



अखिल भारतीय आयुर्वेद संस्थान
ALL INDIA INSTITUTE OF AYURVEDA (AIIA)
(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Notice Inviting Tender for “Providing event management services” for Ayurveda Day 2025 (23rd September) at All India Institute of Ayurveda, Satellite Institute, Goa
e-mail Id: centralstore-goa@aia.gov.in
Ext. No: 9311391886

F. No. Z-50/129/2025-AIIAGoa

Date:09/09/2025

Tender document can be downloaded from following websites:

www.aia.gov.in

www.eprocure.gov.in/epublish/app

Address To:

Dean

All India Institute of Ayurveda (AIIA)

Manohar International Airport Road, Village-Dhargal, Taluka-Pernem,

North Goa, Goa-403513

DIRECTOR, ALL INDIA INSTITUTE OF AYURVEDA invites proposal from leading and experienced agencies / firms engaged in similar work for " **PROVIDING EVENT MANGEMENT SERVICES FOR AYURVEDA DAY 2025 (23rd September) AT ALL INDIA INSTITUTE OF AYURVEDA, GOA**" as per scope of work specified in this bid document. The bids are to be submitted under two bid system where technical and financial bids should be submitted in separate envelop which may be placed in a bigger envelop.

Schedule of Tender

1	Tender No	
2.	Availability of Tender Document	The tender document can be downloaded from the AIIA website https://www.aiaa.gov.in or from the procurement portal https://eprocure.gov.in/epublish/app
3.	Name of the work	PROVIDING EVENT MANAGEMENT SERVICES FOR AYURVEDA DAY (23rd September) AT ALL INDIA INSTITUTE OF AYURVEDA, GOA
4.	Estimated cost	₹3,50,00,000/-
5.	Type of tender	Two bid system
6.	Period of contract	1 Day
7.	Minimum Validity of tender offer	30 days from the date of opening of technical bid
8.	Tender Document fee	Nil
9.	EMD	₹7,00,000/-
10.	Performance Security	5% of Contract Value

Time schedule of tender:

S.No.	Particulars	Date	Time
1	Date & Time of publishing tender	09.09.2025	18:00
2	Last date for submission of queries	10.09.2025	18:00
3	Bid submission start date & time	09.09.2025	18:00
4	Bid submission end date & time	13.09.2025	10:00
5	Bid opening date and time	13.09.2025	10:30
6	Presentation (on site) will be held at AIIA, Goa	13.09.2025	12:00
7	Date of opening of Financial Bid	Will be informed in due course.	

Bidders should carefully read all the terms & conditions before submitting their tender. The invitation to tender is subject to fulfilment of eligibility conditions and adherence to instructions as per schedules below:

Chapter-I	Instructions to the bidders
Chapter - II	Terms & conditions of the contract
Annexure- A	Technical Bid Performa
Annexure- B	Financial Bid (To be submitted in separate envelop)
Annexure- C	Declaration from Bidder
Annexure- D	Bid Security Declaration
Annexure- E	Essential Qualification /Eligibility Criteria
Annexure- F	Evaluation parameters

