

NOTICE INVITING ONLINE REQUEST FOR THE EMPANELMENT OF AGENCIES FOR EXHIBITION SERVICES

RFP No. - 5259

NAVA RAIPUR ATAL NAGAR, DATED – 17/02/2026

Tender Fees: Rs. 11,800/- (incl. of 18% GST) (Non-Refundable)

EMD: Rs. 5,00,000/- (Refundable without Interest)

(1) Date of Pre-bid Meeting:	25/02/2026 from 03:00 PM (Last date for submission of Pre bid queries via email to: cgsamvad@gmail.com 24/02/2026 till 6:00 PM)
(2) Last date of online submission of tender documents:	13/03/2026 before 03:00 PM
(3) Date of Opening of Technical Bids:	13/03/2026 from 04:00 PM
(4) Date of Technical Presentations:	Shall be Communicated to the Pre-qualified bidders
(5) Date of Opening of Financial Bids:	Shall be Communicated to the Technically qualified bidders



CHHATTISGARH SAMVAD

(An Associate organization of Department of Public Relations)

Government of Chhattisgarh

North Block, Sector-19,

Nava Raipur – Atal Nagar, Raipur, Chhattisgarh

Web :- <https://samvad.cg.nic.in> Email :- cgsamvad@gmail.com

Ph: 0771-2512536, 2512539

DISCLAIMER

This Request for Empanelment (RFE) is issued by the Chhattisgarh Samvad, Government of Chhattisgarh (GoCG), for the purpose of inviting bids from eligible agencies. The information contained in this document is provided in good faith and is subject to change without prior notice. Chhattisgarh Samvad does not make any representation or warranty, express or implied, nor shall it have any legal liability or responsibility for the accuracy, adequacy or completeness of the information contained herein, or for any errors, omissions or misstatements.

Issuance of this RFE does not constitute a commitment or obligation on the part of Chhattisgarh Samvad to award any contract, select any bidder, or proceed with the empanelment process. Chhattisgarh Samvad reserves the absolute right to modify, suspend, cancel or withdraw this RFE, or any part thereof, at its sole discretion, without assigning any reason and without incurring any liability to any bidder.

Bidders are solely responsible for examining all instructions, terms, conditions and specifications provided in this RFE and for conducting their own independent assessment, investigation and analysis. Submission of a bid shall be deemed to have been done after careful study and full understanding of the requirements. Chhattisgarh Samvad shall not be liable for any costs, expenses, losses or damages incurred by bidders in connection with preparation, submission, clarification, or follow-up of their bids or participation in any stage of this process.

The bid submission and evaluation process shall be governed entirely by the terms and conditions set forth in this RFE. In case of any dispute concerning interpretation of any provision, the decision of Chhattisgarh Samvad shall be final, binding and conclusive.



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NIT no. : 5259/CG Samvad/2026

Nava Raipur - Atal Nagar, Dated 17/02/2026

The Chhattisgarh Samvad, Government of Chhattisgarh, invites online bids from reputed and eligible agencies for empanelment to provide Exhibition Services across the State. The empanelment will be valid for two years, with potential extensions based on mutual agreement and project requirements. This tender aims to select qualified and experienced agencies capable of delivering comprehensive exhibition solutions including design, setup, operation and dismantling of exhibitions, ensuring effective government-citizen communication and outreach.

Interested agencies may obtain detailed tender documents from the Chhattisgarh Samvad's official website <https://samvad.cg.nic.in/>, cost of tender document of Rs. 11,800/- (incl. of 18% GST) (non-refundable) and EMD of Rs. 5,00,000/- (refundable without interest). Modifications/Amendments/Corrigendum, if any, shall not be advertised in the newspapers but shall be published in the above website only. Bidders must submit their technical and financial bids in the prescribed formats by the stipulated deadlines, along with the requisite tender fee and earnest money deposit. Chhattisgarh Samvad reserves the right to accept or reject any or all bids without assigning any reason. For further details and bid submission, please refer to the official tender documents available online.

