



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

**Notice Inviting Tender for Selection of an Event Management**  
**Agency for Events at GNLU**

**Tender Notice No: PC- 04/2025**

**Date: 04/09/2025**

**TENDER NOTICE**

**Name of work:** Event Management Agencies/Firms & Companies to provide logistics support for setting up event 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 events at Gujarat National Law University.

BID ISSUE DATE	September 04, 2025
FORM OF TENDER	Open
LAST DATE OF BID SUBMISSION	15/09/2025 up to 05:00 PM

## **Contents**

1.	NIT DETAILS	3
2.	INTRODUCTION	5
3.	INFORMATION TO BIDDER	5
4.	TECHNICAL QUALIFICATION CRITERIA	10
5.	TECHNICAL EVALUATION OF BID	11
6.	TERMS AND CONDITION	12
7.	PROFILE OF THE BIDDER (ANNEXURE 1)	14
8.	FINANCIAL BID (ANNEXURE 2)	18
9.	SELF-DECLARATION –NO BLACKLISTING (ANNEXURE 3)	23
10.	DECLARATION ABOUT SITE INSPECTION (ANNEXURE 4)	24

**REGISTRAR**  
**Gujarat National Law University**

# Notice Inviting Tender for Selection of an Event Management Agency for Events at GNLU

**Tender Notice No: PC- 04/2025    Date: 04/09/2025**

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 event 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 events at Gujarat National Law University 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-04/2025
2	Tender Inviting Authority	Registrar, Gujarat National Law University
3	Name of the Project	Notice Inviting Tender for Selection of an Event Management Agency for upcoming event at GNLU
4	Start of Issuance of Tender	Start of Issuance of Tender 04/09/2025 on <a href="https://tender.nprocure.com/">https://tender.nprocure.com/</a>
5	Pre-bid meeting	06/09/2025 at 11:30 a.m. at GNLU
6	Last Date for online Submission of Technical and Financial bid	15/09/2025 up to 5:00 pm on <a href="https://tender.nprocure.com/">https://tender.nprocure.com/</a>
7	Last Date and Time for Submission of Tender fee, EMD and Physical copy of Technical bid document	15/09/2025 up to 5:00 pm
8	Opening of Primary Stage at GNLU, Gandhinagar	16/09/2025 at 11:00 am
9	Opening of Technical bid at GNLU, Gandhinagar	17/09/2025 at 11:30 am
10	Date and time for opening of financial bid	Will be intimated to eligible bidders
11	Estimated Cost	Rs. 2,00,00,000/- Approx.
12	Date of Completion of Setup & Penalty	One day before of event 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.

13	Technical Qualifying Criteria	Apart from other Eligibility Criteria and Terms & Conditions mentioned in the tender document, the bidder should have done at least Two Convocations/Orientation events 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. Three Crore 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.
14	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.
15	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 <b>penalty of 5% on the total amount</b> 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.
13	Other condition	If any additions and changes will be suggested. Company should provide with reasonable pricing in accordance with the market rates.
14	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
15	Tender fees	INR 2,500/- (Non Refundable)
16	Earnest Money Deposit (EMD)	INR 6,00,000/-

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

## INTRODUCTION

GNLU regularly organizes various academic and institutional programs such as seminars, conferences, workshops, specialized courses, orientation programs, and the annual convocation. These events are of significant importance as they involve participation from students, faculty members, eminent academicians, industry experts, and distinguished guests from across the country and abroad.

To ensure that these events are conducted in a professional, seamless, and well-coordinated manner, the University intends to engage the services of a competent Event Management Agency. The selected agency will be responsible for organizing and undertaking the entire arrangements of upcoming events, which may include but are not limited to: venue management, stage and seating arrangements, sound and audio-visual systems, decoration, hospitality, logistics, publicity, and any other related support services as required for smooth execution. By engaging an experienced event management agency, the University aims to maintain high standards of execution and create a memorable experience for all participants and stakeholders.

