



GUJARAT NATIONAL LAW UNIVERSITY
(Established Under Gujarat Act No.: 09 of 2003)

**Notice Inviting Tender for Selection of an Event Management
Agency for Convocation Ceremony**

Tender Notice No: PC- 01/2025

Date: 15/04/2025

SHORT TENDER NOTICE

Name of work: Event Management Agencies/Firms & Companies to provide logistics support for setting up convocation venue i.e., event décor, event branding, videography, photography, led screens set up & sounds, event day related work and other associated facilities for organizing the 15th Convocation of Gujarat National Law University to be held on **26th April 2025**.

BID ISSUE DATE	April 15, 2025
FORM OF TENDER	Open
LAST DATE OF BID SUBMISSION	21/04/2025 up to 05:00 PM

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REGISTRAR
Gujarat National Law University

Notice Inviting Tender for Selection of an Event Management Agency for Convocation Ceremony

Tender Notice No: PC- 01/2025 Date: 15/04/2025

Tender document can be downloaded from <https://tender.nprocure.com/> by any interested eligible vendor. Technical and Financial bids are invited from the eligible firms/ companies working in the field of Event Management Agencies/Firms & Companies to provide logistics support for setting up convocation venue i.e., event décor, event branding, videography, photography, led screens set up & sounds, event day related work and other associated facilities for organizing the 15th Convocation of Gujarat National Law University to be held on 26th April 2025 as per the eligibility criteria mentioned in the tender document. The details of work are given below:

1.DETAILS OF THE TENDER & KEY CALENDAR EVENTS

1	Tender Notice No.	PC-01/2025
2	Tender Inviting Authority	Registrar, Gujarat National Law University
3	Name of the Project	Providing Event Management Services for 15 th Convocation of Gujarat National Law University.
4	Start of Issuance of Tender	Start of Issuance of Tender 15/04/2025 on https://tender.nprocure.com/
5	Pre-bid meeting	17/4/2025 at 11:30 a.m. at GNLU
6	Last Date for online Submission of Technical and Financial bid	21/04/2025 up to 5:00 pm on https://tender.nprocure.com/
7	Last Date and Time for Submission of Tender fee, EMD and Physical copy of Technical bid document	21/04/2025 up to 5:00 pm
8	Opening of Primary Stage at GNLU, Gandhinagar	22/04/2025 at 11:00 am
9	Opening of Technical bid at GNLU, Gandhinagar	22/04/2025 at 11:30 am
10	Date and time for opening of financial bid	Will be intimated to eligible bidders
11	Estimated Cost	Rs. 9,00,000/- Approx.
11	Date of Completion of Setup & Penalty	One day before of Convocation Scheduled. If the setting up doesn't gets completed in all respect by the aforesaid date & time, then a penalty as per the decision of the University authority will be levied.

12	Technical Qualifying Criteria	Apart from other Eligibility Criteria and Terms & Conditions mentioned in the tender document, the bidder should have done at least one convocation event in the Universities/NLUs/IITs/IISERs/NITs/IIM/IIIT or other similar type of institutions in the last five years and having minimum annual average turnover of Rs. 50.0 Lakhs in the last three consecutive years. The firm who has experience in managing convocation events in Government will be preferred. In addition, vendors who have executed such large-scale events with senior level dignitaries as chief guest will have an added advantage.
13	Insurance	The successful bidder will have to take suitable Insurance for the entire setup having value not less than the awarded cost and the same to be submitted to the University before event.
14	Special condition	If any power failure / sound failure happens even for a moment due to failure of DG or UPS or due to insufficient diesel/operator or for the reason not mentioned here in then a penalty of 5% on the total amount of the work order, would be levied and if the failure prolonged beyond a minute, then the competent authority of Gujarat National Law University will fix a penalty deemed fit to them & the same would be binding on the contractor.
15	Other condition	If any additions and changes will be suggested. Company should provide with reasonable pricing in accordance with the market rates.
13	Place for submission of the bid proposal, the opening of technical & financial bid and Comprehensive Demo	Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba – 382426, Gandhinagar, Gujarat
14	Tender fees	INR 2,500/- (Non Refundable)
15	Earnest Money Deposit (EMD)	INR 27,000/-

