

Request for Proposal (RFP) for submission of proposal to undertake the project implementation (Rate Contract) of

**State Level Employment Fair in Jaipur and other locations in Rajasthan  
to be organized by Skill, Employment, Entrepreneurship Department  
Government of Rajasthan.**

# **Government of Rajasthan**

## **Directorate of Employment**

Darbar School Campus, Gopinath Marg, Jaipur

Telephone No.: 0141-2373675 Mail Id: dir.jpr.emp@rajasthan.gov.in

*Om Prakash* 16/12/25  
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**Directorate of Employment**  
Darbar school campus, Gopinath Marg, Jaipur

**NOTICE INVITING BID**  
NIB NO.: 01 /Employment/2025 Dated ... 16/12/2025

“Request for Proposal (RFP) for submission of proposal to undertake the project implementation (Rate Contract) of state level employment fair in Jaipur and other locations in Rajasthan to be organized by Employment Department Government of Rajasthan. Commissioner, Skill, Employment, Entrepreneurship Department invites RFP for (Rate Contract) of “ Employment Fair ” organized by Employment Department Government of Rajasthan”, Bid Documents and specification may be downloaded from Website <http://eproc.rajasthan.gov.in>. All the relevant document of bid along with Bid Document Price, Bid Security and Performance Security to be submitted physically to the office of Commissioner, Directorate of Employment , Darbar School Campus, Gopinath Marg, Jaipur.

S.NO.	DESCRIPTION	PARTICULARS
1	RFP NO.	RFP NO. ..../Employment/2025 Dated..... 2025
2	Name of work	Request for Proposal (RFP) for submission of proposal to undertake the project implementation (Rate Contract) of state level employment fair in Jaipur and other locations in Rajasthan to be organized by Skill, Employment, Entrepreneurship Department, Government of Rajasthan.
3	Estimated Cost of Work	Rs. 65.00 Lacs for Jaipur Rs. 2.00 Crores for all other locations (rate contract)
4	Processing fee (as per RISL)	Rs. 2000/- (Rs Two Thousand only) DD payable in favour of Managing Director RISL OR Online through e-GRAS portal budget head 8658-00-102-(16)-(01) as per circular dated 27-04-2020 of Finance Dept. GOR.
5	Bid Document Price (Tender Fee)	Rs. 5000/- (Non-refundable) DD in favour of DDO, Directorate of Employment, Jaipur. OR Online through e-GRAS portal budget head 0075-00-800-52-01 as per circular dated 27-04-2020 of Finance Dept. GOR.
6	Bid Security (EMD)	2% of the estimated cost of work Rs 5,30,000/- (Rupees Five Lacs Thirty Thousand only) DD in favour of DDO, Directorate of Employment, Jaipur. OR Online through e-GRAS portal budget head 8443-103 as per circular dated 27-04-2020 of Finance Dept. GOR.
7	Duration of Contract	One Year from issue of LOA
8	Online (E-Bidding) Bid/offer submission last date	19.12.2025 : up to 01:00 PM
9	Physical submission of all the relevant documents date	19.12.2025 : up to 03:00 PM
10	Date of opening Bid Document Price, Bid Security and Technical bid physical as well as online opening date	19.12.2025 : 05:00 PM
11	Opening of Financial Bids	After Evaluation of Technical Bid.
12	Method of selection	The bidder shall be selected on the basis of LCBS (Least Cost based Selection) as per RTPP Act & Rules.

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Skill, Employment, Entrepreneurship Department, Government of Rajasthan now invites Request for Proposal (RFP) from eligible national agencies, business houses, industry bodies and Government institutions, etc. engaged in providing of "employment fair" related services on **rate contract basis**. Interested Bidders may submit their Proposals along with details and supporting documents as specified therein.

Bidder needs to quote rate per unit in BOQ on E-Proc Portal only against requirement/specification listed in bid documents.

### ELIGIBILITY CRITERIA

S. No.	Eligibility Criteria	Documents required to substantiate
1.	<p>The bidder should be:</p> <ul style="list-style-type: none"> <li>a) A proprietorship firm. or</li> <li>b) A partnership registered under the Indian Partnership Act, 1932 or</li> <li>c) A Company incorporated under the companies Act, 1956/2013 or</li> <li>d) A limited liability partnership (under the Limited liability Partnership Act, 2008) in India. or</li> <li>e) Co-operative society under Co-operative Societies Act And The firm Should be in existence on or before 31.03.2022.</li> </ul>	<ul style="list-style-type: none"> <li>a) Self-Declaration of Sole Proprietorship Letter head of firm.</li> <li>b) Registration certificate of the Firm/ Partnership deed.</li> <li>c) Certificate of incorporation</li> <li>d) Average annual turnover for F.Y 2022-23, 2023-2024, 2024-2025 Certified by CA with UDIN.</li> <li>e) Copy of valid certified of incorporation</li> <li>f) Copy of PAN and GST Ragistration</li> </ul>
2.	<p>Turnover:</p> <p>The bidder's Average Annual Turnover Should be Rs 03 Cr or more in the last Three F.Y 2022-23, 2023-2024, 2024-2025</p>	The Bidder Required to Submit the Turnover Certificate Duly Certified by CA
3.	<p>Work Experience:</p> <p>The Bidder must have successfully executed / completed at least one event management assignment covering various event aspects as defined in this RFP for any Government Department/Government Organization from 01.04.2022 to 30.11.2025.</p> <p>The bidder should have executed:</p> <p>One work order of at least Rs. 2 crores</p> <p>Or</p> <p>At least 3 work order of Rs. 1 crore or more and less than Rs. 2 crores</p>	Work orders/MoU/Completion certificate issued by the concern government authority.
4.	<p>The bidder shall not be blacklisted/debarred by any Central/State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on the date of submission of the proposal. This is in compliance of section 7 of RTPP act 2012.</p>	Self-Declaration letter signed by bidder.

