



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH,
ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI – 110001

Website: www.csir.res.in

File No. 8-2(14)/2025-Gen.

Dated: 11/07/2025

NOTICE FOR INVITING TENDER

Council of Scientific and Industrial Research (CSIR), invites bids on Central Public Procurement Portal (e-tender) for empanelment of Agencies and finalization of rate-list towards Designing and Fabrication of CSIR's Pavilion alongwith supply and hiring of extra items in Delhi and other states in India for a period of 2 years, which will be extendable for another one year, subject to satisfactory performance, on existing terms and conditions as mutually agreed by both parties.

For complete NIT documents kindly refer to <http://etenders.gov.in/eprocure/app>. Its intimation has also been given on CSIR's website www.csir.res.in, however, the participation in tender is mandatory through e-tender. No offline tender shall be accepted.

INDEX

S. No.	PARTICULAR (S)	Page No.
1.	Checklist	3
2.	Chapter – 1 (Notice Inviting Tender)	5
3.	Chapter – 2 (Scope of Work) (Specification of work for designing and fabrication of CSIRs Pavilion)	7
4.	Chapter – 3 (General Terms & Conditions)	13
5.	Chapter – 4 (Conditions Specific to the Contract)	16
6.	Chapter – 5 (Technical Bid – Qualification Criteria) Parameters for executing the work	19
7.	Chapter – 6 (Financial Bid) (Specification of work/bill of quantity for designing and fabrication of CSIR's Pavilion)	21
8.	Chapter – 7 (Evaluation Criteria)	25
9.	Annexure-A (Undertaking – List of Works) – To be submitted on Company's letterhead)	28
10.	Annexure-B (Turnover Certificate) – To be submitted on letterhead of practicing Chartered Accountant	29
11.	Annexure-C (Attestation) – To be submitted on Company's / Firm's Letterhead	30
12.	Annexure-D (Undertaking) – To be submitted on Company's / Firm's Letterhead	31
13.	Annexure-E (Integrity Pact) – To be submitted by the Bidder on their Company's Letterhead	32
14.	Annexure – F (Land Border Declaration Undertaking)	36
15.	Annexure –G (Online Bid Securing Declaration/ Ernest Money Deposit ([BSD/EMD] declaration form)	37
16.	Annexure-H (Format for MII declaration)	38
17.	Annexure –I Deviation Statement Form (Techno-commercial Bid)	39
18.	Annexure-J List of Venue Details	40

The Tenderers/Bidders are requested to enclose the following documents with the Technical Bids and are strictly advised not to enclose irrelevant documents along with technical bids:

Sl. No.	Particular(s)	Yes	No	Page Nos.
TECHNICAL BID				
1.	Earnest Money Deposit (EMD) for Rs. 08 Lakh should be enclosed with the Technical Bid.			
2.	The Tender document should be properly indexed with page numbers.			
3.	The firm has to declare the Company profile such as partnership deed/proprietorship/ company/MOA/AOA/Bylaws, etc. (copy of proof must be enclosed). Bid is open for exhibition agencies only (advertising agencies and event managers need not apply).			
4.	<p>The firm should have satisfactorily completed works with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. in the similar field (Similar field means: Designing/Fabrication/Construction of Pavilions/exhibition as mentioned in Category -I in open areas) in last 3 years up to 31 March 2025 (as per Annexure-A) as per following:</p> <p>i) Any three similar works during last 03 (Three) years <u>each of value not less than Rs. 25 Lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.</u></p> <p>OR</p> <p>ii) Any two similar works during last 03 (Three) years <u>each of value not less than Rs.35 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.</u></p> <p>OR</p> <p>iii) One similar work during last 03 (Three) years of <u>value not less than Rs. 50 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.</u></p>			
5.	Certified copy by Chartered Accountant as per Annexure-B showing average turnover of Rs.1.00 crore (one crore) or more, in last 3 Financial Years. Documentary proofs need to be submitted.			
6.	The Bidder should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document. <u>An undertaking should be provided on the Company's letter head stating that the Company has engaged the services of the electrical supervisor.</u>			
7.	Audit Report and Audited copies of Annual Accounts i.e. Balance Sheet, Profit & Loss Account, Annexures, etc. of last 3 Financial Years should be enclosed.			
8.	Self-attested copies of Registration under GST Act and GST Return for the last quarter of the Financial Year 2024-25 (Form 3B & GSTR 1, etc.) should be enclosed.			
9.	Self-attested copy of PAN card.			

10.	An Affidavit of Rs.100/- duly signed and stamped by Notary stating that the firm has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed (Photocopy of the affidavit will not be accepted). The issue date of Affidavit should not be older than one month from the last date of submission of the Tender document, if found, the technical bid will be rejected. It may also be ensured that Affidavit submitted with this bid/tender may not be submitted with the other bids and the original copy of the Affidavit is required to be submitted to The Joint Secretary (Admin.) CSIR after assigning the offer letter.			
11.	The details on Company's letterhead of the person signing the Tender document must be provided with ID proof with attestation by one or more partners/Board of Director (Annexure-C)			
12.	Integrity Pact Undertaking on Firm's / Company's Letterhead as per Annexure-E .			
13.	Annexure-J List of Venue Details (where agency has already worked in last 3 years)			

NOTE: CSIR reserves the right to call any additional paper/document which the party has in possession but hasn't enclosed the same with the Tender document.

NOTICE INVITING TENDER

Sub.: Submission of bid through Central Public Procurement Portal (e-tender) for empanelment of Agencies and finalization of rate-list towards Designing and Fabrication of CSIRs Pavilion alongwith supply and hiring of extra items in Delhi and other states in India for a period of 2 years initially and extendable to another year on the same rates and terms conditions

ESTIMATED VALUE OF TENDER: Rs. 4 Cr APPROX. (INC. GST) (Based on the earlier 2 years awarded works)

Submission of bids through CPP Portal (e-tender) are hereby invited for the above jobs for **New Delhi and other states in India**, from eligible firms / contractors (Exhibition Agencies) having minimum experience of 03 years with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. for providing similar services with average **turnover of Rs.1.00 crore or more in the last 03 Financial Years**. Documentary proofs need to be submitted.

- Bids for the above jobs should be uploaded in two categories. **TECHNICAL BID** shall contain Earnest Money Deposit (EMD), prequalification documents, Tender conditions, Bill of quantity/work specifications duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specifications. **FINANCIAL BID** shall contain priced schedule of quantities.
- Tentative Schedule of Tender.**

S. No.	Tender Schedule	Date and Time	Summarily rejection ground
1.	Date of Issue of Tender Documents	11.07.2025	i. EMD ii. Firm's Incorporation document iii. Conditional tender/unknown indefinite liability
2.	Pre-Bid Meeting	21 st July 2025	
3.	Last Date of Submission of Tenders	7 th August 2025	
4.	Date of opening of Technical Bids	8 th August 2025	
5.	Date of Presentation*	Tentatively 18 th August 2025	

* The exact date of Presentation will be informed to the successful bidders via email/phone.

- The Bidders should quote their rates on Central Public Procurement Portal (e-tender) only as per its terms and **the quoted rates for each item should be with GST**. No extra payment apart from the quoted rates in **Chapter-6** (Tender Form – Financial Bid) will be made by CSIR.
- Earnest Money**
Earnest Money Deposit (EMD) of Rs. 08 Lakhs is to be deposited with the tender in the form of Demand Draft/Pay Order payable at New Delhi and drawn in favour of The Joint Secretary (Admin.) CSIR or EMD amount may be deposited through RTGS/NEFT in CSIR's Accounts as per details given below.