Note: - Bidders should visit the university's website (<https://www.gnlu.ac.in>) for updates

INTRODUCTION

The Convocation ceremony is a special day in the academic life of students of Gujarat National Law University as after years of hard work and dedication, they get their hard-earned education degrees. It is the coming of age, the arrival of maturity and responsibility, which makes the heart go aflutter. Student dream of this grand day all their college life which is organized by Gujarat National Law University, every year. This year CONVOCATION is scheduled to be organized on **26th April 2025**. GNLU would like to engage the services of an event management agency to organize and undertake the entire arrangement of CONVOCATION 2025.

Gujarat National Law University invites interested parties to participate in this Request for Proposal (this "Tender") for bidding and selection process for the appointment of agencies/vendors for Event Management Services for 15th Convocation of Gujarat National Law University. Tender Documents can be downloaded from website www.nprocure.com. For view, download and any other updates regarding this Tender, kindly check <https://gnlu.ac.in/GNLU/Tender>. Tender Fee & EMD shall be paid along with online submission of Tender Documents shall be submitted before the due date along with the original documents. Bids shall be submitted online only at website: <https://www.nprocure.com>. latest by 21/04/2025. The hard copy of Technical Bid, DD for Tender fee and Earnest Money Deposit (EMD) shall be sent to the Registrar, Gujarat National Law University, and Gandhinagar through Registered Post/Speed Post/Courier/Physical submission on or before latest by 21/04/2025, 17:00 hrs.

The tender shall be addressed to The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar - 382426. The prescribed non-refundable tender fee, as mentioned in the tender document, should be sent by DD in favour of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the tender document will be available on above mentioned website.

1. INFORMATION TO BIDDERS

1.1 Submission of bids:

The bidder shall submit the Pre-qualification/Technical Bid in a separate sealed cover duly super scribed and these two sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. Financial Bid is not to be submitted in the physical form and it has only to be submitted online through web portal.

1.2 Overall bid evaluation process

The evaluation of bids shall be based on technical quality as well as financial considerations. A two-stage procedure, namely, a Technical Evaluation and a Financial Evaluation will be adopted for evaluating the bids as detailed in Section 2.7.

1.3 General Terms and Conditions

(1) Each bidder shall submit only one quotation.

(2) The bidder should submit the tender fee amount (non-refundable) of Rs. 2500/- (Rupees Two Thousand Five Hundred Only) & Earnest Money Deposit (EMD) for an amount of Rs. 27,000/- (Rupees Twenty Seven Thousand Only) in the form of Demand Draft from a Nationalized /Scheduled Bank, drawn in favour of Gujarat National Law University payable at Ahmedabad. Tenders submitted without EMD/Tender Fees will be disqualified.

1.4 Qualification criteria:

(1) The Bidder should have at least five years of experience in the field of Event Management Services and must have done at least one convocation event in the Universities/NLUs//IITs/IISERs/NTTs/IIM/IIT or other similar type of institutions in the last five years and having minimum annual average turnover of Rs. 50 Lakhs in the last three consecutive years. The firm who has experience in managing convocation events in Government will be preferred. In addition, vendors who have executed such large-scale events with senior level dignitaries as chief guest will have an added advantage.

(2) The Average annual turnover of the firm/agency for the last three financial years should not be below Rs. 50 lakhs.

(3) Bidder must provide all the details as mentioned in the Proforma for Technical Bid along with necessary documents wherever required.