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Chief Executive Officer

Chhattisgarh Samvad

Government of Chhattisgarh

Nava Raipur – Atal Nagar

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ABBREVIATION

Department	‘Department of Public Relations’ or ‘Chhattisgarh Samvad’
GoCG	Government of Chhattisgarh
RFE	Request for Empanelment
NIT	Notice Inviting Tender
EMD	Earnest Money Deposit
PBG	Performance Bank Guarantee
GST	Goods and Services Tax
PAN	Permanent Account Number
GSTIN	Goods and Services Tax Identification Number
UDIN	Unique Document Identification Number (issued by ICAI)
CA	Chartered Accountant
LLP	Limited Liability Partnership
PSU	Public Sector Undertaking
NDA	Non-Disclosure Agreement
LOA / LOI	Letter of Award / Letter of Intent
WO	Work Order
POA / PoA	Power of Attorney
MoA	Memorandum of Association
AoA	Articles of Association
SOP	Standard Operating Procedure
OEM	Original Equipment Manufacturer
LED	Light Emitting Diode
AV	Audio-Visual
VR	Virtual Reality
AR	Augmented Reality
OOH	Out-of-Home Media
CCTV	Closed-Circuit Television
PA System	Public Address System
sq.ft / sqft	Square Feet
KVA	Kilo-Volt Ampere
FTE	Full-Time Employee
HR	Human Resources
SLA	Service Level Agreement
IP	Intellectual Property
ICT	Information & Communication Technology
QC	Quality Control
IT	Information Technology
ITR	Income Tax Return
FY	Financial Year
BOQ	Bill of Quantities
L1	Lowest Evaluated Bidder (Item-wise)
L2	Second Lowest Evaluated Bidder
NDA	Non-Disclosure Agreement
sqmm	Square Millimetre
STP	Storytelling Panel / Structured Thematic Panel
XR	Extended Reality (VR + AR mix)

1. INTRODUCTION

Chhattisgarh Samvad is established by Government of Chhattisgarh under Society Registration Act 1973, with the objective of supporting Department of Public Relations. Chhattisgarh Samvad is an Autonomous Body. The Primary function of Chhattisgarh Samvad is to promote, undertake, Publicity work and raise awareness about State Government and Central Government's schemes and programs in public interest via print media, electronic media, social media and other outdoor media.

To strengthen this outreach mechanism, Chhattisgarh Samvad seeks to empanel experienced agencies capable of delivering end-to-end exhibition services, including concept development, creative design, fabrication, digital installations, operation and dismantling. The empanelled agencies must also be capable of integrating modern exhibition technologies such as VR, AR, projection mapping, holography, immersive digital displays and AI-based visitor engagement tools.

The empanelled agencies will be called upon to deliver turnkey solutions encompassing conceptualization, design, fabrication, installation, operation and dismantling of exhibitions while ensuring quality, accessibility and sustainability. This initiative aims to reinforce the Chhattisgarh Samvad's commitment to transparent, innovative and effective government communication that resonates with today's digitally savvy public and fosters inclusive socio-economic development throughout Chhattisgarh.

This empanelment will ensure availability of competent agencies to support the Chhattisgarh Samvad's ongoing and future exhibition requirements across anywhere in India.

2. PROJECT BACKGROUND

The Department of Public Relations, Government of Chhattisgarh, functions as the principal liaison between the State Government and its diverse citizenry. Its primary mandate is to facilitate transparent and effective communication concerning government schemes, cultural initiatives, development programs and welfare activities. Given the vast geographical spread and demographic diversity within the State, exhibitions have proven to be one of the most impactful mediums for conveying these messages directly and interactively to the public.

The Department aims to organize and participate in a wide range of exhibition events from local grassroots-level fairs to large-scale state and national exhibitions. These events necessitate comprehensive exhibition services encompassing design conceptualization, structure fabrication, digital and physical displays, multimedia integration, visitor engagement technologies, logistics support and on-site operational management. To this end, the Chhattisgarh Samvad envisions empaneling capable and innovative agencies with robust technical expertise, financial strength and the ability to deliver high-quality services across various terrains and contexts.

Given the rapid advancements in technology and audience expectations, the Department places high value on the adoption of modern exhibition technologies including Virtual Reality (VR), Augmented Reality (AR), interactive touchscreens, projection mapping, holography, AI-driven insights, Drone and other immersive experiences. These technologies are instrumental in enhancing the communicative and experiential value of exhibitions and ensuring maximized public impact.