**Dean
AIIA, Goa**

INSTRUCTIONS TO THE BIDDERS

1. Instructions to Bidder

- 1.1. The instant tender enquiry is for providing event management services for Ayurveda Day at All India Institute of Ayurveda(AIIA), located at Mahohar International Airport Road, Village-Dhargal, Taluka-Pernem, North Goa, Goa-403513.
- 1.2. The Bidders participating in the bid should be capable to provide the services on short notice period for the urgent nature of requirements.
- 1.3. The bidders shall have to provide the services as one stop solution making all the arrangements as the details provided in BOQ. Any other items which is not included there, if required at the time of event, the bidder shall have to arrange on the rate/price mutually agreed at that time.
- 1.4. The Bidder should be a single business entity (the “Single Business Entity”). The term bidder used here in would apply to a Single Business Entity. A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a Sole Proprietorship firm registered under Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership firm registered under Limited Liability Partnership Act, 2008. Note: a) Consortium or Joint Venture is not allowed to participate in the bidding process. b) If the bidder is: i) A Company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity. ii) A sole proprietorship firm, and a limited liability partnership firm should furnish copy of the registration certificate, GST and IT return for the last three financial years preceding the bid due date as a proof of identity. iii) A registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the bid due date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.
- 1.5. The bidder must have provided an event management service including event organization, planning, conceptualization, Catering and execution during last Three financial years (2022-23, 2023-24, & 2024-25). The bidder shall upload satisfactory completion certificate issued by competent authority. The work amount claimed must be verified in the supporting document.
- 1.6. The Bidder must have achieved an average Annual Turnover of Rs. 5 Cr. during the preceding 3 (three) financial Years ending on March, 2025. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3 i.e. (2022-23, 2023-24, & 2024-25).
 - a) Copies of Balance Sheet/Profit and Loss Account/ITR OR A certificate from Chartered Accountant duly certifying the turnover of last 3 financial years should be uploaded along with turn over criteria.
 - b) The Bidder must be registered in India. (Supporting document must be furnished)
 - c) The Bidder should have valid GST and PAN registration.
- 1.7. The bidder should not have been blacklisted by any Central / State Government Department / PSUs / Autonomous Body during the last three years. A self- declaration in this regard is to be uploaded by bidder.
- 1.8. The bidder should have an office with a dedicated telephone/toll free number for round the clock booking of the requirements in Pan India. Self-declaration informing the dedicated toll -free number and details of single point contact person is to be provided.

- 1.9. The bidder should be registered under GST and must be having PAN Number. Copies of GST & PAN are to be uploaded.
- 1.10. The bidder must have ISO certification.
- 1.11. Bidder should also sign & upload declaration (Annexure-C) provided with the tender document and duly filled in Technical Bid proforma (Annexure A) and Financial Bid proforma (Annexure-B).
- 1.12. Bidder should upload bid security declaration (as per Annexure D). Tender without Bid Security Declaration shall be treated as non-responsive.
- 1.13. **Bidders must ensure that required document have been enclosed along with technical bid failing which offers submitted will be rejected outrightly.**
2. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. **(A)** For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. **(B)** If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. **(C)** Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.

Note: - All the above-mentioned required registrations / licences must be valid on the date of publication of this tender and in case any of registrations/licence is under renewal, the same must be completed before the award of the contract. Requisite self-attested copies of documents as proof with reference to above eligibility criteria.

3. GENERAL INSTRUCTIONS:

- 2.1 **All the tender document must be dropped in the tender document available at Ground Floor, Hospital Block, All India Institute of Ayurveda, Goa within stipulated time given in the tender enquiry. Bidders may ensure the timely submission of bids. Offers received after due date shall not be considered.**
- 2.2 The Tender inviting authority (TIA) may issue amendment/ error to the tender documents before due date of submission of tender. The Bidders are required to read the tender documents in conjunction with amendments/corrigendum, if any, issued by TIA. The bidder is not supposed to incorporate any amendment/ errata in the body of tender documents either in ink or pencil. In case the bidder, on the body of tender document, incorporates amendments/errata issued, they shall not be considered and the amendment/ errata issued by the TIA shall only hold good. The amendments/errata issued to these documents, if any, would be uploaded on AIIA website as well as on CPP Portal. The bidders shall visit these websites from time to time to check for any amendment/errata.
- 2.3 The bidder has to submit the tender document(s) well in advance before the prescribed time to avoid any delay or technical problem during the bid submission process.