Beneficiary	Council of Scientific and Industrial Research
Bank	State Bank of India
A/C	30242246752
IFSC	SBIN0000691
MICR Code of Bank	110002087
Address	New Delhi Main Branch, Parliament Street, New Delhi

Please ensure that **Technical Bid should accompany** the EMD of Rs. 08 Lakhs failing which the **Technical Bid shall be rejected**. Only those bidders with **Micro and Small Enterprises (MSE)** certificate under (MSME) are **exempted** from submitting Earnest Money Deposit (EMD). Bidders who fall under Medium Category of MSME will have to deposit the EMD.

- Bidder shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money Deposit and Performance Security, will be forfeited by CSIR. Besides this, the Bidder will also be liable to be debarred/blacklisted from participating in the tendering process of CSIR in future, and/or be fined.
- No claim shall lie against CSIR in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.

- 4.3. Only those Bidder(s), who have sufficient stock / quantity of assets / infrastructures / equipment / materials / items as per **Chapter-6 and Chapter-7** to complete the job, should apply.
- 4.4. **CSIR reserves the right of pre-inspection of the Godowns/Premises/Offices of the successful Bidder before awarding the final work, to assess the capacity / stock of assets / infrastructure / equipment /materials/ items of the company. During the inspection if the stock not found either in requisite quantities, or in good physical condition as per the tender requirements, CSIR may discard/ reject the Bid of the L-1 Bidder(s) without assigning any reason thereof.**
5. **The Name and Contact details of the IEMs are as under: –**
1. SHRI JAGADIP NARAYAN SINGH, IAS (Retd),
E-Mail: jagadipsingh@yahoo.com
 2. SHRI ARUN KUMAR GUPTA, Ex-CMD, SCI,
E-Mail: guptaarun55@rediffmail.com
6. **TDS under Income Tax and TDS under GST shall be deducted at source as applicable under the Rules. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be attached without which the Bid is liable to be rejected.**
7. **In addition to other payment clause of this tender/agreement documents, CSIR shall make the payment of Invoice net of taxes (excluding GST subject to TDS deduction) and GST shall be payable only after showing such invoice in CSIR GSTR-2A and GSTR-2B of GSTIN Portal.**
8. The technical bids shall be scrutinized by the Committee on various aspects/parameters constituted for the purpose on Central Public Procurement Portal (e-tender).
9. Each Bidder shall submit only one tender either by himself or as a partner. If a Bidder or any of the partners participate in more than one bid, the bids are liable to be rejected.
10. The Tenderers shall bear all costs associated with the preparation of their Tenders including cost of preparation for the purpose of clarification of the Tender, if so desired by CSIR. CSIR in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
11. The acceptance of a tender will solely rest with the Competent Authority of CSIR, who is not bound to accept the lowest tender and reserves the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect, are liable to be rejected.
12. **Tender containing any condition leading to unknown/indefinite liability is liable to be summarily rejected.**
13. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by CSIR.
14. The quantities mentioned in the schedule may be increased or decreased or any item may be dropped completely at the discretion of CSIR. No claim in this regard shall be entertained.
15. **Selected firm at the time of work award has to prepare the architectural layout in 2D&3D format of the CSIR's Pavilion to be fabricated/constructed through their designer. This is to be submitted to The Head-SCDD, CSIR within a week from the date of Event.**
16. CSIR has the right to issue Addendum/Corrigendum to Tender documents, to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum / Corrigendum shall form part of the original invitation to Tender. Bidders/Contractors are, therefore, advised to visit CPP Portal to ascertain any modification/corrigendum issued in this regard.
17. For any technical queries, kindly contact **Mr. Deepak Jain, Technical Officer, SCDD** through his Email ID i.e scdd@csir.res.in (Ph. No. 011-23470277).
18. **The Joint Secretary (Admin.), CSIR, reserves the right to accept/reject/cancel any or all the tenders without assigning any reason.**

Technical Specifications:**Scope of Work:**

CSIR is one of the largest publicly funded organizations in the world. It has a network of 37 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. In this regard, CSIR regularly participates in several national and international exhibitions and some time at a very short notice. CSIR booked the space for participation in this exhibitions. This space is bare and need to be fabricated. Electricity will be provided by the organizer of the exhibition. CSIR wants to **empanel 5 -7 specialized exhibition agencies** for executing in the following categories of jobs on turnkey, hire and purchase basis.

Sr No.	Job	Articles	Quantity
1	CATEGORY-1	Design, Fabrication and Maintenance of CSIR Pavilion on turnkey and hire basis containing all elements and provision of services specified at Elements & Services	As per requirement
2	CATEGORY-2	Display Equipment & Accessories on hire basis	As per requirement
3	CATEGORY- 3	Digital Printing (High quality), Lamination, Mounting, Fixing of Posters on purchase basis (one-time use)	As per requirement
4	CATEGORY- 4	Preparation of exhibits including murals, diorama and models on hire basis during the event	As per requirement
5	CATEGORY- 5	Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies on hire basis.	As per requirement
6	CATEGORY- 6	Supply of display equipment on purchase basis	As per requirement
7	CATEGORY-7	Digital Printing (High quality) of Brochures, Leaflets/ Flyers/ Pamphlets, Compendiums/ Reports on purchase basis.	As per requirement

Role & responsibilities of Buyer:

1) When there is exhibition, CSIR will provide the theme, venue, dimensions of space in sqr. mtr, dimensions of posters in sqr. Feet for CSIR stall etc.

Role & responsibilities of Empanelled agencies:

1) The agency shall be responsible for design, fabrication and maintenance of CSIR pavilion on turnkey, hire and purchase basis, digital printing on various media, preparation of exhibits and other display materials and supply of display equipment (standee) on purchase basis.

2) The agency shall charge the rate as per item wise rate contract to be done after the award of tender of empanelment.

3) The agency shall provide Elements & Services (as per requirement of the design) as a part of pavilion mounted by the agencies in CATEGORY-1

4) The agency shall be wholly responsible for the compliance of various statutes and labour laws. The COUNCIL will not accept and liability on the account of loss and damage caused to it, if any, by way of accident or otherwise.

CATEGORY-1

Design, Fabrication (Wooden & Octonorm) and Maintenance of CSIR pavilion on turnkey and hire basis containing all elements and provision of services specified at Elements & Services (below the table)

Sl. No.	Design, fabrication & Maintenance for Pavilion as per detail below	Rate (in Rupees) including all taxes
A	Quote for Designer Wooden stall (per sq.m) with area of:	
	In Delhi	
1	Up to 100 sq. m	
2	101 to 300 sq. m	
3	301 to 500 sq.m	
4	501 and above sq. m	

	In other cities:	
	5	Up to 100 sq. m
	6	101 to 300 sq. m
	7	301 to 500 sq.m
	8	501 and above sq. m
B	Quote for fabrication of Octonorm stall with usual provision of 1-facia, 1- table, 2-chairs, 3-lights and 1-power point for every 9 sq. m. of space and 1-discussion table with 3-chairs for every 18 sq. m of space	
	In Delhi	
	1	Up to 100 sq. m
	2	101 to 300 sq. m
	3	301 to 500 sq.m
	4	501 and above sq. m
	In other cities:	
	5	Up to 100 sq. m
	6	101 to 300 sq. m
	7	301 to 500 sq.m
	8	501 and above sq. m

Element & Services:

To be provided (as per requirement of the design) as a part of Pavilion mounted by the Agencies:

Sl. No.	Item	Applicability
1	Concept & design: In drawing form depending on the theme of the exhibition, as per the space (in sq. meter) including the three-dimensional prospective design.	<u>Designer Wooden stall, Octonorm stall</u>
2	Partition Wall: Wall paneling with wooden frame with commercial ply (6 mm thick) painted panels (Finish as per design) up to standard height of 8'	<u>Designer Wooden stall</u>
3	Logo: Providing and fixing of company's name and logo in 600 dpi resolution with back/front lighting in self-adhesive vinyl cut stickers and translites on 3 mm polycarbonate sheet with UV protection layer, wherever required.	<u>Designer Wooden stall, Octonorm stall</u>
4	Raised Platform: Flooring of raised platform 4" high with 3"x1½" section wooden framework of 2'x2' grid surfaced with 19 mm particle or ply board.	Designer Wooden stall
5	Carpet: Covering of the platform with non-woven synthetic carpet (Unitex or equivalent) with under laying, complete in all respects (in specified colour) – sample to be approved. Use of material and design for carpet can be customized as per need or theme of exhibition.	<u>Designer Wooden stall, Octonorm stall</u>
6	Elements: elements to highlight the pavilion (e.g., Pillars, back wall – 10'x12' height and can go up to 16' height), depending on the permission given by the organizer and the space available.	Designer Wooden stall
7	Truss Structure: Mild steel truss structure duly painted as a highlighting element, which can also be used for fixing mercury lights, halogens, or any other lights if required to illuminate and highlight the pavilion and hanging of silken or satin cloth with written slogans or plan.	<u>Designer Wooden stall, Octonorm stall</u>
8	Facia: Suitable facia (tentatively 16' wide x 12' height with entrance space of a minimum of 8' wide) fabricated on 8 mm water-proof laminated plywood fixed on 2"x2" wooden frame, finished on both sides.	Designer Wooden stall
9	Furniture (Wooden/PVC): One reception table and two chairs. One discussion table (round) with four chairs every 50/100 sq. meter (at least one even if area is less than 50 sq. meter).	Designer Wooden stall
10	Counters/Podia: One laminated wooden lockable podium/counter per 9.0 sq. meter with 2 chairs and one waste paper basket.	Designer Wooden stall

11	Electrification and Lighting: Focus light on each display panel; general lighting with tube light, mercury lamps, etc., and one emergency light per 10 sq. m. Pedestal fans or desert coolers as per requirement. Plug points to be provided wherever required for both light and power connection, complete in all respect including wiring. Fixing of Backlit Media and framing in concealed box with lighting arrangement.	Designer Wooden stall
12	Decoration of Stall: Artificial/natural potted plants with PVC potter (5 big plants and 10 small/medium plants every 10 sq. m space), to be maintained and watered regularly.	Designer Wooden stall, Octonorm stall
13	Services: i) Up-keeping and maintenance of the CSIR pavilion including cleaning of the exhibits during exhibition period upto 5 days (maximum). ii) One smart and presentable usher in specified dress code & two attendant having adequate experience along with two security guards during the entire exhibition. iii) Fire extinguisher. iv) Maintenance of electrical devices, points, lights, etc. v) Flower vase with fresh flowers every day and 5 bouquets on inaugural day. vi) Emergency light in case of power failure. vii) Transportation of exhibits/promotional materials from CSIR HQrs to exhibition site and back if required. viii) Any other service/product related to exhibition, requirement.	Designer Wooden stall, Octonorm stall
14	Public Address System: With 5 microphones (Lapel/ Hand-held/ Gooseneck) and suitable number of speakers (complete system with facility of announcement and playing of music).	Designer Wooden stall, Octonorm stall
15	Photography & Videography: a) A total of 50 photographs with per 100 sqr. mter capturing the inauguration, dignitary visits and interactions, exhibition pavilion setup, exhibits, and visitors touring the CSIR exhibition shall be taken and submitted in both hardcopy and softcopy formats. b) A 5-minute summarized video of the exhibition/event shall be provided in mp4 format.	Designer Wooden stall, Octonorm stall
16	Provision of one 55" LED with DVD player for continuous screening of film on CSIR (minimum per 100 sq. m. of the stall).	Designer Wooden stall, Octonorm stall
17	First Aid Facility: Should be available in the pavilion.	Designer Wooden stall, Octonorm stall

CATEGORY- 2

Display Equipment & accessories on hire basis

Sl. No.	Extra Item for Pavilion	Rate (in Rupees) including all taxes
A	Display Equipment & accessories (Rate per day basis)	
1	LED wall with DVD player for audio-visual, multimedia presentations (Per sq. ft.)	
2	Interactive kiosk (17" or higher flat screen TFT LCD monitor, touch screen) including hardware (Per unit)	
3	Projector (Per unit)	
4	Computer/laptop with printer-scanner (Per unit)	
5	55" LED (Per unit)	
6	Lapel Microphone (Per unit)	
7	Gooseneck Microphone (Per unit)	
8	Handheld Microphone (Per unit)	
9	T Stand Lighting (Per unit)	
10	Digital Standee/ Sinages – Digital Display screens 55" LED enclosed in metallic frame. (Per unit)	

CATEGORY- 3

Digital Printing (High quality), Lamination, Mounting, Fixing of Posters on purchase basis (one-time use)

Sl. No.	Extra Item for Pavilion/ other occasions	Rate (in Rupees) including all taxes
A	Digital Printing (High quality), Lamination, Mounting, Fixing of Posters (Rate per sq. ft. basis)	
1	Designing of posters for final digital printing	
2	Digital printing on Vinyl	
3	Digital printing on Matte adhesive paper (180gsm)	
4	Digital printing on High glossy paper (180 gsm)	
5	Digital printing on star Flex	
6	Digital printing on Backlit media	
7	Digital printing on Cotton	
8	Lamination of Photograph/digital prints	
9	Mounting of digital prints on 3 mm MDF	
10	Mounting of digital prints on 3 mm polycarbonate sheets	
11	Mounting of digital prints on 3 mm sun board	
12	Mounting of digital prints on PVDC	
13	Mounting of digital prints on Iron frame	
14	Fixing of Backlit Media and framing in concealed box with lighting arrangement	
15	Preparation and installation of self-illuminated glow sign board having branded lighting fixtures concealed in pre-coated heavy guage (18 SWG) box	

CATEGORY – 4

Preparation of exhibits including murals, diorama and models on hire basis during the event

Sl.No.	Extra Item for Pavilion/ other occasions	Rate (in Rupees) including all taxes
A	Preparation of exhibits including murals, diorama and models on hire basis during the event	
1	2D Cutouts (As per approved design) (rate per sq feet basis) :- made up of ply board/ card board.	
2	2D Cutouts (As per approved design) (rate per sq feet basis) :- made up of sun board.	
3	2D Cutouts (As per approved design) (rate per sq feet basis) :- made up of fibre glass	
4	2D Cutouts (As per approved design) (rate per sq feet basis) made up of acrylic	

5	Dioramma (As per the approved design) (Cost per sq ft base area x per ft height): Static model or operational models / miniature models/ prototypes / creating a live scene in 3-D, depicting the relevant theme of the exhibition. The rates will be inclusive of material used, designing, planning, armature, painting and pop/fibre glass/ foam board/ acrylic fabrication, Led lights, sound or any other fittings.	
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CATEGORY – 5

Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies on hire basis.

Sl. No.	Extra Item for Pavilion/ other occasions	Rate (in Rupees) including all taxes
A	Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies. (Rate per person for per day basis)	
1	Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies. (Rate per person for one day).The performance will involve wearing character costumes (mascots or themed outfits), acting out scripted dialogues and interactions, engaging audiences in a lively and educational manner. Scripts and storylines will be provided by CSIR.	

CATEGORY – 6

Supply of extra display equipment on purchase basis.

Sl. No.	Extra Item for Pavilion/ other occasions	Rate (in Rupees) including all taxes
A	Standeers: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78x36 inch) (rate per stand)	
1	Standeers: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78x36 inch) (rate per stand)	

Category- 7

Digital Printing (High quality) of Brochures, Leaflets/ Flyers/ Pamphlets, Compendiums/ Reports on purchase basis.