This empanelment exercise is a strategic initiative to form a panel of qualified agencies, ready on-call, to support the Department's ongoing and future exhibition needs. Through this, the Chhattisgarh Samvad seeks to uphold standards of excellence, creativity, accessibility and innovation in its exhibition programs, thus strengthening government-citizen connectivity and fostering inclusive development throughout Chhattisgarh.

3. SCOPE OF WORK

The empanelled agency shall be responsible for delivering comprehensive, turnkey exhibition services to the Chhattisgarh Samvad, Government of Chhattisgarh. This includes the complete lifecycle of conceptualization, planning, design, production, fabrication, installation, operation, management and dismantling of exhibitions. The agency must ensure high standards of quality, safety, aesthetics and technological precision, using approved materials, certified equipment and trained professional manpower. All services shall be provided at any location across India, as may be required by the Department.

The detailed scope but not limited to is as follows:

3.1 Conceptualization & Content Strategy

The agency shall undertake complete conceptual and content development. This includes:

3.1.1 Research-Based Understanding

- i. Study the exhibition theme, target audience, cultural context, geographical relevance and government messaging goals.
- ii. Conduct background research on departmental schemes, achievements, historical references and socio-economic impact.

3.1.2 Ideation & Creative Direction

- i. Propose multiple thematic directions representing the exhibition's purpose, narrative arc and storytelling approach.
- ii. Develop interpretative frameworks, metaphors, design philosophies and visual storytelling structures.
- iii. Define the emotional journey, engagement level and experiential depth expected through the exhibition.

3.1.3 Content Architecture

- i. Create full content maps specifying how communication will be distributed across:
 - Panels
 - Installations
 - Digital interfaces
 - Interactive kiosks
 - AV films
 - Immersive environments
 - Artefact descriptions
 - Visitor touch-points
- ii. Develop a structured narrative hierarchy ensuring clarity, sequencing and coherence.

3.1.4 Messaging & Language

- i. Draft bilingual or multilingual content, structured for comprehension by a diverse audience.
- ii. Ensure accuracy, government alignment and cultural sensitivity.

- iii. Prepare storytelling scripts for immersive experiences, audio narrations, AR overlays and guided interactions.

3.2 Experience Design & Layout Planning

3.2.1 Master Planning

- i. Create a holistic masterplan defining experiential zones, thematic areas, circulation routes, congregation spaces, interaction points and orientation hubs.
- ii. Ensure intuitive movement, visitor comfort and thematic coherence.

3.2.2 Experience Flow Design

- i. Define sensory progression: visual density, light rhythm, audio intensity, narrative beats, and space transitions.
- ii. Identify “anchor experiences” such as immersive walls, VR stations, large-format displays, thematic installations.

3.2.3 Detailed Environment Design

- i. Conceptualize spatial environments that include:
 - Thematic entrance experiences
 - Immersive scenography
 - Textural and material expression
 - Environmental mood creation
 - Interpretive design components
 - Holistic brand representation

3.2.4 Accessibility Integration

Incorporate universal design: tactile indicators, audio assistance, high-contrast visuals, accessible content formats and non-intrusive circulation.

3.3 Creative & Graphic Design Development

3.3.1 Exhibit Graphic Design

- i. Create deeply engaging graphic systems including:
 - Informational panels
 - Explainer charts
 - Timelines
 - Conceptual illustrations
 - Infographics
 - Cultural motifs
 - Photographic compositions
 - Iconography
 - Bilingual typography
- ii. Maintain visual consistency and government branding discipline.

3.3.2 High-End Digital Content Creation

- i. Produce digital artworks, motion graphics, immersive visual sequences, interactive environments and multi-screen content designed specifically for exhibition contexts.
- ii. Ensure content merges seamlessly into the physical environment.

3.3.3 Creative Mockups & Rendering

- i. Provide detailed visual renderings for each exhibit element, including:
 - Lighting effects
 - Texture simulation
 - Colour environments
 - Digital overlays
 - Screen content previews

3.4 Structural Fabrication & Build Quality Standards

3.4.1 Fabrication Philosophy

All physical components must be fabricated with precision, durability, smooth finishing and high aesthetic quality. Every fabricated element must withstand repeated use, transport, climatic variations and continuous visitor interaction.