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 various events at Gujarat National Law University. Tender Documents can be downloaded from website [www.nprocure.com](http://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 15/09/2025. 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 15/09/2025, 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 Tender.
- (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. 6,00,000/- (Rupees Six Lakh 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 Apart from other Eligibility Criteria and Terms & Conditions mentioned in the tender document, the bidder should have done at least Two Convocations/Orientation events 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. Three Crore 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. 3 Crore.
- (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 15/09/2025 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 06/09/2025 through email. Pre-bid query can be sent in the following format.

Sr. 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. 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 be valid for One year from the date of award of the work order. 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 for a further period of three year.

### **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 fulfil 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**

<b>Criteria</b>	<b>Proofs to be attached</b>
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, 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 should not be less than three 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**

<b>Sr.N0.</b>	<b>Criteria</b>	<b>Value/Parameters</b>	<b>Marks</b>
1.	Experience	<b>Minimum/ Maximum Marks</b>	<b>10/20</b>
		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 2020-21, 2021-22, 2022-23, 2023- 24 and 2024-25 should not be less than 03 Crore	<b>Minimum/ Maximum Marks</b>	<b>15/20</b>
		03 Crore	15
		3 Core< Value ≤ 04 Core	17
		More than 04 Crore	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 01 Crore	<b>Minimum/ Maximum Marks</b>	<b>10/20</b>
		Rs. 01 Crore	10
		Rs. 01 Crore < Value ≤ 1.5 Crore	15
		More than 1.5 Crore	20
4.	The bidder must have experience in organizing at least one event where the Chief Minister or equivalent was the Guest.	<b>Minimum/ Maximum Marks</b>	<b>8/15</b>
		1	8
		2 to 3	10
		More than 3	15
5.	The bidder must have experience in managing at least one National level event	<b>Minimum/ Maximum Marks</b>	<b>7/10</b>
		1	7
		2 to 3	8
		More than 3	10
6.	Registered office at Ahmedabad or Gandhinagar district	Marks	<b>15</b>
		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 01 Year, with a possible extension based on mutual agreement further extended maximum upto period of 03 Years.
- **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 Favour 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](mailto: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/Org.	Type of Firm/ Org. (Govt./PSU/Govt. Boards/Societies Etc.)	Work-Tenure (Date/Month/Year)	
			Commencement 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. 03 Crore (Rupees Three Crore) during the last three financial years.

Sl. No.	Firm	2022-23	2023-24	2024-25	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 event venue i.e., event décor, event branding, videography, photography, led screens set up & sounds, event day related works and other associated facilities for organizing various events held at Gujarat National Law University.