Sl. No.	Extra Item for Pavilion/ other occasions	Rate (in Rupees) including all taxes
A	Color Brochure (with lamination), A4 size, 170 -200 gsm	
1	1- 100 copies (cost per page)	
2	101-250 copies (cost per page)	
3	251-600 copies (cost per page)	
4	600 and above, copies (cost per page)	
B	Color Brochure (with lamination), A5 size, 170 -200 gsm	
1	1- 100 copies (cost per page)	
2	101-250 copies (cost per page)	
3	251-600 copies (cost per page)	
4	600 and above, copies (cost per page)	
C	Color Leaflets/ Flyers/ Pamphlets , A4 size, glossy paper , 120 gsm	
1	1- 250 copies (cost per page)	
2	251-600 copies (cost per page)	
3	600 and above, copies (cost per page)	

D	Color Leaflets/ Flyers/ Pamphlets , A5 size, glossy paper , 120 gsm	
1	1- 250 copies (cost per page)	
2	251-600 copies (cost per page)	
3	600 and above, copies (cost per page)	
E	Color Compendiums/ Reports (with front and back cover) , A4 size, on high quality glossy paper , 170 gsm	
1	1- 250 copies (cost per page)	
2	251-600 copies (cost per page)	
3	600 and above, copies (cost per page)	
F	Color Compendiums/ Reports (with front and back cover) , A5 size, on high quality glossy paper , 170 gsm	
1	1- 250 copies (cost per page)	
2	251-600 copies (cost per page)	
3	600 and above, copies (cost per page)	

GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the Bidders, to whom the work has been assigned by CSIR.
2. **Address**: For all purposes of the contract including arbitration thereunder, the address of the Bidders mentioned in the Bid(s) shall be final unless the Bidders notifies a change of address by a separate letter sent by registered post with acknowledgement due to CSIR. The Bidders shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Bidders**: The term Bidders shall mean company, firm or party to whom the contract is awarded, and their heirs, legal representative, assigns and successors.
4. **Specification of work**: The Specification of work shall mean the specification of work as specified and forming part of this Contract.
5. **Priced Schedule of Quantities**: Priced Schedule of Quantities shall mean the schedule of quantities duly priced with the accepted quoted rates of the Bidders.
6. **Bid(s)**: The entire set of Bid(s) paper issued to the Bidders should be submitted fully priced and also signed on the last page together with signature on each page. Signature will indicate acceptance of the Tender terms by the Bidders. CSIR reserves the right to summarily reject a bid where the /tender documents are not signed by the Bidder
The schedule of quantities shall be filled in as follows:
 - i) The “Rate” column to typed both in numerical / figures and in words.
 - ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
 - iii) In case of any errors / omissions in the quoted rates, the rates given in the Bid(s) marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the Bid(s) papers by the Bidders.
7. **Signing of Bid(s) Documents**: Individual signing the Bid(s) or other documents connected with contract must specify whether he/she signs as:
 - (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
 - (b) A partner of the firm, if it be a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

NOTE:

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Bid(s).
 - (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the Bid(s) and all other related documents must be signed by all partners of the firm.
 - (iii) A person signing the Bid(s) form or any documents forming part of the Bid(s) on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Director, CSIR without prejudice, shall cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
 - (iv) The Bidders should sign and affix his/her firm’s stamp at each page of the Bid(s) and all its Annexures as the acceptance of the offer made by the Bidders will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING BID(S).
8. **Rates Quoted**: The Bidders should quote their rates on Central Public Procurement Portal (e-procurement) only as per its terms and the quoted rates for each items should be inclusive of GST. No extra payment apart from the quoted rates in Chapter-6 (Tender Form – Financial Bid) will be made by CSIR.

9. **Opening of Bid(s)**: The Bidders is at liberty either in self **or** through an authorized representative (**not more than one**) to be present at the opening of the Bid(s). The representative attending the opening of the Bid(s) on behalf of the Bidder should bring with him/her a letter of authority from the Bidder and proof of identification.
10. **Criterion for Evaluation of Bid(s)**: CSIR will examine the Bid(s) to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bid(s) are generally in order. A Bid determined as not substantially responsive will be rejected by CSIR and will not subsequently be made responsive by the Bidders by correction of non-conformity.

Based on the qualification criteria specified in **Chapter-7**, the evaluation of all responsive tenders will be made first on the basis of technical and commercial information furnished in the Chapter. **The representatives of CSIR shall have the authority to inspect the godown(s) and office(s) of the Bidder to adjudge the capability of his claim in executing the job. If it is felt that the Bidder does not have the capability to carry out the specified job, then in such an event, CSIR reserves the right to reject the bid on technical grounds. The decision of CSIR in this regard would be final and binding. The date of opening of Financial bids of only those Bidders, whose technical bids are found to be in order as per the technical parameters set by CSIR at Chapter-5, shall be conveyed to the successful bidders.**

It must be kept in view that the no decision will be given by the Bid(s) Evaluation Committee. Any inferences drawn during the meeting of this committee by the Bidders or their representatives will be their own view and CSIR will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular Bid(s) will not be disclosed. **The award of work will be further subject to the specific terms and conditions of the contract given in Chapter-4.**

11. **Communication of acceptance/right of acceptance**: The successful Bidder will be informed of the acceptance of his/her tender in writing. Necessary instructions regarding the amount and time provided for security deposit, if any, will be communicated.
12. **Performance Security**: The Performance Security amount of Rs. 5.0 Lakh from each empaneled agency, valid upto 26 months from the date of award of agreement, shall have to be submitted in the form of Bank Guarantee, Demand Draft or through RTGS/NEFT (as per details mentioned at page No. 5) to CSIR within 21 working days from the date of issue of offer letter for agreement. **Any work award will be issued only after the Performance Security Money is submitted by the successful and empaneled Bidder.** The Performance Security will be forfeited by CSIR in the event of breach or negligence or non- observance of any condition of contract or in case the fabrication is delayed beyond the period stipulated by CSIR. The Performance Security money so deposited will be retained till conclusion of the empanelment period and refunded after expiry of agreement **without any interest**.
13. **Force Majeure**: Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, natural calamities, civil commotion, strikes, acts of terrorism, labour disputes, government or public authority's demands or requirements, etc.
14. **Insolvency etc.**: In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in case of a company the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified; CSIR shall have the power to terminate the contract without previous notice.
15. **Breach of terms and conditions**: In case of breach of any of terms and conditions mentioned above, the Competent Authority of CSIR will have the right to cancel the work order/job without assigning any reason thereof and nothing will be payable by CSIR in that event and the Earnest Money Deposit and Performance Security shall also stand forfeited. Besides this, the Bidder will also be liable to be debarred/blacklisted from participating in the tendering process of CSIR in future, and/or be fined.
16. Each and every page of the Tender document should be signed and stamped by the Tenderer.
17. **Subletting of work**: The Contractor shall not assign or sublet the work/job to any other person or party. In such case, CSIR will impose penalty as it deems fit and such Contractor(s) will be blacklisted/debarred from applying to any future bid/Tender of CSIR.

