



**Notice Inviting Tender for  
"Providing event management services"  
All India Institute of  
Ayurveda, Satellite Institute, Goa**

Director, ALL INDIA INSTITUTE OF AYURVEDA invites proposal from leading and experienced agencies / firms engaged in similar work for " PROVIDING EVENT MANGEMENT SERVICES FOR ALL INDIA INSTITUTE OF AYURVEDA, SATELLITE Institute, 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.

	Name of the work	<b>PROVIDING EVENT MANAGEMENT SERVICES FOR ALL INDIA INSTITUTE OF AYURVEDA, SATELLITE INSTITUTE, GOA</b>
1.	Estimated Cost	2 cr.
2.	Type of Tender	Two bid system
3.	Period of contract	Two Years
4.	Performance Security	5% of estimated tender value

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
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**INSTRUCTION TO THE BIDDERS**

**1. Instruction to Bidder**

- 1.1. The instant tender enquiry is for providing event management services at All India Institute of Ayurveda (AIIA), satellite Institute located at Manohar International Airport Road, Village-Dhargal, Taluka-Pernern, North Goa, Goa-403513 or any other location within country where the events are to be organized by the Institute (AIIA).
- 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 are 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 four financial years (2021-22, 2022-23, 2023-24, 2024-25 & 2025-26). The bidder shall upload work order 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. 3 Crore during the preceding 3 (three) audited financial Years ending on March, 2026. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3 i.e., (2023-24, 2024-25 & 2025-26).
  - 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. 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).
- 1.11. 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 out rightly.

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 / licenses must be valid on the date of publication of this tender and in case any of registrations/license 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:

2.2. The Tender inviting authority (TIA) may issue amendment/ errata 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.

2.4 The agency/artisan hired for the cultural event which are covered under DAVP should be empaneled with DAVP and the payment for such events should be made as per rates of the DAVP.

2.5 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.

2.6 Bidder shall quote their amount item-wise in the BOQ (Financial Bid). Bidder quoting the lowest amount for all items collectively (Grand Total) shall be eligible for evaluation of the Tender as per QCBS Method.

2.7 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.

2.9 No bid shall be modified after the deadline for submission of bids.

2.10 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.

2.11 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.

2.12 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.

2.13 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.

2.14 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.

2.15 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.

2.16 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.

2.17 The bids shall be evaluated under QCBS methodology where weightage of technical and financial scores will be 70:30. The calculation will be on the below given formula: -

$$\begin{aligned} \text{Overall Score} = & \\ & \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} \\ & + \\ & \frac{\text{lowest quoted bid} \times 30}{\text{price quoted by the bidder}} \end{aligned}$$

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

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

2.20 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.

2.21 Rates quoted by the bidder shall remain unchanged till the validity of the contract period to be awarded through this tender process i.e., period of two years.

## 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 Center 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, Buffet Lunch and Buffet Dinner (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 Empaneled 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 programs/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 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.

1.7 Agency shall provide this service to the AIIA across India, majorly in Delhi and Goa.

**1.8** The agency shall be required to handle International Ticket Booking and commission @5% of the booked tickets will be given to the agency. Preference will be given to the agencies who have previously handled International Ticket booking in the last 4 FY.

2. Period of Contract: The contract shall initially be for a period of two years and can be extended further for a period up to two-year (year on year basis) subject to satisfactory performance, on the same terms & conditions on yearly basis. The service charge through tender procedure approved, shall remain unchanged during the period of contract. "AIIA reserves the right to terminate the contract by serving one month's notice, in writing in emergent circumstances. The contract can be terminated otherwise by giving two months' notice in writing by either party."

3. The successful bidder shall within 10 days of issue of letter of intent, give his acceptance along with irrevocable Bank Guarantee of Rs. 10 lacs in favour (i.e. 5% of estimate tender value) of AIIA with validity upto for the period 26 month. No interest will be paid by AIIA on such performance guarantee.

4. The Nodal Officer of AHA after approval of Competent Authority will directly intimate the Agency for event management service including event organization, planning, conceptualization, Catering and execution. Minimum guaranteed person and Menu through a work order to the empanelled agency. Minimum guaranteed person may increase however the payment will be made on actual basis.

## **5. PAYMENT PROCEDURE:**

5.1 The agency shall raise the bill on monthly basis after completion of event and payment will be made within a period 21 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. D. The EMD amount shall be forfeited if the contract is terminated by AIIA on account of the above.

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 charge..