3.4.2 Build Components Covered

- Free-standing walls
- Exhibit partitions
- Custom display pedestals
- Product showcases
- Artefact enclosures
- 3D thematic installations
- Entry gateways
- Integrated lighting elements
- Backdrops and staging modules
- Digital and mechanical housings
- Modular architectural elements

3.4.3 Finishing Standards

- Seamless edges, bubble-free lamination, uniform paint application.
- No visible screws, nails, joints or unfinished surfaces.
- All visible surfaces must be smooth, well-finished and visually appealing.

3.4.4 Material Integrity

- Use only high-grade, long-life, stable materials suitable for high-traffic public exhibitions.

- Ensure materials do not warp, bend, crack, chip or degrade during the exhibition period.

3.4.5 Safety Standards

- All electrical, structural and surface components must comply with national safety norms.
- No sharp edges, loose electrical wiring, unstable structures or fire-hazard materials.

3.5 Multimedia, Digital & Interactive Installations

The agency shall set up and operate a complete multimedia ecosystem for the exhibition. This includes designing and deploying audio-visual environments that combine ambient sound, directional speakers, synchronized video playback and multi-projection displays to support thematic storytelling. Digital screens, interactive panels, display walls and thematic content loops must be integrated seamlessly into the physical setup. The agency shall also develop immersive experiences using VR, AR, gesture-based interaction, projection mapping, holographic elements and sensor-driven displays wherever required. All interactive modules must be intuitive, stable and visitor-friendly, using technologies such as touch, motion, voice, proximity and RFID/NFC triggers. The agency shall handle end-to-end system integration—media servers, synchronization tools, concealed wiring, backup systems, calibration processes and continuous technical monitoring—to ensure smooth and uninterrupted functioning throughout the exhibition.

3.6 Operations, Manpower & Visitor Management

The agency shall deploy a trained operations team responsible for managing technical systems and supporting visitor interactions. This includes operators for AV installations, VR/AR setups and interactive stations, along with visitor guidance staff to facilitate movement, provide information and manage queues. The team must ensure daily readiness of all systems through routine checks and proactive issue resolution. Technical maintenance shall involve constant monitoring, quick troubleshooting, calibration and replacement of components when necessary. The agency shall prioritize visitor comfort, safety and clarity of communication to deliver an organized and meaningful exhibition experience.

3.7 Logistics, Installation, Dismantling & Restoration

The agency shall manage all logistics including packing, transportation, material handling and secure storage of exhibition components. Installation must be carried out systematically, assembling all structures, multimedia setups and artistic elements in coordination with electrical and technical requirements. Prior to opening, the agency shall test each exhibit element for safety, performance and design accuracy. After the exhibition, the agency shall dismantle all components carefully, remove waste responsibly and restore the venue to its original condition without causing damage.

3.8 Photography, Videography & Documentation

The agency shall document the exhibition through professional photography and videography, covering installation stages, operational days, visitor interactions and overall ambience. This includes producing highlight videos, curated photo sets, walkthrough recordings and any aerial footage permitted at the venue. The agency shall deliver a structured documentation package containing edited visuals, captions, summaries and reports that reflect the exhibition's execution and impact.

3.9 Quality Control, Compliance & Risk Management

The agency shall maintain consistent quality across fabrication, electrical systems and multimedia installations by conducting regular checks and adhering to approved standards. It must implement safety protocols related to fire prevention, electrical compliance, crowd movement and emergency preparedness. The agency shall ensure compliance with labour regulations, copyright and licensing norms, and all applicable government rules. Continuous supervision and documented quality checks are required throughout the exhibition.

3.10 Innovation, Sustainability & Continuous Improvement

The agency shall incorporate sustainable practices by using eco-friendly materials, energy-efficient installations and recyclable components wherever possible. Accessibility features must be integrated to support visitors with diverse needs. The agency is expected to introduce innovative approaches such as hybrid digital-physical elements, interactive storytelling tools and updated multimedia technologies to enhance exhibition experience. Continuous improvement and adaptation of modern practices should form part of the delivery service.

3.11 Geographic Scope of Services

The agency shall be required to provide exhibition-related services at any location within India, as directed by the Chhattisgarh Samvad, Government of Chhattisgarh. All logistics, manpower, equipment, fabrication, installation, operations and related services must be delivered seamlessly at the designated venue(s) across the country without any additional conditions or limitations from the agency.