- 2.4 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or difficulties faced during the submission of bids by the bidders due to local issues.
- 2.5 Bidder shall quote their amount item-wise in the BOQ (Financial Bid). Bidder having **Highest Marks in QCBS Criteria** shall be eligible for award of the Tender and the Letter of Award (LOA)/ Work Order shall be issued to the Bidder.
- 2.6 The Technical Bids will be opened at All India Institute of Ayurveda, MOPA Road, Village-Dhargal, Taluka-Pernem, North Goa, Goa-403513 as per Tender time schedule. If the date of opening is declared a holiday, bids will be opened at the same time on next working day. Bidders or their authorized representative may remain present at the time of opening of bids if they so desire.
- 2.7 Financial bids of only those bidders, **who scores minimum 70 marks in QCBS Criteria** after technical evaluation is done by AIIA, GOA.
- 2.8 No bid shall be modified after the deadline for submission of bids.
- 2.9 No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of bid validity specified. Withdrawal of a bid during this period or actions for modification/alteration will result in debarring the Bidder from tendering process and may also render them liable for legal action as deemed suitable. If any bidder withdraws or modifies its bid during the period of bid validity, or refuse to accept the offer of work after completion of bidding process etc., the bidder will be debarred from any bidding process with AIIA, Goa for a period of Two years. The format of Bid Security Declaration is attached with tender document. Bidders is required to upload Bid Security Declaration in the Format attached with tender document at Annexure D.
- 2.10 Transfer of BID submitted by one Bidder to another is also not permissible. No Alteration in the BID, once submitted, shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, action for debarment will be taken as per conditions prescribed herein.
- 2.11 During evaluation and comparison of bids, AIIA, GOA may, at its discretion, ask the bidder for clarification on his bid. The request for clarification will be given in writing through e-mail and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification at the initiative of the bidder will be entertained.
- 2.12 Canvassing by any Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the bid. Conditional tenders will be rejected.
- 2.13 AIIA, GOA reserves the right to postpone and/ or extend the date of receipt or opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled for any form of compensation from AIIA, GOA.
- 2.14 Successful bidder has to accept the offer of work/contract at the rate quoted in financial bid and under the conditions prescribed in the tender document and any reluctance or refusal of acceptance of work order on any ground will not be entertained and such activities may attract penal action as per rules.
- 2.15 Evaluation of Bids: Bids received will be evaluated by the tender committee constituted by

competent authority of AIIA, GOA to ascertain the reasonability & responsiveness of bid for the complete work/services as per the terms & Conditions of tender documents. The successful bidder will be finalized on basis of fulfilling the eligibility conditions, rate of quoted by bidder and as per relevant provisions of GFR-2017.

2.16 The bids shall be evaluated under QCBS methodology where weightage of technical and financial scores will be 50:50. The calculation will be on the below given formula: -

Overall Score = Technical Score ((Bidder's Technical Score x 50%) + Financial Score ((Lowest Price / Bidder's Price) x 100 x 50%)

2.17 The bidder who will score the highest marks in the overall score will be considered as **L-1** and will be awarded the works subject to fulfilling other all terms and conditions.

2.18 Incomplete & conditional bids will not be considered and summarily rejected.

2.19 The Competent Authority of AIIA, GOA reserves the right to accept or reject (Fully or partially) any tender or all the tenders without assigning any reason.

Chapter -II

TERMS AND CONDITIONS OF THE CONTRACT

1. SCOPE OF WORK

1.1 All India Institute of Ayurveda, Goa is an autonomous body under the Ministry of Ayush, Government of India. The headquarters office of AIIA, Goa is situated at Gautampuri, Sarita Vihar, New Delhi.

1.2 AIIA holds various high level ministerial events, national & international delegation visits, conferences and important events of national & international level in Satellite Centre Goa and at other locations. To facilitate the AIIA for event management service including event organization, planning, conceptualization, Catering and execution of such events AIIA intends to enter into agreement with one Agency which shall provide event management service including event organization, planning, conceptualization, Catering and execution of such events in AIIA, Satellite Centre Goa and at other locations in PAN India as required by AIIA, Goa as per the scope of work prescribed in the tender document.

1.3 The engaged Agency shall arrange catering services on per plate basis separately for High Tea and Buffet Lunch (including welcome drink and millet-based recipes), and Session Tea should be inclusive of all arrangements including FOOD, CROCKERY, WAITERS and EVENT MANAGERS etc. Rates shall be quoted for catering services on per Plate basis for national and international participants/guests. Catering charges should not be more than the prescribed rate as provide in Department of expenditure, ministry of Finance, Govt. of India OM no. 7(3)/E-coord/2013 dt. 06 may 2015. Food Menu are to be included in consultation with AIIA.