(4) The firm/Agency shall have its Head Office located in Gandhinagar/Ahmedabad

1.5 Bid Preparation and submission

- (1) The proposals shall be submitted in English only.
- (2) The Proposal to be submitted shall have to be signed by the authorized signatories.
- (3) Bidders shall submit only one proposal and would stand disqualified if it takes part in more than one proposal.
- (4) Bidders should familiarize themselves with local conditions and take into account these conditions while preparing their Proposal.
- (5) Bidders shall bear all costs associated with the preparation and submission of their proposal including cost of site visits, if necessary.
- (6) All bids must be submitted online on <https://gnlu.nprocure.com> website.
- (7) The tender is a "Two Bid" document. The technical bid should be submitted online on <https://gnlu.nprocure.com> website. Also, the technical Bid should be submitted in a separate sealed envelope clearly indicating that it is a "TECHNICAL BID". The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) and Tender fees.
- (8) The cover of a Technical bid is to be placed in a sealed envelope and marked with the bidder's name. The tender document complete in all respects, as prescribed in the tender document, should be sent through registered/speed post/in person to the Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat, India on or before 21/04/2025 up to 5:00 pm. No tender shall be accepted after the last date and time fixed for the purpose.
- (9) The firm shall have to qualify the eligibility criteria on the basis of the documents to be submitted in Technical Bid for further short listing.
- (10) The sealed envelope of the bidders containing "Technical Bid" shall be opened as per the prescribed date and time.
- (11) Each envelop so prepared should clearly indicate the name and address of the firm to enable the 'Bid' to be returned unopened in case it is received "Late" or beyond due date whatsoever the reason.
- (12) The copy of the Technical bid should be a complete document with Index, appropriate page numbered and signed with the company seal on each page and should be bound as a volume.
- (13) The bids received after the prescribed deadline shall not be accepted.
- (14) The financial bid is required to be submitted online on <https://nprocure.com> website only. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- (15) Clarification to Bid document/ Pre-bid query:
Clarifications to bid document/ Pre-bid queries, if any, may be requested before pre-bid meeting scheduled on 17/4/2025 through email. Pre-bid query can be sent in the following format.

S. No.	Bid item reference No.	Nature of Query (Technical/ Financial/ General)	Query detail

(16) Amendment/Cancellation of Bid document:

Gujarat National Law University reserves the right to cancel bidding process at any time without assigning any reason thereof and without any obligation to the Bidders. The University may, if required, amend the bid document by issuing corrigendum/ addendum in writing and uploading in GNLU Website at any time prior to expiry of the deadline for submission of proposals. The corrigendum/ addendum so issued shall be binding on all the Bidders. The Bidders are required to visit the website periodically for all the updates. GNLU shall not be responsible for ignorance of the information by the Bidders.

Technical Proposal

While preparing the Technical Proposal, Bidders are expected to examine the bid document carefully. Providing inaccurate and incomplete information shall lead to rejection of a proposal. The Technical Proposal shall include all the information sought in prescribed formats along with the necessary supporting documents.

Financial Proposal

While preparing the financial bid, Bidders should strictly follow instructions provided for the same. Bidders must also take into account the requirements and conditions outlined in this bid document. Financial bid should provide costs, any other charges and applicable taxes in the prescribed format. The financial bid must be submitted as per the given format only. The submission of financial details in any other format other than the prescribed one will be disqualified. The rates quoted for the consumable/general items will not be considered for the calculation of the financial bid and the award of final contract. The rates are asked for reference purpose only. The University reserves the right to purchase or not to purchase from the selected bidder.

Validity of the Proposal

The Proposal and price offered therein shall have to be valid for 60 days from the last date for submission of the Proposal. Bids with shorter validity period would be treated as non-responsive. In case the University wishes to extend the validity period of the proposal, so shall be done through mutual consultation.