5.	The aggregate of the net profit of the bidder during last three Financial years (2022-23, 2023-24 & 2024-25) and the net worth of company during these financial years should be positive as revealed by audited balance sheet.	CA Certificate having valid UDIN.
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**Proposal Processing Fees:** - Bidder has to pay non-refundable Proposal Processing Fee of Rs. 2000/-

(Rupees Two thousand only). This will be paid by Demand Draft OR Online through e-GRAS portal budget head 8658-00-102-(16)-[01] as per circular dated 27-04-2020 of finance dept. GOR, in favour of Managing Director RISL. Proposals that are not accompanied by the Proposal Processing Fees shall be rejected.

**Bid Document Price (Tender Fee):**- Bidder has to pay non-refundable Tender Fee Rs 5000/- (Rupees Five Thousand only), Demand Draft OR Online through e-GRAS portal budget head 0075-00-800-52-01 as per circular dated 27-04-2020 of finance dept. GOR in favour of DDO, Directorate of Employment, Jaipur.

**Bid Security (EMD):**- Bidder are requested to submit a refundable Bid Security (EMD)

(EMD) of Rs 5,30,000/- (Rupees Five Lac Thirty thousand only) paid by Demand Draft OR Online through e-GRAS portal budget head 8443-103 as per circular dated 27-04-2020 of finance dept. GOR, in favor of DDO, Directorate of Employment Jaipur. Proposals that are not accompanied by the Bid Security (EMD) shall not be considered.

The EMD of the unsuccessful Bidder would be returned (without interest) as soon as possible after decision of award to successful bidder. In case of shortlisted bidder, the EMD would remain with Employment Department, Government of Rajasthan till signing of Contract/ Agreement and will return thereafter.

Note: Government institutions shall be exempted from Bid Security (EMD)

**Performance Security (SD):**- The shortlisted agency should furnish a Performance Security (SD) 5% of amount of work order in favor of DDO, Directorate of Employment, Jaipur (As per RTPP Rules 2013). Deposited by Demand Darft/ Online through e-GRAS portal Budget head 8658-00-102-(16)-{01}as per circular dated 27.04.2020 of Finance (G&T) Dept. GOR/ Bank Guarantee (BG). The Security Deposit shall remain with Employment Department, Government of Rajasthan up to successful completion of state level employment fair. If bidder fails to deliver/comply as per specification. Employment Department, Government of Rajasthan will forfeited Performance Security (SD) amount.

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## SCOPE OF WORK, DELIVERABLES & TIMELINES

- 1) The selected Bidder/Event Management Agency (EMA) will be required to undertake the below mentioned tasks under the supervision of designated officers of Skill Employment and Entrepreneurship Department for successful conduction of the Rojgar Mahotsav at Jaipur in Rajasthan.
- 2) **Venue & Date will be communicated separately to the selected Event Management Agency (EMA) .**
- 3) **The rate contract will be Valid for one Year from the issue of LOA The Commissioner of Employment may reduce or extend the number of employment fair / Events.**

**Major set up requirements are as below.**

1. Registration Area setup
2. Lan Yard distribution area setup
3. Inauguration & valedictory function on One Dome
4. Control Room
5. Job Fair 2025 – Exhibition Stall Setup – Almost 75 stalls to be installed on One/Two Dome
6. Food Court
7. Holding Area in form of 2 Domes
8. Venue Design, Development & Management.
9. Actual number of scope of work shall be issued in the work order.

The scope of work is as under:

<b>SNo</b>	<b>Activity</b>	<b>Scope of Work</b>
1	Concept & Plan	<ol style="list-style-type: none"><li>1) The selected EMA would be required to depute a dedicated senior executive within one day of issue of Work order to co-ordinate with organizing team to ensure timely and smooth execution of the event. The selected bidder shall communicate name, contact no. and email address of his team being deployed.</li><li>2) Selected EMA should ensure that complete setup should be ready one day before of "Rojgar Mahotsav".</li><li>3) Distribution material should be delivered by one day before of date of Event.</li><li>4) The communicated dates to selected Event Management Agency (EMA) can be preponed/extended, in both cases the EMA shall be informed accordingly.</li></ol>
2	Distribution Material	The EMA is required to complete supply of all distribution material one day before of date of event and would manage distribution of same to the delegates/participants on the event day as per directions of Organizing team.
3	Printing	<ol style="list-style-type: none"><li>1 ) Flex printing with (pasting on wooden wall/ Iron Frame, etc.) in different sizes (indicative size 3x6, 4x8, 12x8, 16x10, 24x12, 10x20, 10x40 sq. ft. etc. ) as per requirement at each of the event location.</li><li>2 ) Vinyl Sun Board</li><li>3 ) Printing &amp; Distribution of mementos , Badges_ with good quality jacket &amp; lanyard — For Organizers, Officials &amp; Services.</li><li>4 ) Printing and distribution of lanyards (ID with ribbon ) for candidates with PVC</li></ol>

	cover 5 ) Printing of food coupons for candidates and organizers/ employers -500 6 ) Printing of invitation cards 7 ) Printing of pamphlets
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### 1 . Registration Area Setup:

Category	Item Description	Unit	Rate in Rupees
Setup	Waterproof Canopies- 10*10	Sq Ft	
	Waterproof Canopies- 20*20	Sq Ft	
	Wooden Platform- 4" high	Sq Ft	
	Aluminum waterproof Dome	Sq Ft	
	Carpet	Sq Ft	
	Cloth Masking – as per area	Sq Ft	
	Registration Counters 5feetX5feet	Per Counter	
	Queue Manager	Per Counter	
	Side wall masking cloth	Sq Ft	
	Chairs with cover	Per Unit	
	VIP Chairs	Per Unit	
	Cloth Masking	Sq Ft	
	Plastic Chairs	Per Unit	
	Electrical Power Point for Laptops	Per Unit	
	Spotlights on Registration Counters	Per Unit	
	Bowls for collecting visiting cards	Per Unit	
	Laser Printers Monochrome	Per Unit	
	Laptop wi-fi enabled	Per Unit	
	Wi-Fi & LAN connectivity	Per Day	
	Helping Staff to carry out printing work	Per Unit	
	Staple Machine	Per Unit	
	Ball pen	Per Unit	
	Punching Machine	Per Unit	
	Scissor/ Cutter	Per Unit	
Equipment	Printing Stationary (A4 Size Ream)	Per Unit	
	Printing Stationary (Legal Size Ream)	Per Unit	
	Mozo Barricade for Access control	Running Feet	
	PA System covering entire venue	Per Unit	
	Water Counter- with Water Campers & Paper Disposable Glasses for approx.5000 pax (3X5feet)	Per Counter	
	Large Dustbins with Bag	Per Unit	
	Flex Printing & mounting with iron frame	Per Sq Ft	
	Vinyl Sun Board	Per Sq Ft	

	Printing of lanyards (ID with ribbon) with PVC cover	Per Unit	
	Printing of invitation	Per Unit	
	Printing of food coupons	per thousand	
	Pamphlet (colour A4 size)	per thousand	
	Pamphlet (B/W A4 size)	per thousand	
	cooler	Per Unit	
	pedestal fan	Per Unit	

## 2. Inauguration and Valedictory Ceremony:

Category	Item Description	Unit	Rate
Setup	Stage (30x15 sq.ft., height 4 ft.)	Per Sq Ft	
	Head Table Setup for 10 persons	Per Unit	
	Dias Chairs	Per Unit	
	Green net	Sq Ft	
	Center Table	Per Unit	
	Sofa – 1 seater- in 1 row	Per Unit	
	Podium with 3 sides covering with Flex	Per Unit	
	LED on Stage with necessary cables/connectors, laptop, 4' Riser with flex/cloth masking- 20'X12'	Sq Ft	
	Seamless Switcher for LED Screen	Per Unit	
	Plasma TV/LED TV – 50"- in front of Head Table setup	Per Unit	
	Sound System with 2 cordless mike	Per Unit	
	Goose Neck Mike for Podium	Per Unit	
	Floral decoration on stage	Per Sq Ft	
	Hand Bouquet for VVIP/VIP	Per Unit	
	Q Manager	Per Unit	
	Pla Cards for Sitting Arrangements	Per Unit	
	Wooden table with white cover & frill-backstage	Running Feet	
	Console Setup	Per Sq Ft	

## 3. Control office area :

S. No	Category	Item Description	Unit	Rate
1	Setup	Banquet Chairs with covers	Per Unit	
2		Tables (6'x2') with cover	Per Unit	
3		Spike Busters (15 amp/5 amp) with min. 4 socket	Per Unit	
4		Laptop- wi-fi enabled	Per Unit	
5		Laser Printers Monochrome	Per Unit	
6		Helping Staff	Per Unit	
7		Staple Machine	Per Unit	
8		Punching Machine	Per Unit	

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9		Scissor/ Cutter	Per Unit	
10		Printing Stationary (A4 Size Ream)	Per Unit	
11		Printing Stationary (Legal Size Ream)	Per Unit	
12		Sound System with 2 cordless mike	Per Unit	
13		Pipe Barricading with Tin Sheets (avoid passing through)	Per Unit	

#### 4. Holding area: 1 & 2

S. No	Category	Item Description	Unit	Rate
1	Setup	Stage (24x12 sq.ft., height 4 ft.)	Nos.	
2		Plastic Chairs for candidates	Per Unit	
3		Sound and Mic arrangement	Per Unit	
4		Carpet for Stage and Dome area	Per Sq Ft	

#### 5. Mega Job Fair- Employers stalls in Dome area

S. No	Category	Item Description	Unit	Rate
1	Setup	Carpet	Per Sq Ft	
2		General Lights	Per Unit	
3		Octonorm Stalls- each of 3mx3m with standard services with two table, four chairs and water bottle	Per stall	
4		Sound and Mic arrangement	Per Unit	

#### 6. Food Arrangements for Organizers

S. No	Category	Item Description	Unit	Rate
1	Setup	Carpet at food court	Sq Ft	
2		Round Tables	Per Unit	
3		Banquet Chairs with white Covers	Per Unit	

#### 7. Arrangements for food for organizers and employers on stall

S N	Type	Expected Time	Menu Items as per Menu	Unit per Person	Rate
1	Hi-Tea- Morning	9.00 AM to 10.00 AM	(A)	1	
2	Lunch	1.30 PM to 2.30 PM	(B)	1	
3	Hi-Tea-Evening	4.00 PM to 4.30 PM	(C)	1	

#### 8. Food Arrangements for candidates/applicants

S. No	Category	Item Description	Unit	Rate
1	Setup and food packets	Set up of food distribution area for candidate – 500 sq feet	per sq ft	
2		Distribution of food packets at holding area 1 (One time per candidate) as per menu item D	as per menu item D	

##### (a) Menu for Morning High Tea-A

- Tea, Coffee, two types of Cookies
- Mix Pakora/ Kachori/ Samosa/ Kofta/ Cutlet/ Poha

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- Veg. Sandwich/ Mayonnaise Sandwich/ Burger
- water station- Water camper with disposable glasses (required for whole day)