1.4 (A)The Empanelled Agency shall arrange its own pandals/pagodas necessary for cooking and other activities related to catering services. (B) Agency shall provide adequate approved good quality crockery and cutlery (preferably of bone china/opal ware) and table cloth, mats etc. of superior quality in the kitchen and dining halls. Utensils for serving warm food shall also be provided by the Agency. (C)The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The

Agency shall provide trained manpower services in the dining hall and VIP Lounge. However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis. The Agency has to create its own pantry as per the requirement for the purpose for which he may be required to have other arrangements like fans, candle burners / gas burners, table ware and thermoware etc. (D) Serving of potable drinking water from the source to the dispensers and water coolers placed at venue shall be the responsibility of the Agency. (E) The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily. (F) The Agency shall arrange for such of those special equipment and apparatus if any required for cooking etc.

1.5 **Personal Hygiene:** (a) The Agency shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited. (b) Potable Water shall be used for cooking, cleaning vessels etc.

1.6 **Quality Maintenance** (a) The eatables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served. (b) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. (C) Only high quality Basmati Rice, refined oil and desi ghee of Standard make, Best Quality are to be used. The inputs for the food etc will be checked by the representative of the AIIA. Maintaining hygienic conditions in cooking/pantry area & dining/serving areas is very essential.

2. **Period of Contract:** The contract is for one time event.

3. The successful bidder shall within 1 day of issue of letter of intent, give his acceptance.

4. The Nodal Officer of AIIA after approval of Competent Authority will directly intimate the Agency for event management service including event organization, planning, conceptualization, Catering and execution.

5. **PAYMENT PROCEDURE:**

5.1 The agency shall raise the bill after successful completion of event and payment will be made within a period 30 days positively. However, in case of delayed payment, bidder shall not eligible for any interest or charges etc.

6. **DISPUTE SETTLEMENT:**

All differences and disputes arising out of or in connection with the Contract Agreement shall be settled by mutual discussions and negotiations. If such dispute and differences cannot be settled and resolved by discussions and negotiations, the same shall be referred to the sole arbitrator appointed by the Director, AIIA, New Delhi whose decision shall be final and binding the parties. In case of litigation arises, the jurisdiction will be High Court of Delhi.

7. **PENALTY & TERMINATION:**

7.1 TERMINATION

- (A) AIIA may terminate the contract if any of the following events occur: – i. Contractor is adjudged as insolvent. ii. Contractor has abandoned the contract i.e. the Contractor fails to perform the obligations under the contract for a period of 3 days. iii. Any of the licenses, permissions or registrations of the Contractor as required under the applicable laws are discontinued/ cancelled or not renewed in time. iv. Contractor has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily. v. The Contractor is found to have acted in breach or violation of any of the safety norms persistently, applicable labour and other laws in relation to the contract and his obligations therein. vi. The Contractor commits a breach of the contractual terms and conditions. vii. In the opinion of AIIA, it is desirable to discontinue with the performance of the contract with the Contractor.
- (B) AIIA shall give the Contractor a three days' notice period to rectify the breach, failing which the contract shall stand terminated on the last date of the notice period without requiring any further notice from NIF in that behalf. C. Upon such termination, the outstanding dues of the Contractor shall be settled subject to the amounts recoverable by AIIA under the contract from the Contractor.

Penalty:- In case, service providers fails to execute the event management services as per direction of the institute, the same will be managed by the Institute on its own resources and penalty of 10% of the expenditure of the event will be charged as an administrative charges. In case of the there is complaint the quality and substandard services, the payment for such items/service shall not be made by the institute.

7.2 INDEMNITY

- (A) The Contractor shall indemnify and keep harmless AIIA from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses whatsoever which may be brought against or suffered by AIIA which it may sustain, pay or incur as a result of or in connection with the performance/ purported performance/ non-performance of the contract by the Contractor, including but not limited to, any liability or action occurring on account of any litigation, court or government orders.
- (B) During the period of agreement, if it is found that the agency has indulged in fraudulent actions or has not been providing proper or prompt services, the agency may be issued with Show Cause Notice, through mail and/or post, and Agency shall be bound to reply to show cause notice within 7 days. If the submissions of agency are not found satisfactory, the security deposit may be forfeited and agreement may be terminated.
- (C) The manpower deployed during the event management shall be responsibility of the service provider. Bidder shall have to ensure the compliance of payment of minimum wages, EPF, ESIC and other labour laws. In case of any mis-happening/accident/losses of assets or life will be the responsibility of the service provider. Any legal or statutory case, is arises will be dealt by the service provider only, AIIA will not be responsible for such cases.

