:

SI No	Details	Fees in INR (In figures and words) *
1	Total Amount of BoQ : (excluding GST and all other taxes and expenditure) for Installation and Management of UPSIDA Exhibition & Temporary Accommodation facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025.	
2.	Total Amount (Rs.)	
	Quoted % Below/above the Estimated Cost.	

Notes:

1. This financial figure will be used for evaluation as per the details provided in this RFP.
2. The Bidders who quote the lowest will be selected as the successful bidder.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

Note: Financial proposal (quote) shall be given separately in an envelope marked as Financial Proposal.

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

27 Annexure VIII - (PART OF FINANCIAL PROPOSAL).

BoQ (Bill of Quantity)					
Sl. No.	Item Description	Unit	Qty	Rate	Total Amount including GST (In.Rs) for the period
A	German Hanger Size 15MX25M:-				
1	German made aluminium hanger covered with fire retardant and waterproof 850 GSM insulated pvc covers. Structure certified for high wind velocity and other structural safety parameters. Hanger Size should be 15MX25M.	Sq.mtr	375	449.00	1,68,375.00
2	Wooden platform across Exhibition Area	Sq.ft	4040	75.00	3,03,000.00
3	Designer Printed carpet across Exhibition Area	Sq.ft	4040	10.00	40,400.00
4	Cloth Draping pelmet and wall framing with emergency exit.	Sq.mtr	225	12.00	2,700.00
5	Thematic Cloth ceiling.	Sq.mtr	375	12.00	4,500.00
6	Fire Extinguisher 5kg. DCP, or 4.5 kg CO2 type good quality and make, ISI approved.	Job	20	200.00	1,20,000.00
B	Confrence ARRANGEMENT INSIDE GERMAN HANGER AREA:-				
7	P3 Physical Resolution 166X156 (1 No. 10 ft x 8 ft))	sqft	80	120.00	2,88,000.00
8	Seamless Switcher/Scaler(Kramer/ Extron)	Nos.	1	2,360.00	70,800.00
9	Playback Machine	Nos.	1	1,500.00	45,000.00
10	Nova Star switcher	Nos.	1	2,000.00	60,000.00
11	Fiber optic	RnMtr	200	15.00	90,000.00
12	HDMI	RnMtr	200	10.00	60,000.00
13	Watchout server as per requirement	Nos.	1	9,400.00	2,82,000.00
14	LED HD 42 inch with self-stand	Nos.	2	2,000.00	1,20,000.00

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

15	HIRING & FIXING OF SOUND SYSTEM Temporary providing installing & testing of sound system one day prior the event as per along with below mention details. Full range(line array- JBL,L acoustic, DMB, Adamson) box type speaker 1 HZ to 240 KHZ	Nos.	1	5,900.00	1,77,000.00
16	CDJ 2000 Mixer	Nos.	1	2,250.00	67,500.00
17	SHURE-SM58	Nos.	1	271.00	8,130.00
18	Podium Mic	Nos.	2	543.00	32,580.00
19	Sound Mixer - PM7, CL5, VI 3000, digico	Nos.	1	5,000.00	1,50,000.00
20	Providing & Making of Executive Lounge for VVIP (Swiss Cottage) with air conditioning wooden flooring, side walls of Ply, concealed ceiling light and drapery curtain sofa sets, coffee table, entrance gate as required inside lounge. Approximately size 15 x15 ft. with attached separate bathroom of size 5 ft. x 2.5 ft. approximately as per approved by officer-in-charge.	Nos.	1	60,000.00	60,000.00
21	EXHIBITION STALLS ON HIRE BASIS (05 Days) Providing and fixing of octanorm Stalls with Facia name including all T & P, labour for proper fixing of it as per direction of officer-in-charge.	Sqm	90	271.00	1,21,950.00
22	Providing & Fixing of VVIP Leatherette sofa set of SS Frame & legs including proper cleaning and positioning (Two-Seater) as per approved by officer-in-charge.	Nos.	50	1,000.00	15,00,000.00
23	Providing & Fixing of Banquet chair with cover & Bow including proper cleaning and positioning as approved by officer-in-charge.	Nos.	250	46.00	11,500.00
24	Providing & fixing of PVC Chair including proper cleaning and positioning as approved by officer-in-charge.	Nos.	250	20.00	5,000.00
25	Providing & fixing Prefabricated Coffee table of 2 ft. x 2 ft. size as approved by officer-in-charge.	Nos.	50	425.00	21,250.00
26	FLOWER DECORATION ON SUPPLY BASIS Exotic Fresh Flower Decoration on Main Stage	Job	35	11,500.00	4,02,500.00