1.6 Opening of Bids

Upon expiry of the deadline for submission of proposals, the Technical Proposal shall be opened as per schedule mentioned in bid document. From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the University on any matter related to its Proposal, it should only be done in writing. Any effort by a firm to influence the University in the process of evaluation and/or comparison of its proposal or contract award decisions would result in rejection of the concerned Bidder's proposal.

Disqualification of Proposals

The Tendering Authority, at its sole discretion, and at any time during the processing of the Proposal, may disqualify any Bidder from the Bidding process if the Bidder has:

- Made misleading or false representations.
- Not submitted the required amount of EMD (Earnest Money Deposit) and Tender fees.

- Submitted proposal document which is non-responsive or not accompanied by required documentation as specified in this bid document.
- Submitted more than one proposal.
- Failed to submit a proposal in accordance with the terms and conditions of this bid document.
- Failed to submit a proposal where the validity of rate is not in compliance or due to any other reason that the University deems and sufficient to reject the proposal.

Code of Ethics

The University, as well as the Bidder, shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely “The Prevention of Corruption Act, 1988”, during the procurement or execution of such contracts. If the bidder(s) are found in Bid pooling, or act against law against fraud and corruption, then their firms may be black listed.

1.7 Evaluation of Bids

i. Preliminary Screening:

First, the envelope containing Tender fee and Earnest Money Deposit will be opened and if both are found in the prescribed manner, then second envelope containing Technical bid documents shall be opened. At any stage during the evaluation, if the EMD is found invalid, the respective Bidder's bid will be summarily rejected.

The Tendering Authority will then undertake a preliminary evaluation of the technical bid to check compliance with the stipulated eligibility criteria as laid out in this document. In doing so, it would examine the completeness of the bid and verify, if it is duly signed or not and also whether or not the bid is generally in order.

ii. Technical bid Evaluation:

The Bidder shall have to fulfill all the Prequalification Criteria. The submitted documents will be scrutinized along with the Technical bid in this phase of evaluation. Those bidders who do not fulfill the terms and conditions as specified in this tender or whose Technical bid is nonresponsive will not be considered. A bid may be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

a. Technical Evaluation

Each responsive proposal will be given a Technical Score (TS). The firms shall be given marks out of 100 for different parameters.

Technical Proposals of the Bidders would be evaluated for the clause-by-clause compliance of the technical specifications as mentioned in the Technical Evaluation of the Bid.

A Committee entrusted with the responsibility of technical evaluation would mark the proposals accordingly. The Technical Committee would have the right not to declare/explain the specific details of its evaluation scheme to the bidders, however the structure of Technical evaluation shall be broadly as follows:

TECHNICAL QUALIFICATION CRITERIA

Criteria	Proofs to be attached
Registered head office at Ahmedabad or Gandhinagar district	Registration Proof
Three Years of Experience along with 03 work orders of last three years from various Departments/Societies/PSUs etc. of Government of Gujarat/ Government of India	Documentary evidences to be produced
The minimum financial performance (Average Annual Turnover – AATO) of the any three (03) of last five audited Financial Year starting from 2019-20, 2020-21, 2021-22 ,2022-23, and 2023-24 should not be less than two Crore	CA certificate mentioning turnover from the said business
The bidder must have completed at least one event/program in any of the previous three financial years, with a value not less than one crore.	Work Order copy / Satisfactory reports from clients
The bidder must have experience in organizing at least one event where the Chief Minister or equivalent was the Guest.	Documentary evidences to be produced
The bidder must have experience in managing at least one National level event	Documentary evidences to be produced
The bidder should not have been Black-listed or proceeding underway by Government of India / Government of Gujarat/ any other state	An undertaking to this effect in the company's letterhead signed by authorized signatory to be submitted