ANNEXURE-A**TECHNICAL BID****Part-A Pre-qualification criteria**

Name of Work : PROVIDING EVENT MANGEMENT SERVICES FOR AYURVEDA DAY 2025, AT ALL INDIA INSTITUTE OF AYURVEDA, GOA

Sl	Particulars	Document	Page No
1.	NAME OF TENDERING AGENCY/COMPANY/FIRM	Registration/Incorporation/Partnership deed	
2.	ADDRESS OF OFFICE/OFFICES WITH CONTACT NO./MAIL-ID	-do-	
3.	DEDICATED TOLL FREE NUMBER/TELEPHONE with contact person details	Declaration	
4.	GSTN	Registration document	
5.	PAN	Copy of pan card	
6	WHETHER DEBARRED/BLACK LISTED BY ANY CENTRAL/STATE GOVT./PSUs DURING THE PAST THREE YEARS, IF SO FULL DETAILS MAY BE FURNISHED	SELF DECALARTION TO BE ENCLOSED.	
7	DECLARATION AS PER ANNEXURE-C	To be enclosed	
8	Annexure-D	TO BE ENCLOSED.	
9	Turnover (Min. ₹5 Cr for last three FY)	CA certificate	
10	Experience (3 years)	Letter of award/completion certificate with value of the work	
11	Past performance	Award of works	
12	Proof of completion of minimum three (3) events	Experience certificate duly signed by the Buyer Organization	
13.	Certification	ISO Certificate	
14	EPF/ESIC registration	Registration document	

Part -B QCBS evaluation criteria

S.	Parameter	Evaluation Basis	Marks	
1	Average Annual Turnover (Last 3 Years)	≥ ₹14 Cr -25 Marks ≤₹10 > 14 Cr - 20 Marks ≤₹10 > 7 Cr - 15 Marks	25	
2	Past Performance (Value of Single largest Ayush related Similar Works executed in last 3 years) from Central, PSU, Autonomous body or state govt.	≥ ₹7 Cr -25 Marks ≤₹3.5 > 7 cr - 20 Marks ≤₹3.5 > 1 cr - 15 Marks	25	
3	Number of Similar Ayush related Works Completed for Valuing ≥₹1 cr (Last 3 Years) from Central, PSU, Autonomous body or state govt.	≥ 7 Works - 25 Marks ≤5=7 Works - 20 Marks ≤ 3=5 Works - 15 Marks	25	
4	Presentation / Technical Approach & Methodology (10-15 Minutes)	Understanding of Scope: 15 Marks Proposed Work Plan: 10 Marks	25	
	Total		100	

ANNEXURE – B

Sr. no	Description	Qty.	Rate per Qty.	Total Value
1	Concept and Planning			
	Developing overall Concept & Content generation, Designing Artwork on the said content. The concept designs and matter shall be utilised for developing all required creative for branding, print, digital, electronic and social media advertising, Information Booklet, etc.	1 Job		
	Planning the entire event flow and event structure to suit the requirement of the event.	1 Job		
2	50 nos VVIP & VIP Accomodation, Transportation and Food :			
	Arrangement of Transportation for the pick up and drop of the delegates from the airport and all the logistic requirements of the event. Including local travel. Vehicles to be arranged for 2 days which will be available round the clock along with well trained and well mannered drivers.	1 Job		
	a) Cars - Innova Crysta/Tata Safari/Mahindra Scorpio/Kia Carnes/Maruti Suzuki Invicto/MG Hector	50 x 2 Nos.		
	b) Setting up Dedicated transportation back end team with coordinators for entire management and logistic assistance for all the delegates for a smooth operation.	1 Job		
	c) Providing accommodation for the Delegates in 5 star property along with all necessary required arrangements. Details: 50 Rooms With welcome and Checkin assistance. Duration : 2 Days & 2 Nights All Meals included	50 x 2 Nos.		
2	German Hanger :			
	Errecting a Fireproof and waterproof AC German Hanger of size 231 ft x 132 ft made out of alluminum frame structure, with a Platform of plywood with metal frames to be installed for the entire hanger area. And covered with synthetic Carpet for the whole floor. Also including generator for the power supply for the AC units and general lighting for the hanger.	30492 SQF		
3	German Hanger for Buffet Lunch :			
	Errection of Two German hanger with platform and carpeting along with necessary arrangements like Fans , lights, Generator etc for setting up Buffet counters for general guests lunch. Each of size 100 ft x 50 ft	10000 SQF		
4	Ramp for the Entry			
	Providing a wooden platform / ramp for acess between the institute building and the venue ground of metal frame structure fixed as per the levels maintaining stability along with carpeting. Size : 230 ft x 8 ft	1840 SQF		
5	Food : Arrangement of food for all the guests at the venue.			
	a) General Breakfast (Veg packets/ boxes)	1400 PAX		
	b) VIP Breakfast Buffet	100 PAX		