18. **Arbitration:** In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
 2. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
 3. Subject to the aforesaid provision, the arbitration and conciliation act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.
19. **Legal jurisdiction:** The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi, and the Courts within NCT of Delhi only will have jurisdiction to the exclusion of all other Courts.
20. CSIR reserves the right to pre-inspect the provided/installed items at site and if not found in good physical condition may discard or reject without assigning any reason thereon.
21. **The Joint Secretary (Admin.), CSIR, reserves the right to accept/reject/cancel any or all the tenders without assigning any reason.**

CONDITIONS SPECIFIC TO THE CONTRACT

1. This bid is only for empanelment of agencies and finalization of rate list towards designing and fabrication of CSIR's Pavilions along with supply and hiring of extra items in Delhi and other state in India. **This does not bind CSIR to award work during the currency of empanelment.** However, work may be awarded on the finalized rate-list during the currency of empanelment whenever occasion demands.
2. The Offer Letter for acceptance of the work will be issued to the successful bidder after the approval of the Competent Authority of CSIR. Work order will be issued well before start of the any event to install the Pavilion/Stall etc.
3. After award of the contract, the Contractor shall, at his/her own cost, set up an office with sufficient staff, near the CSIR's Pavilion/Stall at the required site with the facility of a telephone and other communication equipment, details of which should be made available to CSIR office. The Contractor shall also **provide the details of technical and non-technical personnel to be deployed during event on their Company's letterhead** for various works during the entire period of the event who will report to Officer-In-Charge of the CSIR. The details of personnel has to be shared with CSIR in advance.
4. Incomplete Bid(s) are liable to be rejected. **It means Tenderers should quote for all items. If any item is missed or not quoted then its value will be considered as "ZERO" and the Bidders will have to provide that item/facility free of cost.**
5. The items given in the specification of work are approximate. Requirement of quantity / items mentioned in the schedule may increase or decrease as per the decision of the Competent Authority of CSIR and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
6. When deemed necessary, CSIR may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidders to change or cause any change in the rates or any part of the Bid(s). CSIR may, if so desired, ask the Bidders to give presentation for the purposes of clarification of the Bid(s). All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidders.
7. The Bidders, in their own interest, are advised to inspect the site and see its physical condition before submitting Bid(s) at their own cost.
8. CSIR will open the Bid(s) in the presence of the Bidders or their authorized representatives, who may choose to be present at the following location:

**Council of Scientific and Industrial
Research**

Anusandhan Bhawan, 2, Rafi Marg, New
Delhi - 110001

9. The successful Bidder(s) would be handed over the site for construction of work **well before commencement of the event as per the requirement of work** and they should start the work immediately.
10. The successful Bidder(s) must complete the work satisfactorily and handover the Completion Certificate of Pavilion/Stall to Head- SCDD.
11. The Contractor(s) shall engage technically qualified personnel in sufficient numbers for executing the work and CSIR reserves its right to call for the details of staff so engaged by the Contractor.
12. Performance Security amount shall be liable to be forfeited and the Contractor will also be blacklisted from future work of CSIR. In case the Contractor(s) fails to complete the job within the stipulated time **or** if the job is not done satisfactorily as per the specifications.
13. **Insurance:** It will be the sole responsibility of the Contractor(s) to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost. The Contractor should take necessary precautions to safeguard against possible hazards/accidents. CSIR shall not be liable to pay any additional amount to the Contractor in case of any accident/mis- happening and loss to the items/equipment/facility of the Contractor in case no insurance cover is taken by the Contractor during the event. In case of Contractor did take/not take the insurance cover, CSIR shall not be liable for any loss/damage/hazard/accident/claim happens during the event in any case.
14. The Contractor shall indemnify and keep CSIR indemnified against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise out of or in consequence of fabrication and maintenance of works and against all or in relation thereto.

14.1 Before commencing execution of the work, the Contractor shall, without in any way limiting his

obligations and responsibilities under this condition, obtain and deposit with CSIR, Contractor's "All Risk Policy" Insurance policy with the beneficiary as "CSIR", and also insure against any damage, loss or injury which may occur to any property or to any person (including any employee of CSIR) by or arising out of carrying out of the Contract.

15. **Liquidated Damages:** In case of failure to complete the job in time, CSIR shall impose a penalty of 1% to 5% of contract amount alongwith other necessary action, which CSIR may deem fit. The Bidders may also be blacklisted for future work. In such a situation, CSIR shall have the right to make alternate arrangement for completion of the work through some other Bidders of its choice. In that event, the Performance Security Deposit amount will also be forfeited. Considering the above fact, both the parties agree that timely completion is essence of the contract.
16. Dismantling of the structures should begin only after written permission from the Officer-In-Charge. If it is done without prior permission and loss of any material or property, on the basis of complaint, if any, is brought to the notice of the Officer-In-Charge, the Bidders will be liable to compensate to the value of loss thus incurred.
17. During the period of construction/equipment/fitting, the Contractor(s) shall have to make own arrangement for facilities at event/ Exhibition Ground such as water, electricity, security etc.
18. **The Contractor(s) will be responsible for the up-keep and maintenance of the entire structure/equipment/fittings till the end of the event, for which no extra payment shall be made. Breakage and damages, if any, should immediately be replaced / repaired without any extra cost.**
19. Bidders should ensure that all electrical equipment, P.A. systems installed are working in order. If there is a power failure at the time of inauguration/other programmes or if the P.A. system/mike/microphone/speaker does not work at the time of inauguration/other programmes due to any reason, then 20% of the amount of electrical bill shall be deducted as penalty. Hence, Bidders should take appropriate measures to avoid such situation.
20. **Payment Terms:** 100% payments shall be made after the satisfactory completion of work within 15 days upon submission of certified bills in accordance with work awarded during the currency of empanelment.
21. **TDS under Income Tax and TDS under GST shall be deducted at source as applicable under the Rules. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be attached without which the Bid is liable to be rejected.**
22. **In addition to other payment clause of this tender/agreement documents, CSIR shall make the payment of Invoice net of taxes (excluding GST subject to TDS deduction) and GST shall be payable only after showing such invoice in CSIR GSTR-2A and GSTR-2B of GSTIN Portal.**
23. **Permanent Account Number (PAN) and GST Number together with CSIR's GST must be printed on Party's Bill/Invoice while submitting for release of payment.**
24. CSIR reserves the right to accept or reject any or all Bid(s), and to annul the Bidding process at any time prior to the award of the contract, without thereby incurring any liability to the affected Bidders on the grounds of CSIR's action.
25. **CSIR reserves the right to have pre-inspection of the Godowns/Premises/Offices before empanelment of agencies for assessing the capacity/stock of assets/ infrastructures/equipment/materials/items, the Bidder(s) have. During the inspection if the stock not found in good physical conditions as per our requirement, CSIR may discard or reject the Bid of the Bidder(s) without assigning any reason thereon.**
26. The decision of CSIR with regard to all terms & conditions shall be final and binding.
27. **On conclusion of the event, the structure must be dismantled and the material removed.** This has to be ensured by the Contractor that the halls are cleared by the stipulated date and time otherwise the contractor would be liable to pay all the penalty/rent as imposed by organizers to CSIR and such penalty shall be adjusted by CSIR from the Contractor's final bill/Performance Security or through legal action, if required.
28. The quality of materials/items to be used for fabrication during event should be in its conformity to the

approved samples/model. Any deviation in quality will render the contractor liable to penalty as may be decided by CSIR. The decision of CSIR in this regard shall be final and binding on the Contractor.