TECHNICAL EVALUATION OF BID

Sr.N.	Criteria	Value/Parameters	Marks
1.	Experience	Minimum/ Maximum Marks	15/20
		3 Yr	10
		3 Yr < Value ≤ 5 Yr	15
		More than 5 Yr	20
2.	The minimum financial performance (Average Annual Turnover – AATO) of the any three (03) of last five audited Financial Year starting from 2019-20, 2020-21, 2021-22 ,2022-23, and 2023-24 should not be less than 50 Lakhs	Minimum/ Maximum Marks	15/20
		50 Lakhs	15
		50 Lakhs < Value ≤ 70 Lakhs	17
		More than 70 Lakhs	20
3.	The bidder must have completed at least one event/program in any of the previous three financial years, with a value not less than 20 Lakhs.	Minimum/ Maximum Marks	10/20
		Rs. 20 Lakhs	10
		Rs. 20 Lakhs < Value ≤ Rs. 50 Lakhs	15
		More than 50 Lakhs	20
4.	The bidder must have experience in organizing at least one event where the Chief Minister or equivalent was the Guest.	Minimum/ Maximum Marks	10/15
		1	7
		2 to 3	10
		More than 3	15
5.	The bidder must have experience in managing at least one National level event	Minimum/ Maximum Marks	5/10
		1	5
		2 to 3	7
		More than 3	10
6.	Registered office at Ahmedabad or Gandhinagar district	Marks	15
		Yes	15

In order to be eligible for financial evaluation at least 65 marks are to be obtained in the above technical evaluation from 100 Marks. The bidders obtaining less than 65 marks shall be declared as disqualified in the technical evaluation.

*Bidder must secure minimum mark in each criteria to technically qualify. GNLU reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change. Any time during the process of evaluation, GNLU may seek for clarifications from any or all Bidders.

b. Financial Evaluation:

The evaluation of the Financial bid will be of only those bidders who have qualified in the Technical Evaluation phase.

Terms and Conditions:

- **Scope of Work:** The appointed agency will be responsible for the comprehensive planning, organization, and execution of events as required by Gujarat National Law University (GNLU). This includes venue management, logistics, audio-visual arrangements, decor, and other relevant services.
- **Timely Delivery:** Timely and quality execution of events is a crucial condition of this contract. Failure to meet the deadlines may result in the cancellation of the work order by the Registrar, GNLU, without any obligation to provide reasons, and a new agency may be appointed.
- **Right to Terminate:** GNLU reserves the right to terminate the contract at any time if there is a breach of these terms and conditions or confidentiality. Breach of secrecy will result in legal action as deemed appropriate by GNLU.
- **Jurisdiction:** Any legal disputes arising out of this contract shall be subject to the jurisdiction of Gandhinagar only.
- **Familiarization:** The agency is expected to fully understand the scope and nature of the work before submitting a bid. Each page of the tender document must be signed and stamped by the bidder.
- **Financial Bid Opening:** Only those agencies that qualify in the technical evaluation will have their financial bids opened.
- **Additional Terms:** GNLU reserves the right to include additional terms and conditions in the work order to protect its interests.
- **Cost Exclusions:** The quoted rates should be exclusive of applicable taxes.
- **Compliance with Specifications:** The agency must deliver services as per the specifications and quantity decided by GNLU. Payments will be made proportionately based on the services provided.
- **Rate Validity:** The prices quoted will be valid for 60 days, with a possible extension based on mutual agreement.
- **Penalties:** GNLU will impose a 5% penalty on the total billing amount in the following cases of failure of providing the specified services or breach of any the condition(s) of the contract.
- **Financial Bid-Based Appointment:** The Agencies will be appointed based on financial bids. Work will be awarded based on the lowest rate.
- **Incorporation of Changes:** The agency must incorporate any suggestions or changes requested by GNLU at any stage of the event. The Bidder should reflect the ability to accommodate these modifications.
- **Delivery of Original Copies:** The agency must submit original copies of all creative materials, photographs, videos, and anything related to the event.
- **In-House Capabilities:** The agency must have in-house capabilities for event management, including access to the latest technology and equipment.
- **Time-Bound Execution:** Events must be executed within the time frames set by GNLU. Delays may result in penalties as determined by the Registrar, GNLU. The agency must keep GNLU informed of progress at every stage.
- **Payment:** Payment will only be made after satisfactory completion of the event, as certified by the competent authority at GNLU.
- **Error Rectification:** In the event of any errors or defects being discovered after the event, the agency must rectify them at its own cost, within the timeframe set by GNLU.
- **Right to Cancelled the order:** GNLU reserves the right to cancel the contract at any time, without

providing any reasons.