	c) VIP Lunch Buffet	100 PAX		
	d) General Lunch Buffet	1400 PAX		
	Providing Fruit basket hampers for the VIPs	100 Nos		
	Supply and arrangements for drinking Water throughout the event.	1 Job		
	All necessary arrangements for the buffet setup	1 Job		
6	Housekeeping and Toilets			
	Providing Houskeeping services for the event.	1 Job		
	Providing Portable Toilets for ladies and gents with proper masking.	16 Nos.		
	Providing VIP Portable toilet mounted on a Vehicle near the main stage for the VIPs	1 Nos.		
7	Sitting arrangements :			
	a) Chairs with cover for general public	1400 Nos		
	b) VIP Seating - Sofas along with Teapoys with cover	50 Nos		
	c) Stage seating for the digniteries with VIP chairs , teapoys etc.	20 Nos		
8	Stage and Green Room			
	a) Main Event Stage of size 60 ft x 40 ft of Metal frame structure with carpet, Led screen Panel, side wings etc	2400 SQF		
	b) Providing wooden steps with railings for various entry points.	1 Job		
	c) Podium with Branding	2 Nos		
	d) Providing Green rooms with all arrangements like AC, chairs , sofa , table , mirror etc.	1 Job		
9	Branding in the main hall at all sides of the hanger and the front entry wall	15000 SQF		
10	Drapery : Draping the hanger structure with cloth artistically for esthetic purpose.	30000 SQF		
11	Stage Lights, Sound, LED Screen, Generator and Trussing			
	Comfort monitor with masking	1 Job		
	Sound	1 Job		
	D&B V series or equivalent on flying array system with front base, 24 Tops , 16 Base	1 Job		
	Stage Monitor	8 Nos		
	Digital Audio Mixer with 5-6 Video Camera Input and Output	1 Job		
	Podium Mics	2 Nos		
	Cordless Mic	10 Nos		
	Dj/Sound Operator	1 Nos.		
	Coller mikes	4 Nos.		
	LED Screen: Installation of LED Screen of area	1000 SQF		
	Palco Lights for backdrop uplighting	1 Job		
	LED Parcans for Arch lighting	1 Job		
	LED Parcans for facelight	1 Job		
	Warm COB LED Lights	1 Job		
	Sharpy	1 Job		
	Light Mixer	1 Job		
	Necessary Trusses	1 Job		