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

	with floral garden on LED, Podium, Garden décor on dais and stage front area.				
27	Flower Basket assorted of carnation/ roses wrapped in paper/ crepe packing VIP/VVIP	Nos.	50	590.00	29,500.00
28	Flower Basket assorted of mixed flowers wrapped in paper/ crepe packing VIP/VVIP	Nos.	50	220.00	11,000.00
29	Mixed Plant with Planters on rental basis	Nos.	100	54.00	5,400.00
30	Deepdaan on rental basis with consumables like oil/ghee & cotton batti etc.	Nos.	2	480.00	960.00
31	BRANDING WORKS AND ITEM ON HIRE BASIS Providing & Fixing of Flex of required size as cut-out on Iron Frame tubular member.	sqft	5000	35.00	1,75,000.00
32	Fabrication, Installation, Maintenance and Uninstallation of Customised polyester flags rectangular in shape with printing on both sides of approximate size 8ft x 1.5 ft at Mela Area. Flag Poles shall be required to be of Mild Steel (MS) Pipes, primed and printed silver with 'T' structure for bunting on top of poles for flag. The themes and designs of the flags shall be approved by the authority prior installation for mela duration.	Nos.	10	1,180.00	11,800.00
33	PHOTOGRAPHY & VIDEOGRAPHY ON HIRE BASIS Arrangement for audio video recording of the event. AV recording for the entire venue including manpower, equipment with all necessary equipment's such as trolleys, overhead crane including setting of control room for editing including power supply as per their requirement in a fixed & movable location to cover the entire event with sufficient manpower & cameras & submission of the edited recording along with raw data as per the requirement Digital Photography - Agency to Arrange the digital photo shoot for entire event agency to shoot and compose the photo about event date wise. Agency to submit soft copy composed as well as raw data by way of pen drive/hard drive with labelled date on drives and Karisma/Offset album of size 12"x15" with 200 no's of photo Per day for eight hrs.	Nos.	30	15,000.00	4,50,000.00

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

34	P4 Physical Resolution 156X156 - 1 No. 10ft x 8 ft	sqft	80	113.00	2,71,200.00
35	T-truss 400 mm Aluminium	RnFt	1500	110.00	1,65,000.00
36	HIRING OF ELECTRICAL ITEMS Temporary Providing & erecting various types of light fixture, fan, power plug, lights etc. including various fixtures controlled from sub distribution, board/ panel including wire/DB/SB to fixtures, including wire pipes, necessary hardware materials & labour as per direction of engineer in charge. The agency must ensure safety and security by protecting covering all the panel/ distribution boards, wire, etc. from the general public without fail. Load Distribution Panel and automatic changeover with adequate capacity as required for power distribution main and sub distribution in event, cabling to be drawn with use of wire manager as required as per direction of officer- in-charge.	Kw	10	271.00	81,300.00
37	HIRING OF LIGHTING ITEMS Temporary providing installing & testing of light system one day prior the event as per along with below mention details LED Light parcan 10 watts 360-degree ultra-high beam PR water proof. Shock Proof	Nos.	45	220.00	9,900.00
38	Flood Led 400 w Blender with Dmax PR water proof shock proof	Nos.	10	270.00	81,000.00
39	Profile spot	Nos.	4	641.00	76,920.00
40	Dimmer Box	Nos.	40	271.00	10,840.00
41	5 Amp Plug	Nos.	40	50.00	2,000.00
42	15 Amp Plug	Nos.	41	65.00	2,665.00
43	Controller- Minimum Avolite Arena Controller	Nos.	5	961.00	4,805.00
44	Providing and fixing of Dustbin 100 Litr	Nos.	10	95.00	28,500.00
45	Providing Vacuum Cleaner with operator on hire basis	Nos.	3	1,357.00	1,22,130.00
46	Provision of Male Housekeeping Staff for 8 Hours shift	Nos.	10	900.00	2,70,000.00

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47	Provision of Female Housekeeping for 8 Hours shift	Nos.	10	850.00	2,55,000.00
48	Provision of Housekeeping Supervisor for 8 Hours shift	Nos.	2	1,500.00	90,000.00
49	Consumable Items required for housekeeping service for one event	Nos.	30	4,071.00	1,22,130.00
50	Insecticides- (Pre & During event entire venue) Providing and spraying (Fogging) insecticides to all area for making venue non-allergic, odourless, nontoxic VOC free, non-carcinogenic and earth friendly clear on regular basis for everyday and whenever required right from beginning of mobilisation to last minute of event. Agency need to do fogging minimum three to four time daily during evening period. Agency need to keep minimum two fogging machine in working condition onsite is a part of scope of work	Job	30	7,000.00	2,10,000.00
51	HIRING OF Security & Fire Services CCTV Camera With recording and TV Display	Nos.	20	800.00	4,80,000.00
52	Fire Marshal for 8 Hours shift	shift	300	1,500.00	4,50,000.00
53	Supply of Water Bottles packed 200 ml with ISI & FSSAI mark	Nos.	5000	6.00	30,000.00
54	HIRING OF MANPOWER SERVICES Provision of Male Usher for 8 Hours shift	shift	210	1,000.00	2,10,000.00
55	Providing & arranging of announcer well dressed and well fluent in both Hindi & English Language for entire event	Nos.	2	4,200.00	2,52,000.00
56	Tentage work				-
57	Providing & Making of Executive VVIP (Swiss Cottage) with wooden flooring, side walls of Ply, concealed ceiling light and drapery curtain sofa sets, coffee table, entrance gate as required inside lounge. Approximately size 24 x24 ft. with attached separate bathroom of size 5 ft. x 2.5 ft. approximately as per approved by officer-in-charge. VVIP rooms (Mattersses, Pilow, Blankets, Side Tables, Sofa, with complete washroom, geazer, blower, mirror, cupberd,Room Heater/blower,Extention board,Hot Water in Bathroom,Mattress, bed sheet, Rajai, Pillow (Bed set))	Nos.	10	60,000.00	6,00,000.00