**(b) Menu for Lunch - B**

- Salad
- One Vegetable
- One Dal
- One Paneer vegetable
- One Pulao
- One Curd Raita
- Mix Pickle
- Roasted Papad
- Roti
- One Desert

**(c) Menu for evening High Tea- C**

- Tea, Coffee, two types of Cookies
- water station with disposable glasses (arrangement required for whole day)

**(d) Menu for food packets for candidates/applicants - D**

1. Laddu One pc.
2. Biscuit Packet One
3. Juice Pack One
4. Kachori One pc.
- 5 Mathari Two pc.

**8. Photography and Videography**

Item	Unit	Rate
a) Complete Professional Photography, HD Videography and Recording of various activities across the entire meeting area, including all Meeting Halls	per photographer/ videographer per day	
b) The EMA shall also provide a Live Feed Input for internal recording, if required.		
c) Recording through video mixer required.		

The EMA shall also provide the Digital version of all the captured photos and video in **TWO (2 nos.) External Hard disk drive** to Employment Department, for the event.

**9. Generator**

S. No	Category	Item Description	Unit	Rate
1	Generator	Generator with diesel for power backup of entire job fair area.	Per day	

**10. In holding area, Motivational speakers**

S. No	Category	Item Description	Rate

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1	In holding area, Motivational speakers	In holding area, Motivational speakers, RJ's, Counsellors are required to hold candidates in waiting area for whole days.	
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The actual quantity shall be valid as per work order.

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# Government of Rajasthan

Department of Employment

(NIB No. 51/2025)

To,

**The Commissioner**

**Department of Employment**

**Darbar School Campus, Gopinath Marg,  
Jaipur**

We, the undersigned declare that:

1. We have examined the bidding document.
2. If our bid is accepted, we commit to deposit a performance security.
3. We are not participating as bidders in more than one bid in this bidding process.
4. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by the State Govt. or the procuring entity.
5. We understand that this bid, together with your written acceptance shall constitute a binding contract between us, until a formal contract is prepared and executed.
6. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
7. We agree to permit the procuring entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the procuring entity.
8. We declare that we have complied with and shall continue to comply with the provisions of the code of integrity for bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012 the Rajasthan Transparency in Public Procurement Rules, 2013 and this bidding document in this Procurement process and in execution of the contract.
9. We accept to abide by the conditions and additional information of the bid released by Commissioner, Employment Department.
10. Following document have been uploaded along with this technical bid:-
  - i) Bid document with signature and seal.
  - ii) Scanned copy of E-GRAS Challan for Bid Document Fee, RISL Processing Fee & Bid security Fee.
  - iii) Photocopy of latest GST certificate and PAN card issued by the Income Tax Dept. have been uploaded.
  - iv) Experience certificate of the Three years having done similar work in this field has been uploaded.
  - v) Copy of final accounts audited by CA or CA certificate for Turnover for past three years for similar work has been uploaded.
  - vi) If the firm is a small scale industry unit (SSI), then the copy of registration as small scale unit issued by competent authority has been uploaded.
  - vii) Declaration letter of being bona fide bidder on letter head of the bidder firm has been uploaded.
  - viii) Declaration by the bidder as per rule 7 of RTPP act and the Declaration of compliance with the code of integrity and no conflict of interest (attach annexures B & A) have been uploaded.
  - ix) If the bidder is a firm/organization, then the authorization letter of authorized representative containing his name, address and status with signature have been uploaded. Department will not contact anyone else in this regard.

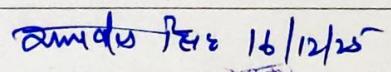
Signature of the Bidder with Seal

(Name, Address, Phone No.)

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## Bid Evaluation

#	Clause	Sub-Clauses
1	<b>Responsiveness, Clarifications, and Evaluation of Bid</b>  <b>Non-material Non-conformities</b>	<p>The Procuring Entity's determination of the responsiveness of a Bid, is based on the contents of the Bid itself to determine whether they are complete, and in order. A responsive bid is one that meets without material deviation, reservation, or omission to all the terms, conditions and specifications of the Bidding Document.</p> <p>A material deviation, reservation, or omission will be considered as per Rule 59 (3) of RTPP Rules. Clarification of Bid can be taken as per Rule 60 of RTPP Rules.</p> <p><b>Non-material non-conformities</b> in Bids are as defined in Rule 61 (1) of RTPP Rules and can be waived / clarified of as per Rule 61 (2) and (3) of RTPP Rules.</p>
2.	<b>Preliminary Examination</b>	<p>To determine preliminary responsive bid, the bid will be examined as per Rule 56 of RTPP Rules, and all the documents specified in <b>Qualification Criteria</b>.</p> <p>If the Bidder fails to submit the documents, then the Bid would be considered non-responsive and shall be rejected.</p>
3.	<b>Conditions of Contract</b>	<p>As per Rule 59 (4) and 59 (5) of RTPP Rules, the procuring entity shall regard a bid as responsive if it conforms to all requirements set out in the bidding documents, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions, and other requirements set out in the bidding documents, or if it contains errors or oversights that can be corrected without touching on the substance of the bid. As per Rule 62 of RTPP Rules a procuring entity shall exclude a bid in accordance with the provisions of Section 25 of RTPP Act.</p> <p>If the Bid is not responsive to the requirements of Bidding Documents, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.</p>
4	<b>Evaluation of Financial Bid</b>	<p>[PE to select one]</p> <ul style="list-style-type: none"> <li>• <b>For bids invited in package</b> the evaluation would be done for all the items put together. The item/items for which no rates have been quoted or left blank would be treated as zero i.e., bidder will supply item/items free of cost and the total amount would be computed accordingly.</li> <li>• There is no option with bidder to submit quote for partial quantity of any item/items of any item/items</li> <li>• Procuring Entity will award the contract to the lowest responsive bidder.</li> <li>• Discounts offered of any kind shall not be considered.</li> <li>• Sub- contracting/ subletting of supply of goods or related services is not allowed.</li> <li>• Bidder quoting the lowest amount (L1) for maximum number of items shall be eligible for award of the Project and the Letter of Award (LoA)/Work Order shall be issued to the Bidder by relevant office.</li> </ul>