29. **Item Inspection and approval at site:** The design will be accepted by the party as per decision of the approved committee. If area of the stall fabrication increases or decreases, the rate will be changed proportionately. All the furniture and infrastructure to be provided shall be without any defect and should be scratch-less and stainless. The frames of the furniture should be either wooden or of stainless steel only. The samples of the furniture should be got approved from the CSIR Officer In-Charge beforehand. In case of supply of sub- standard/defective material, furniture etc., the Officer In-Charge shall have the power to deduct/recover full amount of the respective items against the payments due to the Contractor. All the items to be used must be got approved from CSIR.
30. **Validity of the Bid/Contract:** The initial empanelment period shall be for two years from the date of agreement signed for empanelment. The contract may be extended for another 01 year with empaneled bidders on the same terms and conditions on mutual agreement on the same rates on the basis of performance and quality of work.
31. **The CSIR, reserves the right to accept/reject any or all the tenders without assigning any reason.**

PARAMETERS FOR EXECUTING THE WORK (TECHNICAL BID - QUALIFICATION CRITERIA)

The Tenderers/Bidders are requested to enclose the following documents with the Technical Bids and are strictly advised not to enclose irrelevant documents along with the technical bids:

1. Earnest Money Deposit (EMD) for **Rs.8 lakhs** should be enclosed with the Technical Bid.
 2. **The bidder document should be properly indexed with page numbers.**
 3. The firm has to declare the Company profile such as partnership deed/proprietorship/company/MOA/AOA/Bylaws, etc. (copy of proof must be enclosed). **Bid is open for exhibition agencies only (advertising agencies and event managers need not apply).**
 4. The firm should have satisfactorily completed works with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. in the similar field (**) in last 3 years up to 31 March 2025 **(as per Annexure-A)** as per following:
 - i) Any three similar works during last 03 (Three) years each of value not less than Rs.25.00 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.
OR
 - ii) Any two similar works during last 03 (Three) years each of value not less than Rs.35.00 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.
OR
 - iii) One similar work during last 03 (Three) years of value not less than Rs.50.00 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.
- (**) Similar work/field means: Designing/Fabrication/Construction of Pavilions / Exhibitions in open areas as per Category-I.
5. Certified copy by Chartered Accountant as per **Annexure-B** showing average turnover of Rs.1.00 crore or more, in last 3 Financial Years. **Documentary proofs need to be submitted.**
 6. The Bidder should have **engaged an electrical supervisor**, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document. **An undertaking should be provided on the Company's letterhead stating that the Company has engaged the services of the electrical supervisor.**
 7. **Audit Report and Audited copies of Annual Accounts i.e., Balance Sheet, Profit & Loss Account, Annexures, etc.** of last 3 Financial Years should be enclosed.
 9. Self-attested copies of the **Income Tax Returns/Acknowledgements of last 3 Financial Years** should be enclosed.
 10. Self-attested copies of **Registration under GST Act and GST Return for the last quarter of the Financial Year 2023-24 (Form 3B & GSTR 1, etc.)** should be enclosed.
 11. Self-attested copy of **PAN card**.
 12. An **Affidavit of Rs.100/-** duly signed and stamped by Notary stating that the firm has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed (Photocopy of the affidavit will not be accepted). The issue date of Affidavit should not be older than one month from the last date of submission of the Tender document, If found, the technical bid will be rejected. It may also be ensured that Affidavit submitted with this bid/tender may not be submitted with the other bids and the original copy of the Affidavit is required to be submitted to Head(NCCL) after assigning the offer letter.
 13. The details on Company's letterhead of the person signing the Tender document must be provided with ID proof in the following format with attestation by one or more partners/Board of Director, in the format of an **Annexure C**.
 14. Details of personnel, who would be deployed during event on Company's letterhead should be enclosed. The details should specify technical and non-technical strength.
 15. **Each and every page of the Tender document should be signed and stamped by the Tenderer.**
 16. Integrity Pact Undertaking on Firm/Company's Letterhead as per **Annexure-E**.
 17. CSIR reserves the right to call any additional paper/document which the party has in possession but hasn't enclosed with the Tender document.

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions and understand the parameters of the proposed work of CSIR and shall abide by them.
2. I/We further undertake that all the information given in this tender are true and correct in all respects and I/We hold the responsibility for the same.

(Signature of the Bidder with stamp of the firm)

Date : _____

Place: _____

FINANCIAL BID

NOTE: Please refer to Chapter 3 (Scope of Work)

CATEGORY-1

Design, Fabrication (Wooden & Octonorm) and Maintenance of CSIR pavilion on turnkey and hire basis containing all elements and provision of services specified at Elements & Services (page no-)

Sl. No.	Design , fabrication & Maintenance of Pavilion		Rate	GST	Total Rates
A	Quote for Designer Wooden stall (per sq.m) with area of:				
	In Delhi				
	1	Up to 100 sq. m			
	2	101 to 300 sq. m			
	3	301 to 500 sq.m			
	4	501 and above sq. m			
	In other cities:				
	5	Up to 100 sq. m			
	6	101 to 300 sq. m			
	7	301 to 500 sq.m			
	8	501 and above sq. m			
B	Quote for fabrication of Octonorm stall with usual provision of 1-facia, 1- table, 2-chairs, 3-lights and 1-power point for every 9 sq. m. of space and 1-discussion table with 3-chairs for every 18 sq. m of space				
	In Delhi		Rate	GST	Total Rates
	1	Up to 100 sq. m			
	2	101 to 300 sq. m			
	3	301 to 500 sq.m			
	4	501 and above sq. m			
	In other cities:				
	5	Up to 100 sq. m			
	6	101 to 300 sq. m			
	7	301 to 500 sq.m			
	8	501 and above sq. m			

CATEGORY-2

Display Equipment & accessories on hire basis

Sl. No.	Extra Item for Pavilion/ other occasions	Rate	GST	Total Rates
A	Display Equipment & accessories (Rate per day basis)			
1	LED wall with DVD player for audio-visual, multimedia presentations, standard 4-5 pixel (Per sq. ft.)			
2	Interactive kiosk (17" or higher flat screen TFT LCD monitor, touch screen) including hardware (Per unit)			
3	Projector (Per Unit)			
4	Computer/laptop with printer-scanner (Per unit)			
5	55" LED Screen with stand(Per unit)			
6	Lapel Microphone, wireless (Per unit)			
7	Gooseneck Microphone, wireless (Per unit)			
8	Handheld Microphone , wireless(Per unit)			
9	T Stand Lighting (Per unit)			
10	Digital Standee/ Sinages – Digital Display screens 55" LED enclosed in metallic frame. (Per unit)			

CATEGORY- 3

Digital Printing (High quality), Lamination, Mounting, Fixing of Posters on purchase basis (one time use)

Sl. No.	Extra Item for Pavilion/ other occasions	Rate	GST	Total Rates
A	Digital Printing (High quality), Lamination, Mounting, Fixing of Posters (Rate per sq. ft. basis)			
1	Designing of posters for final digital printing			
2	Digital printing on Vinyl			
3	Digital printing on Matte adhesive paper			
4	Digital printing on High glossy paper (180 gsm)			
5	Digital printing on star Flex			
6	Digital printing on Backlit media			
7	Digital printing on Cotton			
8	Lamination of Photograph/digital prints			
9	Mounting of digital prints on 3 mm MDF			
10	Mounting of digital prints on 3 mm polycarbonate sheets			
11	Mounting of digital prints on 3 mm sun board			
12	Mounting of digital prints on PVDC			
13	Mounting of digital prints on Iron frame			
14	Fixing of Backlit Media and framing in concealed box with lighting arrangement			
15	Preparation and installation of self-illuminated glow sign board having branded lighting fixtures concealed in pre-coated heavy guage (18 SWG) box			

CATEGORY – 4

Preparation of exhibits including murals, diorama and models on hire basis during the event

Sl.No.	Extra Item for Pavilion/ other occasions	Rate	GST	Total Rates
A	Preparation of exhibits including murals, diorama and models on hire basis during the event			
1	2D Cutouts (As per approved design) (rate per sq feet basis) :- made up of ply board/ card board.			
2	2D Cutouts (As per approved design) (rate per sq feet basis) :- made up of sun board.			
3	2D Cutouts (As per approved design) (rate per sq feet basis) :- made up of fibre glass			
4	2D Cutouts (As per approved design) (rate per sq feet basis) made up of acrylic			
5	Diorama (As per the approved design) (Cost per sq ft base area x per ft height): Static model or operational models / miniature models/ prototypes / creating a live scene in 3-D, depicting the relevant theme of the exhibition. The rates will be inclusive of material used, designing, planning, armature, painting and pop/fibre glass/ foam board/ acrylic fabrication, Led lights, sound or any other fittings.			

CATEGORY – 5

Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies on hire basis.