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58	Providing & Fixing of Complete Balli Barricading inside & outside as arrangements of security & seating plan, height of barricading must be approximately 8 ft. fitted with proper cloth covering by as per direction of officer-in-charge.	RFT	100	40.00	1,20,000.00
59	Providing & fixing of Waterproof Pandal with ceiling (MS Pipe) with clear span of 18ft and 30ft centre height including all T & P, labour for proper fixing of it as per direction of officer-in-charge. For Dormitory	Sqft	4000	30.00	1,20,000.00
60	Providing & fixing of Waterproof Pandal with ceiling (Dome Structure) MS Pipe with clear span of 70ft and 20ft centre height including all T & P, labour for proper fixing of it as per direction of officer-in-charge. For dinning & Kitchen	Sqft	4000	50.00	2,00,000.00
61	125KVA (Genset with fuel for 8 hours shift)	Per Shift	90	15,000.00	13,50,000.00
62	Providing, Printing & Installation of Flex gate on iron frame and 3d Sun board and vinyl as per the design approved by the officer-in-charge (measurement to be done as per print area)	sqft	600	65.00	39,000.00
63	Breakfast including water	Pax	50	245.00	3,67,500.00
64	Lunch including water	Pax	50	500.00	7,50,000.00
65	Evening Tea & Snacks including water	Pax	50	245.00	3,67,500.00
66	Dinner including water	Pax	50	500.00	7,50,000.00
67	Hospitality Staff	Unit	10	1,500.00	4,50,000.00
68	Standard Portable Toilets with Sanitation Facilities (Portable toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.) size of -9 ft x 9 ft for dinning & Kitchen	No.	5	2,950.00	4,42,500.00
69	Standard Portable Toilets with Sanitation Facilities (Portable toilets with washbasins, mirrors, hand sanitizers, and proper drainage for waste disposal.) size of -9 ft x 9 ft for dormitory	No.	5	2,950.00	4,42,500.00

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

70	HIRING OF ELECTRICAL ITEMS Temporary Providing & erecting various types of light fixture, fan, power plug, lights etc. including various fixtures controlled from sub distribution, board/ panel including wire/DB/SB to fixtures, including wire pipes, necessary hardware materials & labour as per direction of engineer in charge. The agency must ensure safety and security by protecting covering all the panel/ distribution boards, wire, etc. from the general public without fail. Load Distribution Panel and automatic changeover with adequate capacity as required for power distribution main and sub distribution in event, cabling to be drawn with use of wire manager as required as per direction of officer- in-charge.	Kw	10	271.00	81,300.00
Total Amount with GST					1,42,01,535.00
GST @18%					21,66,335.85
Total Amount without GST					1,20,35,199.15

Note : The Bidder will have to quote the amount (Below(-)/Accesss(+)) of the estimated total cost both in amount & in Percentage (%).

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

28 Annexure IX-

CHECK LIST

S.No	Particulars	Remarks
1.	Tender Fee (Online Transfer Receipt)	(Yes/No)
2.	Earnest Money Deposit (Online Transfer Receipt)	(Yes/No)
3.	Annexure -I (Letter of Proposal)	(Yes/No)
4.	Annexure-II (Particulars of the Bidders)	(Yes/No)
5.	Annexure -III (Employee/Worked Deputed as UPSIDA Event area)	(Yes/No)
6	Annexure-V (Undertaking of Blacklisting)	(Yes/No)
7	Annexure -VI Power of Attorney (Financial Proposal)	(Yes/No)
8	Annexure-VII Financial Proposal	(Yes/No)
9	Annexure -VIII (BoQ)- Part of Financial Proposal	(Yes/No)
10	Copy of Certificate of Incorporation/ Registration/ Partnership Deed. Copy of PAN Card. Copy of GST Registration.	(Yes/No)
11	Turnover Documents duly certified by the Statutory Auditors	(Yes/No)
12	Documents supporting similar nature of Work (Completion Certificates/Letter of Award or other relevant documents issued by the Department)	(Yes/No)
13	Self-Declaration of not debarred or prosecuted under any law of India.	(Yes/No)
14	Signed & Stamped RFP by Authorized Signatory of the Bidder.	(Yes/No)

Selection of Agency for Installation and Management of UPSIDA Exhibition & Temporary Accommodation Facilities during Kumbh Mela 2025” at Prayagraj from 27th January to 26th February 2025

THE END