  
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Government of Rajasthan

Department of Employment

(NIB No. 01/2025)

**Technical data sheet for Bid Evaluation.**

S.N.	<u>Particular</u>	Details (To be filled in Format given below)*	Supporting document attached at page's No.*
1	Name & Address of the bidder, Telephone/Mobile No./Email/Website		
2.	Certificate of Incorporation/ Registration		
3.	Bid document fee of Rs. 5000/- is to be deposited By Demand Darft/ Online through e-GRAS portal Budget head 0075-00-800-52-01 as per circular dated 27.04.2020 of Finance (G&T) Dept. GOR.		
4.	Bid processing Fee of Rs.2000/- to be deposited By Demand Darft/ Online through e-GRAS portal Budget head 8658-00-102-(16)-{01}as per circular dated 27.04.2020 of Finance (G&T) Dept. GOR.		
5.	EMD amount of Rs. 5,30,000/- Lac to be deposited By Demand Darft/ Online through e-GRAS portal Budget head 8443-103 as per circular dated 27.04.2020 of Finance (G&T) Dept. GOR		
6.	Average Annual turnover Certificate for last three years i.e F.Y 2022-23, 2023-2024, 2024-2025 certified by CA with UDIN. (Enclose audited profit & loss account and balance sheet also in Support of Average Annual Turnover Certificate)		
7.	The Bidder must have successfully executed / completed at least one event management assignment covering various event aspects as defined in this RFP for any Government Department/Government Organization from 01.04.2022 to 30.11.2025. The bidder should have executed: One work order of at least Rs. 2 crores Or At least 3 work order of Rs. 1 crore or more and less than Rs. 2 crores		
8.	The bidder shall not be blacklisted/debarred by any Central/State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as on the date of submission of the proposal. This is in compliance of section 7 of RTPP act 2012.		

9.	The aggregate of the net profit of the bidder during last three Financial years (2022-23, 2023-24 & 2024-25) and the net worth of company during these financial years should be positive as revealed by audited balance sheet.		
10.	PAN No.		
11.	GST Registration certificate		

\* Mandatory Information

(Signature of the bidder with seal)  
(Name, Address, Phone No.)

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## **Terms and Conditions and Instructions**

Note: Bidders should read these conditions carefully and comply strictly while submitting their bids for empanelment/Contract.

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1. While submitting financial bids, rates/charges must be quoted including all applicable taxes. Tax component should be as applicable and as per actual.
2. Conditional bid will not be considered.
3. Payment will be made by way of electronic transfer of billed and passed amount in the bank account of the bidder in Indian Rupees. The bills should be submitted clearly indicating the bidder's charges and the tax component as applicable and as per actual.
4. For facilitating Electronic Transfer of funds, the selected bidder will be required to indicate the name of the Bank & Branch, account number (i.e. Bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected firm.
5. The cost/rates should be valid for up to the period of the contract for particular work.
6. Bids submitted by the bidder shall remain valid for the period of 90 days from the date of submission.
7. The Commissioner, Skill, Employment, Entrepreneurship Department Government of Rajasthan, Jaipur reserves the right to accept or reject any bid or its part without assigning any reasons thereof.
8. Selected firm will have to sign an agreement with Department of Employment on Non-judicial stamp paper of value Rs. 500/-
9. The agreement between the empaneled agency /Successful bidder and Dept. of Employment may be terminated any time if is found that the firm is unable to perform the work or can't maintain the safety & creative standards of the work or violates any of the conditions stipulated by the Department.
10. Contract shall be valid for the period of One year From the Date of LOA.
11. No advance payment for the ordered work will be given to the bidders.
12. The bid document shall be signed by authorized signatory of the submitting firm with date and seal.
13. Bids received after the due date and time will not be considered.
14. Termination : Department of Employment may terminate the contract of bidder in case of the occurrence of any of the events specified below:
  - i. If the Bidder becomes insolvent or goes into compulsory liquidation.
  - ii. If the Bidder, in the judgment of Department of Employment, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
  - iii. If the Bidder submits to the Department of Employment a false statement which has a material effect on the rights, obligations or interest of Department of Employment.
  - iv. If the Bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Department of Employment.

- v. If the Bidder fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing. In case of such an occurrence Department of Employment shall give a written advance notice before terminating the Contract of firm.
15. Wherever specific terms and conditioned have not been spelt out in this bid document. General Finance and Accounts Rules & RTPP Act, 2012 RTPP Rules 2013 of the state Government shall apply.
16. The bidder would be responsible for all risks involved in the work. For any accident or mishap, the bidder would be solely responsible.
17. All costs incurred by the bidder in respect or submission of offer shall be borne by the concerned bidder.
18. Successful agency will have to deposit performance security equal to 5% of the estimated cost of the particular work, which is awarded to it. No interest will be paid on this deposit. The bid security money deposited earlier may be adjusted against the performance security. On the Request of the Bidder Performance security will be refunded after successful completion of the contract.
19. Penalties and liquidated damages would be imposed in case of delayed and for faulty services as per provisions of RTPP Act & Rules and GF & AR and as decided by Department.
20. Copy of GST registration must also be enclosed.
21. All the quotes (whenever work is generated in the Department after contract) must be FOR destination and should include all incidental charges, all duties and taxes, transportation charges, cartage. GST etc. required for completion of event. No extra payment other than agreed payment as quoted by bidder (Complete Rate) according to bill of quantities will be paid.
22. Specification: All services/goods provided shall strictly confirm to the specification, laid down in the bid work order.