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

Item No	Item Description	Qty	Unit	Rate Per Unit (Without GST)
<b>A</b>	<b>EVENT DÉCOR</b>			
1	Supply Wooden Decorative Chair with U-Form Sit (V.V.I.P.)	1	Nos	
2	Supplying Glass for Water of Good Quality (Borosil, Yera or equivalent)	1	Nos	
3	Providing Service Tray (Steel, Brass, Wooden, PVC, etc.)	1	Nos	
4	Supplying Cloth Napkin	1	Nos	
5	Providing Tepoy (Glass, Formica, Sankheda, wooden)	1	Nos	
6	Providing Name plate complete as per requirement	1	Nos	
7	Providing velvet/Leather/Rexine sofa 1 seat	1	Nos	
8	Providing velvet/Leather/Rexine sofa 2 seat	1	Nos	
9	Supplying Three Seat Metal Sofa steel framing etc. complete	1	Nos	
10	Providing Flag pipe at road site including fitting etc. complete as per site condition and as directed by Officer-in-charge	1	Nos	
11	Red Carpet	1	Sq.ft	
12	Jute Mate Carpet	1	Sq.ft	
13	Supply Plastic Moulded Chair	1	Nos	
14	Supply of Steel Banquet Chair with Cover with Bow as per the instruction of Officer-in-charge	1	Nos	
15	Supreme Ornate Red / Black Chair ( VVIP)	1	Nos	
16	Supplying Round Table with 5 person Capacity. The table cloth and Jool should be good quality. etc	1	Nos	
17	Standing Table For Food Area	1	Nos	
18	Table (2' x 4') with laminated top sheet/cloth	1	Nos	
19	Providing and Fixing Q - Manager set as directed by Officer in charge	1	Nos	
20	Supplying Flower mala (Lily and Rose) as per requirement& instruction.	1	Nos	
21	Marigold chain for conventional decoration including fixing as per instruction	1	R.Ft	
22	Asopalav Leaf chain for conventional decoration including fixing as per instruction	1	R.Ft	
23	Toran made from Marigold, Lilly flower and Asopalav leaf (Bombay Toran) 3 layers	1	R.Ft	
24	Garden made by exotic flowers like, lilyum, carnation, gladiolus, Rajanigandha, orchid, bird of paradise, other flowers as per instructions	1	R.Ft	
25	VIP Centre Table Tipoi Bouquet	1	Nos	
26	VVIP Welcome Bouquet	1	Nos	
27	Welcome Bouquet	1	Nos.	
28	Rose stick with plastic wrap as per requirement & instruction.	1	Nos	
29	Rangoli work with various Flower petals	1	Sq.ft	
30	Rangoli work with different Colours and logo images	1	Sq.ft	
31	Decorative Lamp (Divi) medium Size (Height 2'-6") & Above size) With all arrangement of Burning to end of Function as per requirement.	1	Nos	
32	Providing Digital Display Podium as per requirement	1	Nos	
33	Providing Podium S.S/Wooden as per requirement	1	Nos	
34	Providing four side wooden frame batten patti incl. fixing Fancy cloth/ kantan including providing solid framing wall by Gamthi Toran or Zool	1	R.ft	

35	Pipe Mandap with steel structure Single Height mandap upto 12 ft height (including zool, vali, patta neat clean) including necessary excavation fitting, up to 16' height etc. complete as per instruction.	1	Sq.ft	
36	Pipe Mandap with steel structure Single Height water proof mandap 12 ft (Incl. zool, vali patta) neat-clean including necessary excavation fitting, etc. complete as per instruction.	1	Sq.ft	
37	Complete steel structure dome mandap upto 35' ft height with proper foundation Base plate Nut-Bolt fitting complete structure with zool in selected cloth in ceiling. In & Top (Double sided) etc. as per instruction & requirement. The Zool and cloth should be used is neat and clean and good quality.	1	Sq.ft	
38	Providing & erecting German Aluminium Fabricated Structural Dome having width upto 150 feet & minimum central apex height of 36 feet from G.I. roof covered with Blue and Grey SRF Fabric (Waterproof and Fire Resistant) using snow white or colourful cloth ceiling has to be provided below the cover including colourful "Zalar" on each ring and tricolour or colourful facia on the front of the dome including every vertical pillar of dome should be supported with bottom plate with efficient rain water drainage system and dome side as directed by Officer in charge, side height 20' so as to accommodate stage light truss inside including submission of the structural stability certificate for dome from Govt. approved structural Officer prior to function day to Officer in charge.	1	Sq.ft	
39	Providing Truss Mandap with necessary truss framing and selected cloth in roof & covering for truss.	1	Sq.ft	
40	Providing Water Proof Truss Mandap with necessary truss framing and selected cloth in roof & covering for truss.	1	Sq.ft	
41	Providing Multi Level Stage as per instruction of Officer in In charge.	1	Sq.ft	
42	Providing plywood stage flooring in square / rectangle / or any shape complete as directed average 19 mm thick	1	Sq.ft	
43	Fancy Decorative Gate (Full size) ring / triangle / square / rectangle above 15 ft height including necessary fitting, framing, etc. Complete. as per requirement and instruction.	1	Job	
44	Providing Fiber optical chemical wash (V.I.P Toilet).	1	Nos	
45	Providing V.I.P steel frame baricading.	1	R.ft	
46	Providing and fixing German Aluminium Pagoda 6M.x6M. as directed by engineer in charge.	1	Nos	
47	10*10 Canopy tent	1	Nos	
48	Providing Gadi gadla with cover (6' x 3').	1	Nos	
49	Providing Bed Sheet	1	Nos	
50	Providing Pillow ( Round / Square )	1	Nos	
51	Providing Blanket	1	Nos	
52	Chota Bhim and Other Characters	1	Nos	
53	Plant Décor from Vip Entry Point to Green and surrounding area	30	Nos	
54	Hostess	1	Pex	
55	Anchor for CM/HM/PM event	1	Job	
56	Plastic Water Bottle (500 ml)	1	Nos	
57	Plastic Water Bottle (200/250 ml)	1	Nos	
58	Himalaya or Equivalent Glass Water Bottle (300 ml)	1	Nos	
59	Frisking room	1	Nos	
60	Balloon decoration	1	Nos	
61	Decorative Takti for Inauguration	1	Job	
62	Octanorm Stall 3mtr*3 mtr	1	Nos	