	Console for live mixer and sound and light	1 Set		
	Necessary wire Managers for all wirings	1 Job		
	Generator - 125 KVA with Back-up Generators	7 Nos		
	Sound Engineer	2 Nos		
	Light Technician	2 Nos		
	Stage Hands	6 Nos		
12	Branding, Selfie points, Gates , Flags & Installations			
	a) Pole Branding: installation of Pole Branding which involves fixing 2 nos. double side (back-to-back) printed fabric of size 6' x 3', mounted on 2 nos. metal frames clamped on both sides of a pole. Which also includes the cost of permissions, printing, pasting on a metal frame structure, fixing it on the pole and removal.	100 Nos		
	b) Hoardings: Providing Temporary hoardings at prominent locations across the State, more so, at both the Airports and enroute from both the Dabolim and Manohar International Airports to venue. Charges towards rentals, printing, vinyl pasting. Size : 10 ft x 8 ft	30 Nos		
	c) Providing Standees, to be displayed at different locations – Venue, Offices, Public Spaces, Hotels, etc. (Superior quality Standee made of polyster banner matt, mounted on MS Tube frame stand)	100 Nos		
	View-Cutters: Masking / branding to be placed on both sides of the entry ramp between the institute building to the venue ground at the campus. printed on fabric as per approved design and quality, with colour printing of 200gsm, with installation using metal frames and pipes, to be placed at appropriate locations.	5000 SQF		
	d) Installations: Arrangement of installations at the campus based on the logo and theme and also incorporation of traditional Goan theme. Material to be used should be eco-friendly/ natural material like bamboo, coir, clay, fabric, etc. Appropriate illumination of all installations to be undertaken.	1 Job		
	e) Selfie Points	1 Job		
	f) Flag Arenas: Installation of Feather Flag at the venue along the entry route	50 Nos		
	g) Matoli Gates: Matoli Gates of size 20ft x 20ft to be installed at the Venue Entrances. A Matoli is a wooden canopy / structure, decorated using wide variety of fresh local fruits and vegetables and variety of herbs to create a colorful and attractive entrance gate. The matoli is a magnificent display of biodiversity, and most of these flowers, fruits, leaves, etc are medicinal. It is a way of telling the story of the importance of these plants to the future generation. The most important items in a traditional matoli include betelnuts, mauling (local citrus fruit), coconuts, kangoni, kavndal, sharwad chiddo, kallawi, bhende, ghosalim, kandlam, kattam (local vegetables), besides fruits like guavas, apples, maindल्ली bananas.	1 Job		
	h) Customized Entry Arch and Box Gates at different entry points	1 Job		

	i) Welcome Wall: Creation of Welcome Wall, incorporating biodiversity concepts, traditional Goan art & craft combined with the event concept. To be installed at the two Airports and Venue. Eco friendly Materials to be used for the Green initiativeTheme	1 Job		
13	Barricadings :			
	Providing Barricadings at various locations at the venue and inside the main hanger.	300 RFT		
14	Flower Décor , Fruit baskets and Bouquets			
	Flower Décor at event area for the entry,stage skirting ,podium, Center tables and bouquets for the VIP	1 Job		
	Flower Décor at AIIA Goa, all Entry Gates and Halls	1 Job		
15	Compere and Entertenment			
	Arrangement of a Compere to host the formal function	1 Job		
	Arrangement of Cultural Performances of traditional Goan folk dance like Ghode modni, dindi , fugdi, dhol tashe etc for welcome.	1 Job		
16	Manpower :			
	a) Female Ushers	6 Nos		
	b) Coordinators for the event	10 Nos		
	c) Security	10 Nos		
17	Hampers :			
	Providing Hampers: containing handicraft items, Bag etc. to the visiting delegates as souvenirs.	1500 Nos.		
18	Photography & Videography of the event.			
	a) Photographer	2 Nos		
	b) Videographer	3 Nos.		
	c) Drone with operator	1 Nos.		
	d) Internet connections and necessary set up for Live broadcasting.	1 Job		
19	Providing Fire extinguishers and fire treatment wherever needed as per the guidelines.	1 Job		

DECLARATION

1. I, Son/ Daughter of Shri _____ Proprietor / Partner / Director / Authorized Signatory of _____ am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance for the same.
3. The information/documents furnished along with above application are true and authentic to the best of my knowledge and beliefs. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I have apprised myself fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.
5. I also undertake that I am agree with the rates / ceiling fixed category wise (As per Annexure-G) by the AIIA and the same are acceptable to me.

Signature of the bidder with seal Date

Place

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be uploaded with Technical Bid.

Bid Security Declaration

(To be signed & uploaded with technical bid)

To,

The Director
AIIA, New Delhi

Sir,

I / we, the undersigned do hereby undertake that, if I / we withdraw or modify my / our bid during the period of bid validity or refuse to accept the offer of work etc., I/ we will be suspended from the bidding process for the time specified in the tender document.