23. Rejection:

- (i) Work not approved during inspection shall be rejected and shall have to be replaced by the bidder at his own cost within the time fixed by the department.
- (ii) If, however due to exigencies of Government work, such replacement either in whole or in part is not feasible, after giving an opportunity to the bidder of being heard, the department will deduct a suitable amount from the approved rates. The deductions so made shall be final.
24. The rejected articles shall be removed by the bidder immediately for which department shall not be responsible for any loss. Shortage or damage will be at the bidder's risk and on his account.

25. Forfeiture of bid security: The bid security will be forfeited in the following cases:

- a. When the bidder withdraws or modifies the offer after opening of bid but before acceptance of bid.

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- b. When the bidder does not execute the agreement if any, prescribed within the specified time.
- c. When bidder does not deposit the security money after the supply order is given.
- d. When he fails to commence the work within the time prescribed.

26. If any dispute arises out of contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred by the parties to the Commissioner , Employment Department whose decision shall be final.

27. All legal proceedings, if necessary arise to institute by any of the parties (Government of Contractor/Firm) shall have to be lodged in courts situated in Jaipur City.

28. Services/goods shall be made available at the place specified in RFP or FOR destination as specified in the work order or Divisional/District level offices of department.

29. Department may place work order for additional quantities or reduce quantities as per rule 73 of RTPP Act 2013 as per situation and needs.

30. Any deviation in delivery from original scope of work if needed shall have to be approved by competent authority before payment.

31. For any clarification, the interested Bidder may meet the undersigned or queries can be sent through mail at [dir.jpr.emp@rajasthan.gov.in](mailto:dir.jpr.emp@rajasthan.gov.in) addressed to Joint Director (EMI).

32. Annexure A, B, C & D of RTPP Act 2012 & RTPP Rules 2013 will also be binding on the bidder.

33. Force Majeure:

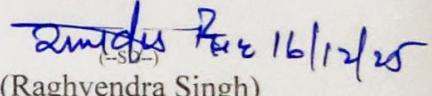
I. Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Forces Majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or by or of such Party's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Forces Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this contract.

II. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event , and shall similarly give written notice of the restoration of normal conditions as soon as possible.

34. Jurisdiction: The contract shall be governed by laws of Rajasthan/India all Government rules on purchase matter issued from time to time and force the time being are applicable to this contract bid.

35. The Department of Employment is not bound to accept any bid or assign any reason for non-acceptance. The Commissioner, Department of Employment

- reserves its right to accept the bid either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
36. The first appellate authority will be Commissioner and the second authority will be Additional Chief Secretary of Skill, Employment and Entrepreneurship Department, GoR.
  37. Selected Agency/successful bidder shall be required to submit an agreement on Non-Judicial stamp paper of Rs. 500/- with performance security equal to 5% of the work Order amount.
  38. Bidder are invited to submit their financial quote online at [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) before the last date and time mentioned in this document.
  39. Amount to be quoted in the Financial Bid shall be inclusive of GST and all applicable taxes.
  40. After completion of an event / work / service, the selected bidder shall submit its invoice (In 3 copies) along with photographs, videos of the program and all other essential document for fulfillment of all obligations of contract.
  41. Payment will be made to the selected Agency/successful bidder after verification/inspection of completion of work/service/event as per the terms of Bid Document and to the satisfaction of Department/Positive recommendation of inspection committee of Employment Department, Rajasthan.
  42. Release of payments to selected Agency/successful bidder are subjected to statutory deductions as per applicable rules.
  43. Department shall endeavor to release the payments at the earliest. No interest shall be payable in case the release of payment delays due to procedural matters.
  44. In case of un-satisfactory works and delays, the liquidated damages/penalties shall be deducted as per RTPP Act and GF&AR rules including forfeiture of the Bid Security and Performance Security of the Bidder of the Selected Bidders.
  45. In case unbalanced bids, Additional Performance Security shall be applicable as per RTPP Act & Rules.
  46. If there is any discrepancy in the conditions of the bid , the decision of the procurement committee shall be final.
  47. In case of damage due to fire, short-circuit or other natural calamities, the department will not be liable for the damage. The bidder must have insurance of all the items.
  48. The bidder must maintain the food safety and hygiene in the event as per standard of food safety and drug control deptt. Gov. of Raj.
  49. If there is such item which is not included in SoW but needs to be used during the event, the bidder must arrange the item and the rates will be decided by the procurement committee as per market rates.
  50. If the bidders fails to provide service, the work shall be got done by other agency on the risk and cost of the bidder.

  
(Raghvendra Singh)  
Deputy Director  
(उप निदेशक)  
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I/We hereby declare that I/We have gone through the terms and conditions of the bid document and I/We shall abide by all the terms and conditions.

Signature of bidder with seal

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R FORM - 11  
**DECLARATION BY BIDDER**

I/ We declare that I am / We are bonafide Service Provider/ Event Manager in the goods/ services for which I/ We have tendered.

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

**Signature of the Tenderer with stamp**

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## **Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) no indulge in any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidder with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of interest**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in bidding process if, including but not limited to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the procuring Entity regarding the bidding process; or
  - e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contrast.

**Declaration by the Bidder regarding Qualifications Declaration by the Bidder**

In relation to my/our Bid submitted to ..... for procurement of in response to their Notice Inviting Bids No..... Dated ..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial, and managerial resources required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

**Date:**

**Place:**

**Signature of bidder Name:**

**Designation:**

**Address:**

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## **Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is Commissioner, SEE. The designation and address of the Second Appellate Authority is Addl. Chief Secretary, SEE.