63	Octanorm Table	1	Nos	
64	Tower AC for Green Room or as and were required	1	Nos	
65	125 KVA Generator with Diesel, Cabling and Technician (including testing prior day of event)	1	Nos	
66	250 KVA Generator with Diesel, Cabling and Technician (including testing prior day of event)	1	Nos	
67	Hire charges for providing for temporary plug point with 5/15Amp plug switch combined, erected in wooden board complete	1	Nos	
68	Hire charges for providing for temporary Change Over Switches complete	1	Nos	
69	Hire charges for providing & dismantling pipe type Earthing for temporary electrical installation having G.I. pipe, erected in earth pit with necessary salt & charcoal & necessary earth wire.	1	Nos	
70	Hire charges for providing erecting as per direction of Officer in charge dismantling after use of good running condition for temporary power supply the XLPE insulated armoured cable Aluminium conductor of Size 3 1/2 core 50 / 70 Sq.mm	1.00	R.Mtr	
71	Hire charges for providing, erecting as per direction of Officer-in-charge, dismantling after use of good running condition for temporary power supply, the XLPE insulated armoured cable multistrand Copper conductor of size 3 3 1/2 core 35 Sq.mm	1.00	R.Mtr	
72	Hire charges for providing, erecting as per direction of Officer-in-charge, dismantling after use of good running condition for temporary power supply, the XLPE insulated armoured cable multistrand Copper conductor of size 3 3 1/2 core 50 Sq.mm	1.00	R.Mtr	
73	Cubical panel with main interior 400 A 4 pole on load Changeover switch and 400 A SFU/MCCB with four nos of 40 A DP MCB and four nos of 40 A FP MCB as standard outgoing. Other outgoing is to be incorporated as demanded by Officer-in-charge and rate for the same is to be taken extra in addition to this.	1	Job	
74	Hire charge for providing erecting and dismantling after use of good running condition Industrial Air Cooler With Water filling erected as per instruction	1	Nos	
75	Higher charges for providing erecting and Removing after use of good running condition 300 mm/ 400 mm size low noise oscillation type pedestal fan of good condition.	1	Nos	
76	Higher charges for providing erecting and Removing after use of good running condition low noise ceiling fan of good condition.	1	Nos	
77	400 Watt Halogen Light	1	Nos	
78	Hire charges for providing Dimmable warm white led light	1	Nos	
79	Led Parlight for ambience surrounding the ground	1	Nos	
80	Series light décor work at Administrative Building Front and Back side, Shishya Bhavan Building, Guru Bhavan Building and Punit Van (02 Days) (Series shall be placed at the distance not more than 1.8 ft, length more than 65ft - 800 Nos approx)	1	Job	
81	Series light decoration work at Admin Building (160 Nos)	1	Job	
82	Series light decoration work at Guru Bhavan Building (170 Nos)	1	Job	
83	Series Light Décor at Punit Van	1	Job	
84	Hire charges for providing, erecting & dismantling Sharpy Moving Head light 200-440 w 20R (Beam, Spot, Wash)3-in-1 hybrid with necessary wiring & controller as required and as per instruction	1	Nos	
85	Hire charges for providing for temporary plug point with 5/15Amp plug switch combined, erected in wooden board complete	1	Nos	
86	Hire charges for providing for temporary Change Over Switches complete	1	Nos	
87	Hire charges for providing & dismantling pipe type Earthing for temporary electrical installation having G.I. pipe, erected in earth pit with necessary salt & charcoal & necessary earth wire.	1	Nos	
88	Hire charges for providing, erecting & dismantling after use of multi colour cloth, Truss Mandvi Décor/Gajibo Décor with Series Light	1672	Smt	