- **Non-Blacklisting Declaration:** The agency must provide an undertaking that it has not been blacklisted by any government or private organization.
- **No Advance Payment:** No advance payment will be made for the execution of work orders.
- **Contract Signing:** The successful bidder must sign an agreement within the specified time given by GNLU. Failure to do so may result in contract termination.
- **Purchaser's right to vary Quantities at Time of Award** ➤ The Purchaser reserves the right at the time of award of Contract to increase or decrease upto 25% of the quantity of goods and services specified in the Schedule of Requirements without any change in price or other terms and conditions.
- **Purchaser's Right to accept any Bid and to reject Any or All Bids** ➤ The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidders or Bidders of the grounds for the Purchaser's action
- **Insurance and medical facilities:** It is the responsibility of the agencies to ensure their staff and equipment against any exigency that may occur at site. Agencies will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. GNLU shall not be responsible for any such damages. Medical facilities (as per law) for professional including insurance of the professional on site will be provided by the agencies.
- **PERFORMANCE GUARANTEE**
The successful bidder shall have to submit a performance guarantee equivalent to 5% of bid amount within 3 days of issue of work order and is mandatory to be submitted before entering into agreement with GNLU Gandhinagar in the Favor of "Gujarat National Law University, Ahmedabad". No Interest shall be payable by GNLU, on Earnest money, Security Deposit or on any money's dues to the contractor
- **DECLARATION OF SUCCESSFUL BIDDER**
In case two or more bidders quote equal in financial bid, then the bidder having higher experience in the technical bid evaluation shall be declared successful and the process shall be at the discretion of the GNLU, Gandhinagar.

CORRESPONDENCE/ENQUIRY

All enquiries should be submitted to the following in writing by eMail before pre-bid meeting

The Registrar

Gujarat National Law University

Email – procurement@gnlu.ac.in

Annexure- 1 Profile of the Bidder:

1. Name & Postal address of Agency

Telephones Nos.:

E-mail:

Fax Nos. Mobile Nos:

2. Nature of Agency:

(Sole/Partnership/otherwise) Name & address of Partners or Directors or Owner

3. Details of Branches including addresses, telephonic contact no.

4. Type of firm:

(Proprietorship, partnership or company registered under company act)

5. GST No.:

6. PAN No.:

7. Experience details - (Enclose copies)

Sr. No.	Name of Firm/Or g.	Type of Firm/ Org. (Govt./PSU/Govt. Boards/Societies etc.)	Work-Tenure (Date/Month/Year)	
			Commenceme nt of work	End of Work
1				
2				
3				

8. Non-Blacklisting

(On company's letterhead)

Date:

To,

The Registrar,
Gujarat National Law University,
Attalika Avenue, Knowledge Corridor,
Koba, Gandhinagar - 382426,
Gujarat

I have thoroughly reviewed the Terms and Conditions outlined in the document for **[name of the document]**.

I/We hereby declare that our Company/Firm currently holds an unblemished record and has not been declared ineligible for corrupt or fraudulent practices, either indefinitely or for a specific period, by any University, Educational Institute, State or Central Government, or Public Sector Undertaking (PSU).

Furthermore, I/We declare that our Company/Firm is not blacklisted and has not been declared ineligible for reasons other than corrupt or fraudulent practices by any University, Educational Institute, State or Central Government, or PSU as of the date of Bid Submission.