4. EMPANELMENT DURATION

The empanelment shall remain valid for an initial period of two (2) years from the date of issuance of the empanelment order. The Chhattisgarh Samvad, Government of Chhattisgarh may, at its sole discretion, extend the empanelment for one or more additional periods, subject to a maximum cumulative extension of two (2) years (one (1) year at a time), based on agency performance, departmental requirements and administrative considerations.

The Chhattisgarh Samvad reserves the unrestricted right to **modify, extend, reduce, suspend or terminate** the empanelment at any time during its validity, without assigning any reason and without any prior notice. No claim whatsoever shall be entertained from any agency on account of such modification or termination.

5. COMPLETION OF WORK

For all assignments issued under this empanelment, the work executed by the empanelled agency shall be deemed “complete” only when the Chhattisgarh Samvad, Government of Chhattisgarh receives full and final clearance, acceptance and corresponding payment from the concerned Government Department for which the work was executed. Mere submission of deliverables, invoices, reports or any related documentation by the agency shall not constitute completion of work. Completion shall be recognized solely upon Chhattisgarh Samvad’s written confirmation, based on clearance and payment received from the client department. Until such confirmation, the agency shall remain fully responsible for all contractual obligations associated with the assignment.

6. PAYMENT TERMS

Payments to the empanelled agency shall be made separately for each assignment issued under this empanelment by the Chhattisgarh Samvad, Government of Chhattisgarh, or by any concerned source department. All payments shall be governed strictly by the item-wise rates finalized under this empanelment and accepted by the agency.

The agency shall submit a complete invoice package for every assignment, which must include:

- The final invoice raised as per approved rates,
- A work completion certificate issued by Chhattisgarh Samvad,
- Delivery/installation proofs, and
- Any certifications or confirmations issued by the concerned source department (where applicable).

No advance payment shall be made under any circumstances. Payment processing shall begin only after Chhattisgarh Samvad verifies the deliverables, confirms satisfactory execution, and receives clearance and corresponding funds from the concerned department. Until such clearance and fund receipt, the agency shall not claim payment or raise any financial liability on Chhattisgarh Samvad.

Chhattisgarh Samvad retains full authority to assess the agency's performance based on quality of services, adherence to timelines, compliance with instructions, and feedback from the concerned departments. Any assignment executed for departments other than Chhattisgarh Samvad will require validation and certification from those departments before payment is recommended or released.

The Chhattisgarh Samvad's decision regarding payment release, performance assessment, and any deductions or withholdings shall be **final and binding** on the agency. Further, if the agency publishes, displays, or disseminates any incorrect, misleading, or factually inaccurate content that adversely impacts the image of the Government of Chhattisgarh or any of its department, Chhattisgarh Samvad may impose penalties **up to the value of the concerned assignment or contract**, and the Chhattisgarh Samvad's decision in such matters shall be final.

7. INSTRUCTION TO BIDDERS

Bidders who are registered on the Chhattisgarh Samvad (<https://samvad.cg.nic.in/>) portal are eligible to participate in this tender process. E-bids submitted by any other bidders will be treated as non-responsive and will not be considered against this tender. New bidders who wish to participate should initiate new registration on the Chhattisgarh Samvad portal to be able to participate in the process. E-tender Registration link - https://samvad.cg.nic.in/Printer/P_RegistrationInst.aspx

The empanelled agencies shall operate as exhibition partners to the Chhattisgarh Samvad, Government of Chhattisgarh, and shall be responsible for providing all services and deliverables defined in the Scope of Work of this Request for Empanelment (RFE). All proposals submitted by bidders will be evaluated strictly in accordance with the eligibility criteria, technical evaluation parameters and financial conditions prescribed in this document.

Each bidder is permitted to submit only one proposal. Submission of multiple proposals, whether directly or through related parties, will result in immediate disqualification. Joint ventures, consortiums or partnerships formed solely for the purpose of this RFE are strictly prohibited.

All proposals must remain valid for a minimum period of 180 days from the last date of submission. Proposals with a shorter validity period shall be considered non-responsive and will not be evaluated. The Chhattisgarh Samvad reserves the absolute right to accept or reject any proposal at any stage of the process, without assigning any

reason, and such decisions shall be final and binding on all bidders.