89	Box Truss 60*40*33 with 16 sharpies, 45 LED, 12 face lights 08 ATMOS, RGB wash lights, 4 blinders, 2 haze machines	1	Job	
90	Goal Post Truss 60*33 with 8 sharpies, 25 LED, 8 face lights 4 blinders, 2 haze machines	1	Job	
91	Percussion (Skilled Professional)	1	Job	
92	Dholi (Skilled Professional)	1	Job	
93	Hire charges for providing Led Screen Stage with proper masking & Pipe Support, Size 48 x 4 ft ht	1	Job	
<b>B</b>	<b>EVENT BRANDING</b>			
1	Providing Flexo banner with required computed design Photo, Logo, Symbol, writing, & printing various colour including hallow fitting, welding including fitting Labour charge with proper M.S. prefabricated 'H' supports in steel framing and fixing road side with covered belles / Bamboo fencing work as per requirement/Instruction.	1	Sq.ft	
2	Providing Flexo banner with required computed design Photo, Logo, Symbol, writing, & printing various colour including hallow fitting, welding including fitting Labour charge with proper M.S. prefabricated 'H' supports in steel framing and fixing road side with Steel Panels Support as per requirement/Instruction.	1	Sq.ft	
3	Truss Structure for Banner	1	Sq.ft	
4	Venue Signage's with frame, designing, printing and fitting charges (3 x 2 ft)	1	Nos	
5	Flex Banner without frame, designing, printing and fitting charges	1	Sq.ft	
6	Box Pillars with Proper Design Printing Fitting as per Instruction	1	Sq.ft	
7	Temporary Flex Gate (38 x 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)	1	Job	
8	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	1	Job	
9	Front Stage Banner with frame (58 x 3.2 ft) including designing, printing and pasting charges	1	Job	
10	Banner for Stage with frame (48 x 4 ft) including designing, printing, pasting charges	1	Job	
11	Event Venue Standees Proper Design, Printing, Fitting as per Instruction	1	Nos	
12	View Cutter	1	Sqft	
13	Vinyl Foam Sheet with Proper Design, Printing, Fitting as per Instruction	1	Job	
14	Selfie Point with Branding as per instructions	1	Job	
15	Documentary Film: Preparation of A/V Promotional film in any one language up to 3 Min (Gujarati/Hindi/English) (include Script writing, Voice Over, Shooting, Editing, Motion graphics)	1	Job	
16	Documentary Film: Preparation of A/V Promotional film in any one language more than 3 Min to 6 Min (Gujarati/Hindi/English) (include Script writing, Voice Over, Shooting, Editing, Motion graphics)	1	Job	
17	Documentary Film: Preparation of A/V Promotional film in any one language up to more than 6 Min to 9 min (Gujarati/Hindi/English) (include Script writing, Voice Over, Shooting, Editing, Motion graphics)	1	Job	
18	Voice Over for A/V Promotional film in any one language (Gujarati/Hindi/English) (per Min Charge)	1	Job	
<b>C</b>	<b>VIDEOGRAPHY, PHOTOGRAPHY, LED SCREEN SETUP &amp; SOUND</b>			
1	Hire charges for HD Videography	1	Job	
2	Hire charges for HD Photography	1	Job	
3	HD videography with live setup at hall	1	Job	
4	Hire charges for Drone shoot	1	Job	