### **(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, Cleary giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceeding:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under para (1) Shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain classes

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(5) Form of Appeal

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- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

**(6) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in form of Bank demand draft or Bankers cheque of a scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
  - (i) hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy or order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**(8) Stay of procurement proceedings**

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

**(9) Vexatious Appeals & Complaints**

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "the RTPP act" with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees of five per cent of the value of procurement whichever is less.

2nd Dec 16/12/25

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**FORM NO. 1**

[See rule 83]

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No .....of.....

Before the .....(First/Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

1. Official address, if any:

2. Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....  
.....  
.....

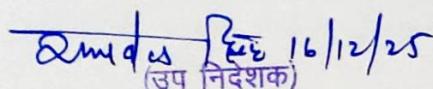
(Supported by an affidavit)

7. Prayer:

Place .....

Date.....

**Appellant's Signature:**

  
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### Additional Conditions of Contract

#### 1. Correction of Arithmetical errors

Provided that a Financial Bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following Basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the procuring Entity there is an obvious misplacement of the decimal point in the unit place, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

#### 2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased. It shall be without any change in the unit Prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances. The Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods and services, additional quantity may be procured by placing a repeat order on the rated and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of services of the original contract. If the Supplied fails to do so, the Procuring Entity shall be free to arrange for the balance supply by, limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

#### 3. Dividing quantities among more than one Bidder at the time of award (In case of Procurement of Goods)

- (i) As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procure is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be

divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

### **Guidelines for Preparation of Proposals**

1. All the details thus submitted in various sections should be corroborated with documentary proofs. Taxes etc. if any, as applicable in India will be paid as per actual.
2. **Performance Security (SD):** 5% of the total cost of work order which is approved by the Department for purchase will have to be deposited by the selected bidder within 03 days of issuing of LoA. Contract shall have to be executed within 03 days of issuing of LoA. The bid security amount already deposited with the Department shall be adjusted as the Performance Security. The Performance Security shall be returned to the bidder after successful completion of the contract.

### **3. Submission of Proposals**

- I. The original proposal (Pre-qualification Proposal, Technical Proposal and Financial Proposal) shall be prepared in indelible ink without overwriting or correction.
- II. All pages in the bid should be numbered and signed & stamped.
- III. The Pre-Qualification bid and the Technical Proposal should be submitted online as per the guidelines enumerated at the procurement portal.
- IV. The proposal should be submitted **before ..... hrs. on ..... 2025.**
- V. No proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned un-opened.

### **4. Opening of Proposals and Selection Process**

- (i) The documents in respect of pre-qualification bid will, in the first instance, be examined in the Department to ascertain fulfillment of eligibility criteria.
- (ii) Constituted committee would evaluate the technical bids. The agencies having submitted all the required documents in their Technical Proposal will be invited to make presentations on their Technical Proposal at a date/time to be specified and conveyed by the Department of Employment. All agencies are requested to ensure that the documents/papers requested in the technical bid are submitted or else they would not be called for making the presentation.

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### **Settlement of Disputes:-**

General: If any dispute arises between the supplier/ selected bidder and **Employment Department, Government of Rajasthan** if any dispute arising out of contract shall be settled within jurisdiction of Jaipur city procedurally during the execution of a contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ selected bidder on the points of dispute. The representation so received shall be examined by **Employment Department, Government of Rajasthan**. The supplier/ selected bidder will also be given an opportunity of being heard. The **Employment Department, Government of Rajasthan** will take a decision on the representation and convey it in writing to the supplier/ selected bidder(s) which would be final and binding to all.

Note:- Rates are including door delivered price & including GST & all applicable Taxes.

### **COMBINED EVALUATION OF BIDS**

- a. The Financial bids of bidders who qualify in technical evaluation shall be opened online at the notified time, date and place by the members of the designated committee/Departmental Procurement Committee in the Presence of the Bidders or their representatives who choose to be present.
- b. The name of the firms, the rates given by them and conditions put, if any, shall be read out and recorded.
- c. To evaluate a bid, the tendering authority shall consider the following:-
  - I. The bid price as quoted in accordance with bidding document.
  - II. Price adjustment for correction of arithmetic errors in accordance with bidding document.
- d. Bidder quoting the lowest amount (L1) for maximum number of items shall be eligible for award of the Project and the Letter of Award (LoA)/Work Order shall be issued to the Bidder by relevant Office.
- e. The bid without signature of authorized person shall be rejected .

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**Item wise BoQ (Financial Bid)**

<b>Bid Inviting Authority: Director, Department of Employment, Government of Rajasthan</b>
<b>Name of Work: State Level Employment Fair</b>
<b>Bidder Name:</b>
<b>PRICE SCHEDULE</b>
<b>(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values Only)</b>
<b>1. The bidder quoting lowest price (L1) for maximum number of items shall be selected.</b>
<b>2. In case, more than one bidder, quotes lowest prices for same number of items, the bidder with highest turnover shall be selected.</b>

**1 . Registration Area Setup:**

Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
Setup	Waterproof Canopies- 10*10	Sq Ft		
	Waterproof Canopies- 20*20	Sq Ft		
	Wooden Platform- 4" high	Sq Ft		
	Aluminum waterproof Dome	Sq Ft		
	Carpet	Sq Ft		
	Cloth Masking – as per area	Sq Ft		
	Registration Counters 5feetX5feet	Per Counter		
	Queue Manager	Per Counter		
	Side wall masking cloth	Sq Ft		
	Chairs with cover	Per Unit		
	VIP Chairs	Per Unit		
	Cloth Masking	Sq Ft		
	Plastic Chairs	Per Unit		
	Electrical Power Point for Laptops	Per Unit		
	Spotlights on Registration Counters	Per Unit		
	Bowls for collecting visiting cards	Per Unit		
	Laser Printers Monochrome	Per Unit		
	Laptop wi-fi enabled	Per Unit		
	Wi-Fi & LAN connectivity	Per Day		
	Helping Staff to carry out printing work	Per Unit		
	Staple Machine	Per Unit		
	Ball pen	Per Unit		
	Punching Machine	Per Unit		