If this declaration is found to be incorrect, then, without prejudice to any other actions that may be taken, my/our security deposit may be forfeited in full, and the tender, if accepted, may be cancelled.

Yours faithfully,
(Signature, name, and designation of the authorized signatory)
(Name and seal of the Bidder)

ANNUAL TURNOVER CERTIFICATE ISSUED BY THE STATUTORY AUDITOR

Location:

Date:

From (Name & Address of the Statutory Auditor)

To

The Registrar,

Gujarat National Law University

Attalika Avenue, Knowledge Corridor,

Koba, Koba (Sub P. O.),

Gandhinagar - 382426 (Gujarat).

Ref.:

Sir,

We hereby certify that the average annual turnover of M/s..... (Name of the bidder) is not Less than Rs. 50 Lakhs (Rupees Fifty Lakhs) during the last three financial years.

Sl. No.	Firm	2021-22	2022-23	2023-24	Average of all the three years
		Amount	Amount	Amount	
1					

Note: Please attach necessary support documents

Yours Sincerely,

(Signature of Authorized Signatory)

Name of the Authorized Signatory:

Seal

1. LETTER OF TRANSMITTAL

To,
The Registrar,
Gujarat National Law University,
Knowledge Corridor, Koba,
Gandhinagar, Gujarat 382426

Sub.: - Event Management Agencies/Firms & Companies to provide logistics support for setting up convocation venue i.e., event décor, event branding, videography, photography, led screens set up & sounds, event day related work and other associated facilities for organizing the 15th Convocation of Gujarat National Law University to be held on 26th April 2025.

Dear Sir,

Having examined the details given in the notice inviting qualification application and tender and the qualification documents for the above work, I/We hereby submit the qualification application documents (Eligibility Criteria) and the tender (financial bid) for the work duly filled.

1. I /We here by certify that all the statement made, and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I /We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I /We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

Name of work
List to be enclosed

Certificate form
List to be enclosed

I am / We are aware that the tender documents (Financial bid) will not be opened if I am / We are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

Annexure – 2 Financial Bid

Sr. No.	Particulars	Approximate Quantity	Per Unit Rate without GST	Total Amount (Rs)
1	Truss Entry Gate (size 15x12 ft)at VIP entry point at Auditorium Hall (prior day of event)	1		
2	VIP Wooden Chair with Cushion for Convocation Group Photo & Dias (prior day of event)	32		
3	Red Carpet (VIP Entry, Passage, Stage, Photo Area) Approx. (prior day of event) (Sq.ft)	5500		
4	Q-Manager Standees with Glass Frame (prior day of event)	15		
5	Main Backdrop LED Screen (Size 44 x 12) & LED Designing (including testing prior day of event) (Sq.ft)	528		
6	LED Screen TV 55" (including testing prior day of event)	2		
7	2 Pair JBL Sound System with monitors and Technician (including testing prior day of event)	1 Job		
8	Warm White LED Lights (including testing prior day of event)	10		
9	Earthing, Panel Board, Plug Points, Change over switch etc. (including testing prior day of event)	1 Job		
10	LED Backdrop Stage (Size 48 x 4 x 4) Setup with proper masking on all sides (prior day of event)	1 Job		
11	02 Videographers, 02 Photographers, Live Video Mixing sole, YouTube Live and Drone Aerial Shoot (including testing prior day of event)	1 Job		