5	Live Webcasting on Social Media setup	1	Job	
6	HD Mixer with Up Down Cross Convertor	1	Job	
7	Webex/Zoom/MS Team/Google meet/Skype setup for two way communication at hall	1	Job	
8	LED 55 Inch Plasma TV On Stage	1	Nos	
9	Internet /Wi-Fi Connections (Min 100 Mbps)	1	Job	
10	LED Wall Backdrop for CM/HM/PM Event (including testing prior day of event)	1	Sq.ft	
11	Led VGA	1	Job	
12	Laptop I5 Generation or latest version as applicable	1	Nos	
13	Hire charges for providing, erecting, Operating and dismantling the 2 Pair JBL sound system (including testing prior day of event)	1	Job	
14	Hire charges for providing, erecting, Operating and dismantling the 2 Pair RCF hdl sound system (04 tops, 2 dual bass) with Podium mikes and Cordless mics (including testing prior day of event)	1	Job	
15	Hire charges for providing, erecting, Operating and dismantling the Heavy Sound system (8 pair Rcf hdl 20/ JBL line array sound system, 16 tops, 08 dual bass, 04 stage monitors, 02 side fills, 04 cordless mics, Digital console) (including testing prior day of event)	1	Job	
16	Hire charges for providing, erecting, Operating and dismantling the Heavy Sound system (Rcf hdl 30/ JBL line array sound system, 16 tops, 08 dual bass, 04 stage monitors, 02 side fills, 04 cordless mics, Digital console) (including testing prior day of event)	1	Job	
17	Hire charges for providing, erecting, Operating and dismantling the Heavy Sound system (Rcf hdl 50/ JBL line array sound system, 16 tops, 08 dual bass, 4 Stage monitors, 2 side fills, 4 cordless mics, 48 channel Digital console with experienced engineer) (including testing prior day of event)	1	Job	
18	Cordless Mike	1	Nos	
19	Podium Mike	1	Nos	
20	Digital Audio Mixer with amplifier (Midas M 32)	1	Nos	
21	Digital Audio Mixer with amplifier (D Live)	1	Nos	
22	Collar Mike	1	Nos	
23	Sound Engineer	1	Job	
24	Electrical NOC	1	Job	
25	Water Fire vehicles with at least 04 fire personal for fire safety	1	Job	
26	All types of fire extinguisher as per instructions of the Officer in charge	1	Nos	
27	Manpower, Event Management Fees & Design Charges	1	Job	
Total Amount Without GST				

(In words .....)

- I/We agree to undertake the above work in the amount of Rs. \_\_\_\_\_ /- inclusive of all charges i.e., Supply, Installation, Testing, Transportation, labour as per the terms and condition of the tender document.
- Quantity may be varied. In case, if any, item is not found to be mentioned in the above table, however, is required for the event the tenderer will have to provide the same as per the prevailing market rates.
- Please fill reasonable pricing subject to negotiation if required.

**Seal and Signature of the Bidder**

SELF-DECLARATION –NO BLACKLISTING (ANNEXURE 3)

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 event venue i.e., event décor, event branding, videography, photography, led screens setup & sound, event day related work and other associated facilities for organizing events at Gujarat National Law University.

In response to the Tender Document for “Event Management Agencies/Firms & Companies to provide logistics support for setting up event venue i.e., event décor, event branding, videography, photography, led screens setup & sound, event day related work and other associated facilities for organizing events at Gujarat National Law University. 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:

Signatures \_\_\_\_\_

Date:

Name \_\_\_\_\_

Seal of the Organisation \_\_\_\_\_

(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 – 382426, Gujarat.**

**Name of Work:** - Event Management Agencies/Firms & Companies to provide logistics support for setting up event venue i.e., event décor, event branding, videography, photography, led screens setup & sound, event day related work and other associated facilities for organizing events at Gujarat National Law University.

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)