Scissor/ Cutter	Per Unit		
Printing Stationary (A4 Size Ream)	Per Unit		
Printing Stationary (Legal Size Ream)	Per Unit		
Mozo Barricade for Access control	Running Feet		
PA System covering entire venue	Per Unit		
Water Counter- with Water Campers & Paper Disposable Glasses for approx.5000 pax (3X5feet)	Per Counter		
Large Dustbins with Bag	Per Unit		
Flex Printing & mounting with iron frame	Per Sq Ft		
Vinyl Sun Board	Per Sq Ft		
Printing of lanyards (ID with ribbon) with PVC cover	Per Unit		
Printing of invitation	Per Unit		
Printing of food coupons	per thousand		
Pamphlet (colour A4 size)	per thousand		
Pamphlet (B/W A4 size)	per thousand		
cooler	Per Unit		
pedestal fan	Per Unit		

## 2. Inauguration and Valedictory Ceremony:

Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
Setup	Stage (30x15 sq.ft., height 4 ft.)	Per Sq Ft		
	Head Table Setup for 10 persons	Per Unit		
	Dias Chairs	Per Unit		
	Green net	Sq Ft		
	Center Table	Per Unit		
	Sofa – 1 seater- in 1 row	Per Unit		
	Podium with 3 sides covering with Flex	Per Unit		
	LED on Stage with necessary cables/connectors, laptop, 4' Riser with flex/cloth masking- 20'X12'	Sq Ft		
	Seamless Switcher for LED Screen	Per Unit		
	Plasma TV/LED TV – 50"- in front of Head Table setup	Per Unit		
	Sound System with 2 cordless mike	Per Unit		
	Goose Neck Mike for Podium	Per Unit		
	Floral decoration on stage	Per Sq Ft		
	Hand Bouquet for VVIP/VIP	Per Unit		
	Q Manager	Per Unit		

	Pla Cards for Sitting Arrangements	Per Unit		
	Wooden table with white cover & frill-backstage	Running Feet		
	Console Setup	Per Sq Ft		

**3. Control office area :**

S. No	Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
1	Setup	Banquet Chairs with covers	Per Unit		
2		Tables (6'x2') with cover	Per Unit		
3		Spike Busters (15 amp/5 amp) with min. 4 socket	Per Unit		
4		Laptop- wi-fi enabled	Per Unit		
5		Laser Printers Monochrome	Per Unit		
6		Helping Staff	Per Unit		
7		Staple Machine	Per Unit		
8		Punching Machine	Per Unit		
9		Scissor/ Cutter	Per Unit		
10		Printing Stationary (A4 Size Ream)	Per Unit		
11		Printing Stationary (Legal Size Ream)	Per Unit		
12		Sound System with 2 cordless mike	Per Unit		
13		Pipe Barricading with Tin Sheets (avoid passing through)	Per Unit		

**4. Holding area: 1 & 2**

S. No	Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
1	Setup	Stage (24x12 sq.ft., height 4 ft.)	Nos.		
2		Plastic Chairs for candidates	Per Unit		
3		Sound and Mic arrangement	Per Unit		
4		Carpet for Stage and Dome area	Per Sq Ft		

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S. No	Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
1	Setup	Carpet	Per Sq Ft		
2		General Lights	Per Unit		
3		Octonorm Stalls- each of 3mx3m with standard services with two table, four chairs and water bottle	Per stall		
4		Sound and Mic arrangement	Per Unit		

#### 5. Mega Job Fair- Employers stalls in Dome area

S. No	Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
1	Setup	Carpet at food court	Sq Ft		
2		Round Tables	Per Unit		
3		Banquet Chairs with white Covers	Per Unit		

#### 6. Food Arrangements for Organizers

#### 7. Arrangements for food for organizers and employers on stall

S N	Type	Expected Time	Menu Items as per Menu	Unit per Person	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
1	Hi-Tea- Morning	9.00 AM to 10.00 AM	(A)	1		
2	Lunch	1.30 PM to 2.30 PM	(B)	1		
3	Hi-Tea-Evening	4.00 PM to 4.30 PM	(C)	1		

#### 8. Food Arrangements for candidates/applicants

S. No	Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities

1	Setup and food packets	Set up of food distribution area for candidate – 500 sq feet	per sq ft		
2		Distribution of food packets at holding area 1 (One time per candidate) as per menu item D	as per menu item D		

#### 9. Photography and Videography

Item	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
d) Complete Professional Photography, HD Videography and Recording of various activities across the entire meeting area, including all Meeting Halls	Per photographer/ videographer per day		
e) The EMA shall also provide a Live Feed Input for internal recording, if required.			
f) Recording through video mixer required.			

#### 10. Generator

S. No	Category	Item Description	Unit	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities
1	Generator	Generator with diesel for power backup of entire job fair area.	Per day		

#### 11. In holding area, Motivational speakers

S. No	Category	Item Description	Rate in INR in figures including all taxes and liabilities	Rate in INR in words including all taxes and liabilities

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1	<b>In holding area, Motivational speakers</b>	<b>In holding area, Motivational speakers, RJ's, Counsellors are required to hold candidates in waiting area for whole days.</b>		
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