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, payor 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 labor 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 – Essential Qualification / Eligibility 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.	<b>Average Annual Turnover-</b> The bidder must have an Average Annual Turnover of Rs. 3 Crore during last three financial years in the financial years i.e., 2023-24, 2024-25 and 2025-26.	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.	Past Performance: -  <b>Experience of organizing similar events during the last four financial years (2022-23, 2023-24, 2024-25, and 2025-26), where each event value was INR 1 Crore or above.</b>  The bidder must have successfully organized <b>at least 3 similar single events</b> of value <b>INR 1 Crore or more each</b> during the last four financial years  With state or central government departments/PSUs/ Private  Work orders must be for the last Four years (from FY 2022-23 to FY 2025-26)	Copy of Work order/Agreement Or Completion Certificate issued by the competent authority.  The work amount claimed must be verified in the supporting document.
7.	Office address details with dedicated number and contact person	
8.	Bidder must attach copy of GSTR-3B return for the latest available quarter preceding the bid submission date	Copy of GSTR -3B returns must be submitted
9.	PF/ESI Registration	Copy of Registration to be submitted

**Part - B QCBS Evaluation Criteria**

S. No.	Parameter	Evaluation Criteria	Claimed marks	Minimum marks	Supporting Documents attached (Page no.)										
1	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 3 crores during last three financial years i.e., , 2023-24, 2024-25 and 2025-26).	<b>Average Annual Turnover</b> •INR 10 Crores or above– <b>20 Marks</b> • INR $\geq$ 7 Crores and < 10 Crores – <b>15 Marks</b> • INR $\geq$ 5 Crores and < 7 Crores – <b>10 Marks</b> • INR $\geq$ 3 Crores and < 5 Crores – <b>05 Marks</b>	20 Marks	05 Marks											
2	Number of On-roll Employees available with the agency (undertaking with EPF / Payment Roll to be submitted by HR of Company)	<b>Number of On-roll Employees</b> • More than More than 20 employees– <b>20 Marks</b> • 16- 20 employees – <b>15 Marks</b> • 11- 15 employees – <b>10 Marks</b> • 5 to 10 employees– <b>05 Marks</b>	20 Marks	05 Marks											
3	The bidders must have undertaken and delivered at least 3 relevant Event Management Projects with minimum each having work order values not less than Rs. 1 Crore (INR) in the last five (4) years. (ie, FY 2022-2023, FY 2023-2024, FY 2024-2025, FY 2025-26)	<b>Number of Relevant Projects Executed with value 1 Cr. – 20 Marks</b> <table border="1"> <thead> <tr> <th>No. of Projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3 to 5</td> <td>5</td> </tr> <tr> <td>6 to 8</td> <td>10</td> </tr> <tr> <td>9 to 11</td> <td>15</td> </tr> <tr> <td>12 or more</td> <td>20</td> </tr> </tbody> </table>	No. of Projects	Marks	3 to 5	5	6 to 8	10	9 to 11	15	12 or more	20	20 Marks	5 Marks	
No. of Projects	Marks														
3 to 5	5														
6 to 8	10														
9 to 11	15														
12 or more	20														
4	Experience of organizing international events in last four FY (2022-23, 2023-24, 2024-25 and 2025-26)	<b>Experience of Organizing International Events</b> • 5 or more events – <b>10 Marks</b> • 2 to 4 events – <b>07 Marks</b> • 1 event– <b>05 Marks</b>	10 Marks	05 Marks											
5	<b>Presentation</b> The agencies shall be required to give an AV presentation before the Technical Evaluation Committee.	The presentation shall cover the following points: <ul style="list-style-type: none"> <li>• Understanding of Assignment</li> <li>• Event Planning &amp; Execution Methodology</li> <li>• Innovation &amp; Creativity</li> <li>• Deployment Plan (Including Manpower, Equipment etc.)</li> </ul>	30 marks	15 Marks											

**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 authorized person Full

Date:

Name:

Place:

Company's Seal:

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

Notes:

- Rate quoted by the bidders should be exclusive of GST. GST will be paid extra @18%
- If any items required in the event is not mentioned in the above mentioned BoQ, the the rate of such item will be finalized through DAVP rates or market rates by inviting quotations for such items.
- The Grand total as mentioned above will be considered for evaluating financial bid. Item wise L-1 will not be considered for evaluation.
- \* 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. CATERING SERVICE PROVIDER WILL ENSURE TO PROVIDE ALL THE FOOD ITEMS AS MENU DECIDED BY AIIA. HOWEVER THE RATE QUOTATED BY THE BIDDER WILL REMAIN UNCHANGED IN ANY CIRCUMSTANCES. THE QUALITY OF FOOD ITEMS WILL BE INSPECTED BY THE AIIA AND SHOULD BE PREPARED AS PER THE SATISFACTION OF AIIA.

#High Tea, Buffet Lunch and Buffet Dinner (including welcome drink and millet-based recipes)