Signature of the bidder with seal Date

Place

Essential Qualification /Eligibility Criteria

The proposals submitted by agencies in response to the advertisement will be evaluated on the following evaluation criteria.

Note:- No correspondence/request shall be entertained apart from the criteria mentioned in the mandatory criteria and marking section.

Mandatory Qualification Criteria-		
S. No.	Particular	Supporting documents are to be enclosed with the proposal
1.	The agency should be an organization registered in India. The agency should be registered at least 04 years prior to the date of advertisement in the appropriate Act.	Registration/ renewal certificate of the relevant act under which the agency is registered. (Copy of Relevant Documentary/ Certificate)
2.	Registration under GST	Registration No. & copy of GST
3.	Registration under income tax (PAN Card)	Registration No. & copy of PAN Card
4.	Organizations should not have been blacklisted by any central or state government department/agencies, public sector institutions/agencies, etc. and should not have involved in fraudulent activities.	Declaration on Notary Affidavit on Rs. 100/- Non-judicial Stamp Paper (Must be submitted in original and no photocopy/scanned copy will be entertained)
5.	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 5 crores during last three financial years in the financial years i.e. 2022-23, 2023-24, & 2024-25.	Supporting Documents- Financial Details of the Agency in format Annexure-A along with copies of the Audited Financial Statement/audited balance sheet with UDIN no. duly sealed and Certified by the Chartered Accountant.

6.	<p>Past Performance: - The Bidder must have successfully provided an event management service in Ayush event including event organization, planning, conceptualization, Catering and execution in the past 03 years of empanelment value of at least: At least One Single work order of Rs. 2 Crore or more, Or At least Two Single work order of Rs. 1.25 Cr or more, Or At least Three Single work order of Rs. 1 cr or more with state or central government departments/PSUs/Private on Ayush related event</p> <p>Work order/s must be for the last four years (from FY 2022-23, 2023-24, & 2024-25).</p>	<p>Copy of Work order/Agreement, Or Completion Certificate issued by the competent authority. The work amount claimed must be verified in the supporting document.</p>
7.	<p>The Agency should have 03 Successful Events Completion Reports/ work orders which are of above 1 cr with the state or central Government departments/PSUs in last four FY.</p>	<p>Experience certificate issued by competent Authority or related documents such a work orders, letters from the office of the state/central Governments and PSUs.</p>
8.	<p>ISO Certification-Agency must have a valid ISO 9001:2015 Certificate.</p>	
9	<p>Office address details with dedicated number and contact person</p>	.
10.	<p>Bidder must attach a copy of GST return (GSTR-3B) for 2022-23, 2023-24, & 2024-25</p>	<p>Copy of GSTR-3B return must be submitted</p>
11.	<p>Bidder must have a valid EPF/ESI Registration Certificate.</p>	<p>A copy of the valid Registration Certificate must be attached.</p>
12.	<p>Geographical presence in Goa state</p>	<p>Documentary proof of Registered office Address in Goa</p>

QCBS EVALUATION PARAMETERS

S.	Parameter	Evaluation Basis	Marks	
1	Average Annual Turnover (Last 3 Years)	≥ ₹14 Cr -25 Marks ≤₹10 > 14 Cr - 20 Marks ≤₹10 > 7 Cr - 15 Marks	25	
2	Past Performance (Value of Single largest Ayush related Similar Works executed in last 3 years) from Central, PSU, Autonomous body or State govt.	≥ ₹7 Cr -25 Marks ≤₹3.5 > 7 cr - 20 Marks ≤₹3.5 > 1 cr - 15 Marks	25	
3	Number of Similar Ayush related Works Completed for Valuing ≥₹1 cr (Last 3 Years) from Central, PSU, Autonomous body or state govt.	≥ 7 Works - 25 Marks ≤5=7 Works - 20 Marks ≤ 3=5 Works - 15 Marks	25	
4	Presentation / Technical Approach & Methodology (10-15 Minutes)	Understanding of Scope: 15 Marks Proposed Work Plan: 10 Marks	25	
	Total		100	

- Applicants who score minimum 70 marks out of 100 marks shall be qualified for Empanelment under their respective categories (Event Management).
- The bidders must have to score at least lowest score against each criteria, none should be zero.