Sl. No.	Extra Item for Pavilion/ other occasions	Rate	GST	Total Rates
A	Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies. (Rate per person for per day basis)			
1	Professional artists or mascot performers to participate in an engaging role play that showcases key CSIR technologies. (Rate per person for one day).The performance will involve wearing character costumes (mascots or themed outfits), acting out scripted dialogues and interactions, engaging audiences in a lively and educational manner. Scripts and storylines will be provided by CSIR.			

CATEGORY – 6

Supply of display equipment on purchase basis.

Sl. No.	Extra Item for Pavilion/ other occasions	Rate	GST	Total Rates
A	Standeers: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78x36 inch) (rate per stand)			
1	Standeers: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78x36 inch) (rate per stand)			

Category- 7

Digital Printing (High quality) of Brochures, Leaflets/ Flyers/ Pamphlets, Compendiums/ Reports on purchase basis.

Sl. No.	Extra Item for Pavilion/ other occasions	Rate	GST	Total Rates
A	Color Brochure (with lamination), A4 size, 170 -200 gsm			
1	1- 100 copies (cost per page)			
2	101-250 copies (cost per page)			
3	251-600 copies (cost per page)			
4	600 and above, copies (cost per page)			
B	Color Brochure (with lamination), A5 size, 170 -200 gsm			
1	1- 100 copies (cost per page)			
2	101-250 copies (cost per page)			
3	251-600 copies (cost per page)			
4	600 and above, copies (cost per page)			
C	Color Leaflets/ Flyers/ Pamphlets , A4 size, glossy paper , 120 gsm			
1	1- 250 copies (cost per page)			
2	251-600 copies (cost per page)			
3	600 and above, copies (cost per page)			
D	Color Leaflets/ Flyers/ Pamphlets , A5 size, glossy paper , 120 gsm			
1	1- 250 copies (cost per page)			
2	251-600 copies (cost per page)			
3	600 and above, copies (cost per page)			

E	Color Compendiums/ Reports (with front and back cover) , A4 size, on high quality glossy paper , 170 gsm			
1	1- 250 copies (cost per page)			
2	251-600 copies (cost per page)			
3	600 and above, copies (cost per page)			
G	Color Compendiums/ Reports (with front and back cover) , A5 size, on high quality glossy paper , 170 gsm			
1	1- 250 copies (cost per page)			
2	251-600 copies (cost per page)			
3	600 and above, copies (cost per page)			

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

Signature: _____

Name: _____

Designation: _____

Seal: _____

Date: _____

Place: _____

Evaluation Criteria**Technical Evaluation Criteria**

A. The Bidders/Applicants should fulfill the following eligibility criteria:				
Sl. No.	Eligibility Criteria	Minimum Marks	Maximum Marks	Documents to be submitted
1.	<p>The Bidder should be a registered proprietorship/partnership firm/LLP/Pvt./BOI/AOP/Other registered firm registered in India having an experience of minimum 03 (three) years. The experience will be considered from the date of Registration of the Firm in India with concerned Authority.</p> <p>NOTE: 01 (One) additional mark will be awarded for each additional year experience, to a maximum of 05 marks.</p>	05	10	Certified copy of registration (Partnership Deed/MOA/AOA/COI/Bylaws, etc.).
2.	<p>The firm should have satisfactorily completed works with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. in the similar field** in last 3 years up to 31 March 2025 (as per Annexure-A) as per following:</p> <p>i) Any three similar works during last 03 (Three) years each of value not less than Rs. 25 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.</p> <p>OR</p> <p>ii) Any two similar works during last 03 (Three) years each of value not less than Rs. 35 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.</p> <p>OR</p> <p>One similar work during last 03 (Three) years of value not less than Rs. 50 lakhs. Copies of Work Order with detailed specifications to be executed along with Completion Certificates must be enclosed.</p> <p>**Similar work/ field means: Designing/Fabrication/Construction of Pavilions/ Exhibitions in open areas as per Category –I.</p> <p>NOTE: 01 (one) additional mark will be awarded for each additional completed work subject to a maximum of 10 marks.</p>	05	10	<p>1. Copy of completion certificate issued by Central Govt. Organization, State Government Organization, PSUs and Autonomous Body must be submitted in technical bid.</p> <p>2. Summary list of Completion certificates on Letterhead, must be attached.</p> <p>3. Clear Photographs of executed work/projects in colour should be enclosed.</p>

3.	Certified copy by Chartered Accountant as per Annexure-B showing average turnover of Rs.1.00 crores or more, in last 3 financial years. Documentary Proofs need to be submitted. NOTE: 01 (one) additional mark will be awarded for each additional turnover per crore subject to a maximum of 10 marks	05	10	1. Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return. 2. CA Turnover Certificate as per Annexure-B
4	The firm should have a fully functional in house manufacturing workshops of Metal and Wood works, with Paint shop infrastructure, large and secured assembly space. The firm should have associate partners for (a) good quality Digital prints with multiple minimum 4 feet wide printers & flatbed printers, (b) Furniture, (c) A/V equipment rentals, (d) Lights & Electricals.	05	10	Photographs/video of the warehouse with the mentioned items to be attached and also shown during Presentation.
Total (A)		20	40	
B. Evaluation Sheet:				
Interaction/Presentation will be evaluated by the approved Committee as per the Evaluation Sheet attached.		30	60	Bidder will be required to present himself/herself before the Committee.
Total (B)		50	100	
2. Financial Evaluation				
Since it is tender for empanelment of Agency hence after opening of financial bid L-1 rates of qualified firm for each item shall be taken as base rate and a basket of rates will be prepared. The lowest rate for each item (basket rate) shall be offered to each technically qualified firm and the firm(s) who will accept the lowest rates basket will be empaneled for CSIR for next two years.				

NOTE:

- It is important for each party **to qualify at least the minimum marks in each category** to be eligible for consideration in the next category of 'A', 'B'.
- Hence, only those parties who qualify Category 'A', will be called for Presentation in Category 'B'. Only those parties who qualify Category 'B', will have their financial bids opened.

EVALUATION SHEET BASED ON INTERACTION / PRESENTATION

S. No.	Name of the Bidder(s)	Interpretation /Understanding of Tender requirement (8)	Photo+ Video of Warehouse with materials which also shows the name of the firm (12)	Quality of Presentation in Digital Format Walkthrough (12)	Way of presenting and knowledge of work of CSIR (3)	Methods and materials used to fabricate & install (6)	Time plan for Execution & Installation (7)	Images/ Videos of 3 Similar Exhibitions Executed by the vendor (6)	Any special Inputs by The Bidder(s)/ Innovation (6)	Total Marks (out of 60 marks) (60)
1.										
2.										
3.										
4.										
5.										

NOTE

- A. Eligible bidders (achieving at least 20 marks in Evaluation Criteria A) will be called for Interaction/Presentation on a date which will be intimated via phone/e-mail. Only eligible Firms, as per tender criteria, are required to attend the same.
- B. The Interaction/Presentation needs to be shown in Digital format. A print copy is also required to be submitted, in addition to the soft copy of the Presentation for official records.
- C. All financial costs against the items mentioned/shown in the Presentation should be included in the Financial Bid submitted. Any additional cost beyond the BoQ of the financial bid (item wise) may not be accepted.
- D. Only two representatives from each Firm will be allowed inside the Presentation room.

UNDERTAKING (LIST OF WORKS)
(To be submitted on Company's letterhead)

I/We, _____ have done the works related to Designing and fabrication of Pavilions in Delhi and other states in India at various exhibitions/event as per the details given below:-

Sr. No.	Name of the Government Agencies	Date of Work Order/Completion Certificate	Total Amount (Rs.)
1.			
2.			
3.			

Note: Copies of Work Order with detailed specification of items and scope of works to be executed (preferably BoQ) along with Completion Certificates must be enclosed.