12	Stage with carpet for Convocation Group Photography and Videography (Size 2 x 4 ft)	1 Job		
13	Banner for Stage with frame (48 x 4 ft) including designing, printing, pasting charges	1 Job		
14	Front Stage Banner with frame (58 x 3.2 ft) including designing, printing and pasting charges	1 Job		
15	Centre Table Bouquet	17		
16	Welcome Bouquet	25		
17	Flower Decoration on Stage (Sq.ft)	58		
18	Flower Decoration at Led Bottom (Sq.ft)	50		
19	Flower Decoration at 2 Podium and Anchor Table (1 Job)	1 Job		
20	125 KVA Generator with Diesel, Cabling and Technician (including testing prior day of event)	2		
21	Food Counter Table with Freel (Approx.)	125		
22	VIP Dining Setup for 20 Persons (Approx.)	1 Job		
23	Round Table Setup with Banquet Chairs (15 Hall below library and 30 Punit Van)	45		
24	Folding Patti Wall with Scolap at Punit Van (Sq. ft)	45		
25	Coloured Flags with Poles (prior day of event)	12		
26	Series décor work at Administrative Building Front and Back side, Shishya Bhavan Building, Guru Bhavan Building and Punit Van (02 Days)	1 Job		
27	Colour Halogen Lights including cable laying and fitting charges (02 Days)	175		
28	Foam Sheet for Podium	2		
29	Banner with frame (12 x 8 ft) at Entry of University Main Gate	1 Job		
30	Temporary Flex Gate (38 x	1 Job		

	3 ft top with 4 side printing framing, 03 Pillar - 15 x 3 with 4 side printing and framing) at University Main Gate with Frame, Designing, Printing and Pasting Charges (Sq.ft)			
31	Temporary Venue Signage's on MS pipe (6 x 4ft +10 ft height) including Designing, Printing, Pasting, installing and non-installing of signage's and Transportation Charges	11		
Total Amount without GST				
<p>(In words.....)</p> <p>* The quoted rate should be written in words also. (In Rupees)</p> <p>I/We agree to undertake the above work in the amount of Rs _____ /- inclusive of all charges i.e., Supply, installation, testing, Transportation, labor and applicable Govt. Taxes as per the terms and condition of the tender document.</p> <ul style="list-style-type: none"> Quantity may be varied Please fill reasonable pricing subject to negotiation if required. <p style="text-align: right;">Seal and Signature of the Bidder</p>				

Date:

To
The Registrar
Gujarat National Law University,
Attalika Avenue, Knowledge Corridor,
Koba, Gandhinagar – 382426. Gujarat.

Dear Sir/Madam,

Ref: Tender for “Event Management Agencies/Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, stage and other associated facilities for organizing the 15th Convocation of Gujarat National Law University to be held on 26th April 2025”

In response to the Tender Document for “Event Management Agencies/Firms & Companies to provide logistics support for setting up convocation venue i.e. Pandal, stage and other associated facilities for organizing the 15th Convocation of Gujarat National Law University to be held on 26th April 2025”, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender, if any to the extent accepted, may be cancelled.

Thanking you,

Yours faithfully,

Place:

Date:

Signatures_____

Name_____

Seal of the Organization_____

(To be printed on Supplier's letterhead)

2. DECLARATION ABOUT SITE INSPECTION (ANNEXURE 4)

To
The Registrar
Gujarat National Law University,
Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar – 3822426, Gujarat.

Name of Work: - Event Management Agencies/Firms & Companies to provide logistics support for setting up convocation venue i.e., Pandal, stage and other associated facilities for organizing the 15th Convocation of Gujarat National Law University to be held 26th April 2025.

Dear Sir,

It is hereby declared that as per tender document, I/we the bidder inspected and examined the subject site and its surroundings and satisfy myself/ ourselves before submitting my/our bids as to the form and nature of the site, the means of access to the site, the accommodation. I/we may require and in general shall myself/ourselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect my/our bid. I/we the bidder shall have full knowledge of the site and no extra Charges consequent upon any misunderstanding or otherwise shall be claimed at later date. I/we the bidder shall be responsible for arranging and maintaining at own cost all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by me/us implies that I/we has read this notice and all other contract documents and has made myself/ourselves aware of the scope and specifications of the work to be done and of local conditions and other factors having a bearing on cost on the execution of the work.

Yours faithfully

(Seal & Signature)

(Duly authorized signatory of the bidder)