Signature: _____

Name of the Firm: _____

Seal of the Firm: _____

Date: _____

Place: _____

TURNOVER CERTIFICATE
(To be submitted on letterhead of practicing Chartered Accountant)

TO WHOMSOEVER IT MAY CONCERN

We have verified the books of accounts and related record of M/s. _____
_____ situated at Address of the
Firm/Agency _____ and on verification of the
records, we hereby certify that average Turnover and net worth of this mentioned entity/firm during
the last three financial years which are as under:

Sl.No.	Financial Year	Turnover Rs. in lacs	Experience (Rs. In lacs)
1.	2022-23		
2.	2023-24		
3.	2024-25		
Total			
Average Annual Turnover of last three years			

Signature and seal of Chartered Accountant _____
Name & Seal of the Firm: _____
Membership No: _____
Firm Reg. No: _____
UDIN: _____

Place: _____

Date: _____

ATTESTATION

(To be submitted by the Bidder on their Company's Letterhead)

The details on Company's letterhead of the person signing the Tender document must be provided with ID proof in the following format with attestation by one or more partners/Board of Director.

1.	Name	
2.	Designation of the Person signing the Tender document	
3.	Contact No.	
4.	Specimen Signature	
5	Identity document attached	

Attested by

Signature: _____

Name of Contractor/Firm: _____

Seal of the Firm: _____

Date: _____

Place: _____

UNDERTAKING
(To be submitted on Company's/Firm's Letterhead)
(To be submitted when the work will be awarded)

I/We, _____ submit that all works related to designing and fabrication of CSIR's Pavilion, electrification (including wiring/cabling with properly taped and markings), etc. are done properly and as per terms and conditions and as per the specifications of the Tender. In case of any accident or untoward incident, I/We _____ will be held solely responsible.

Signature: _____

Name of Contractor/Firm: _____

Seal of the Firm: _____

Date: _____

Place: _____

Format of Integrity Pact

INTEGRITY PACT

Between

Council of Scientific & Industrial Research) CSIR (a Society registered under the Indian Societies Act 1860 represented by _____ hereinafter referred to as "The Principal."

Andherein referred to as "The Bidder /Contractor".

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness /transparency in its relations with its Bidders and/or Contractors. In order to achieve these goals, the Principal will appoint an Independent External Monitor(IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b) The Principal will exclude from the process all known prejudiced persons.

2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

Section 2 – Commitments of the Bidder) s/(Contractor)s

1) The Bidder/Contractor commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a) The Bidder/Contractor will not, directly or through any other Person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b) The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, Certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c) The Bidder/Contractor will not commit any offence under the relevant IPC/PC Act; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d) The Bidder/Contractor of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder/Contractor of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder/Contractor. Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annexure.

e) The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

3) The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

Section 3 – Disqualification from tender process and exclusion from future Contracts

(1) If the Bidder/Contractor, before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder/Contractor from the tender process or take action as per the procedure mentioned in the “Guidelines on Banning of business dealings”. Copy of the “Guidelines on Banning of business dealings” is annexed and marked as Annex -“B”.

Section 4 – Compensation for Damages

1) If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit /Bid Security.

2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression:

1) The Bidder declares that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings”.

Section 6 – Equal treatment of all Bidders /Contractors /Sub-contractors

(1) The Bidder/Contractor undertakes to demand from all Subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders /Contractors /Subcontractors

(1) If the Principal obtains knowledge of conduct of a bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 -Independent External Monitors

(1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS(A), CSIR.

(3) The Bidder(s)/(Contractor)s (accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor .The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation .The same is applicable to Subcontractors .The Monitor is under contractual obligation to treat the information and documents of the Bidder)s /(Contractor)s / (Subcontractor)s (with confidentiality).

(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the

Contractor. The parties offer to the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notice, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(6) The Monitor will submit a written report to the JS(A), CSIR within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

(7) Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.

(8) If the Monitor has reported to the JS(A), CSIR a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor 'would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by JS(A), CSIR.

Section 10 – Other provisions

(1) This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e .New Delhi

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

For & On behalf of the Principal)
(Office Seal)

(For & On behalf of Bidder /Contractor)
(Office Seal)

Place.....

Place.....

Date.....

Date.....

Witness 1): Name & Address :(_____

Witness 2): Name & Address :(_____

Names, Address, Contact details of IEM's

The Name and Contact details of the IEMs are as under: –

1. SHRI JAGADIP NARAYAN SINGH,
IAS(Retd),
E-Mail: jagadipsingh@yahoo.com

 3. SHRI ARUN KUMAR GUPTA, Ex-CMD, SCI,
E-Mail: guptaarun55@rediffmail.com
-

Land Border Declaration Undertaking

(To be furnished on the Bidding Firm's Letter Head)

Ref No.

Dated:

Sub:- Land Border certificate

Ref: (i) Ministry of Finance, department of Expenditure, Public Procurement Division OM F.No.6/18/2019-PPD dated 23rde July 2020

(ii) CSIR-CIMAP NIT Ref. No.....Date.....

Procurement of

Certificate for the Land Border Declaration

"I have read the clause regarding restrictions on procurement from the bidder of a country which shares a land border with India.

*I certify that this Bidder is not from Land border country as stipulated in the aforesaid OM of Ministry of Finance a country, department of Expenditure, Public Procurement Division OM F.No.6/18/2019-PPD dated 23rde July 2020.

OR

**I hereby certify that this bidder is from land border country stipulated in the aforesaid OM of Ministry of Finance a country, department of Expenditure, Public Procurement Division OM F.No.6/18/2019-PPD dated 23rde July 2020 and fulfils all requirements in this regard and is eligible to be considered for this procurement The valid registration certificate issued by the Competent Authority is attached.

I hereby undertake that the content of the certificate is true in all respect.

Bidder's authorized Signatory Name: _____

Designation: _____

(Seal)

*/**strike off which is not applicable

Online Bid Securing Declaration/ Earnest Money Deposit (BSD/EMD) declaration form

(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual)

(On the Letter Head of the Bidding firm)

(Non-submission of BSD/EMD Declaration will result in summarily rejection of the bid)

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser) I/We. The undersigned, declare that:

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

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

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

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

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on ____ day of _____ (insert date of signing)

Bidder's authorized Signatory with Company Seal

Name: _____

Designation: _____

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Format for MII declaration

1. (to be printed in letter head) –

Self-Certification under preference to Make in India order Certificate

2. In line with Government Public Procurement Order No. P-45021/2017-PP (BE-II) dated 04.06.2020 and its amendments, we hereby certify that we M/s _____ are local suppliers and the offered item having local content of _____% (excluding Net Domestic Indirect Taxes, Transportation, Insurance, Installation, Commissioning, Training and after sales service support like AMC/CMC etc.) as defined in above orders for the material against Tender/Bid No. _____
Dated _____

3. Details of location at which local value addition will be made as follows:

4. We also understand; false declaration will be breach of the code of integrity under the rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per rule 151 (iii) of the General Financial Rules along with such other actions as maybe permissible under law.

Thanking You

Signature with date
Name

Designation

Official Seal

DEVIATION STATEMENT FORM (Techno-commercial Bid)

1) The following are the particulars of deviations from the requirements of the e-tender specifications:

e-tender Clause/specifications	Deviation	Remarks (including justification)

Place:

Date:

**Signature and seal of the
Manufacturer/ bidder**

NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating **“No Deviations”**

LIST OF VENUE DETAILS
(where agency has already worked in last 3 years)
(To be submitted on Company's letterhead)

I/We, _____ have done the works related to Designing and fabrication of Pavilions in Delhi and or other states in India at various exhibitions/event as per the details given below: -

Sr. No.	Event Name	Venue	Date
1.			
2.			
3.			

Signature: _____

Name of the Firm: _____

Seal of the Firm: _____

Date: _____

Place: _____