“The Technical Bid must be compiled strictly in the sequence prescribed in this RFE. All documents shall be properly indexed, page-numbered and arranged in the correct order. Every page of the Technical Bid, including annexures, certificates, undertakings and supporting documents, must be duly self-attested by the Authorized Signatory. Any deviation in arrangement, missing attestation, incorrect sequencing or submission in an unorganized manner may lead to the bid being declared non-responsive and liable for rejection.”

8. EARNEST MONEY DEPOSIT & TENDER FEE:

The bidder shall deposit an Earnest Money Deposit (EMD) of ₹5,00,000/- (Rupees Five Lakhs only) and a Tender Fee of ₹11,800/- (Rupees Eleven Thousand Eight Hundred only), inclusive of 18% GST. Both amounts shall be deposited only through direct bank transfer into the following bank account of the Chhattisgarh Samvad, Government of Chhattisgarh. A copy of the payment receipt/transaction proof must be enclosed with the Technical Bid, failing which the bid shall be treated as non-responsive.

Account Name	Chhattisgarh Samvad
Bank Name	Indian Bank
Branch Name	Nava Raipur (C.G.)
Saving Account Number	0246301259
IFSC Code	IDIB000N571

EMD in respect of successful bidders shall be retained. No Interest shall be payable on the EMD.

9. PERFORMANCE BANK GUARANTEE (PBG)

The successful bidder shall, at their own cost, furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) of ₹15,00,000/- (Rupees Fifteen Lakh only) in favour of the Chhattisgarh Samvad, Government of Chhattisgarh, within fifteen (15) days from the date of issuance of the Letter of Award. Submission of the PBG is a mandatory pre-condition for signing the agreement, and no agreement shall be executed with the selected bidder until the PBG is submitted in full and in the prescribed format. The PBG shall be issued by a scheduled commercial bank acceptable to the Department and shall remain payable on demand, without any conditions or demur. All costs, commissions, charges and expenses related to obtaining, maintaining or renewing the PBG shall be borne solely by the bidder, and failure to submit the PBG within the stipulated time shall result in withdrawal of the Letter of Award and forfeiture of the Earnest Money Deposit (EMD) without further notice.

The Performance Security shall remain valid for a period extending six (6) months beyond the expiry of the empanelment period. Upon satisfactory completion of all contractual obligations and clearance of any pending liabilities, the Performance Bank Guarantee will be released by the Department. In the event the empanelment period is extended, the agency shall be required to submit a renewed or extended Performance Bank Guarantee covering the extended tenure plus six additional months. No interest shall be payable on the Performance Bank Guarantee.

Failure to submit the Performance Bank Guarantee within the stipulated timeframe shall result in annulment of the Letter of Award and forfeiture of the Earnest Money Deposit (EMD), without prejudice to any other action the Department may deem fit. The Department reserves the right to cancel the empanelment, initiate appropriate legal or administrative action and blacklist the agency from future engagement.

Notwithstanding anything contained in this RFE, the Chhattisgarh Samvad reserves the absolute right to accept or reject any proposal, modify or annul the tendering process, or reject all proposals at any stage, without assigning any reason and without incurring any liability. All disputes arising out of or in connection with this empanelment shall be governed by the laws of India, and the courts at Raipur, Chhattisgarh shall have exclusive jurisdiction.

10. BID SUBMISSION

Each Proposal shall comprise the following:

- A. Scanned copy of the evidence for deposit of EMD and Tender fees
- B. Covering letter in the format set out in **Appendix A**
- C. Details of the bidder in the format set out in **Appendix B**. The bidder shall declare the company profile such as memorandum & article of association of the company, etc. The documents to be submitted should also include the following:
 - 1. Self-attested copy of bidder's entity registration (firm/company/LLP etc. Registered under applicable act in India).
 - 2. Self-attested copy of PAN card.
 - 3. Self-attested copy of the GST registration certificate.
 - 4. Copy of GSTR-3B for the month of/quarter ending December 2025.
 - 5. Self-attested copy of the company profile, along with the list of significant clients.
 - 6. Chartered accountant certified along with UDIN mentioned annual turnover certificate for the last three financial years (i.e. 2022-23, 2023-24 and 2024-25) in the format set out in **Appendix E**.
 - 7. CA/Auditor certificate certifying the net worth in the last three financial years (i.e. 2022-23, 2023-24 and 2024-25).
 - 8. Income Tax Return, Balance sheet and Profit and Loss statement for the last three financial years (i.e. 2022-23, 2023-24 and 2024-25).
 - 9. HR Certificate on company letterhead confirming the number of full-time employees along with details on bidder's payroll as per **Appendix G** (with stamp and signature).
- D. Power of attorney as per **Appendix C**, authorizing the signatory of the proposal to commit the bidder on RS. 100/- non-judicial notarized stamp paper.
- E. Undertaking for Chhattisgarh State GST Registration (CG-GSTIN) in Case of Non-Availability at the Time of Bid Submission. Please refer to **Appendix J**.
- F. **Technical proposal comprising:** The technical proposal should comprise the project data sheets and demonstrate the technical capacity of the bidder in the format specified in **Appendix D**. All supporting proofs indicated in the eligibility criteria and evaluation methodology must be included. Additionally, the bidder must submit an affidavit on Rs. 100/- non-judicial notarized stamp paper, as per **Appendix F**, declaring that the bidder is not debarred or blacklisted by any State or Central Government agency and all other required documents mentioned in this RFE Document.

11. FINANCIAL SUBMISSION:

Financial proposals will only be opened for those bidders who are found eligible and technically qualified based on the evaluation criteria. The amount quoted in the financial proposal must be exclusive of all applicable taxes. In the event of any future changes in the tax structure, such changes will not affect the base award value. Tax transactions will be conducted based on the prevailing applicable tax rates at the time of payment.

Financial proposals must be submitted in the prescribed format provided as an annexure to this document (see **Appendix H**). Bidders are required to quote item-wise rates strictly as per this format. Any deviation or incomplete submission may lead to rejection of the bid.

Each page of the technical e-bid shall be numbered and signed by an authorized signatory of the bidder.

12. EVALUATION

The criteria for eligibility, financial evaluation and selection of bidders are set out under section 'Eligibility criteria and Evaluation methodology'. As part of the evaluation, the technical submission shall be checked for responsiveness with the requirements of the tender document and only those proposals which are found to be responsive would be further invited to give a presentation in accordance with the criteria set out in this tender document.

PART I - Submission would be considered to be responsive if it meets the following conditions:

- A. The amount towards the EMD has been received on or before the proposal due date including any Extension thereof.
- B. It contains information in formats specified in this tender document.
- C. It conforms to the bid validity period as set out in the tender.
- D. It provides information in reasonable detail. ("reasonable detail" means that, but for minor deviations, the information can be reviewed and evaluated by the Chhattisgarh Samvad without communication with the bidder). The Chhattisgarh Samvad reserves the right to determine whether the information has been provided in reasonable detail.
- E. There are no inconsistencies between the proposal and the supporting documents.
- F. The e-bid document shall be properly indexed with page numbers and signed by the authorized signatory.

A proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- A. Which affects in any substantial way, the scope, quality, or performance of the assignment, or
- B. Which limits in any substantial way, inconsistent with the tender document, the Chhattisgarh Samvad rights or the bidder's obligations under the work order, or
- C. Which would affect unfairly the competitive position of other bidders presenting substantially responsive proposals.

The responsive proposals shall be evaluated as per the criteria set out in section 'eligibility criteria and evaluation methodology'.

Least Cost Based Selection (L1): Evaluation will be conducted individually for each line item based on the lowest

financial bid quoted (L1) for that specific item. The bidder with the lowest evaluated price for each line item will be identified as the L1 bidder for that item. Following this initial evaluation, all other technically eligible bidders will be requested to provide their services at the L1-approved rates for the respective line items. After this process, a final consolidated L1 will be determined for each service or item based on the compliance and rates offered by these bidders.

This final L1 decision shall be binding and will form the basis for awarding the contract for each line item. The Department reserves the right to seek best and final offers or apply additional criteria to resolve any ties or exceptional circumstances to ensure fairness and transparency in the tender award.

The Chhattisgarh Samvad reserves the right to reject any proposal, if:

- A. At any time, a material misrepresentation is made or discovered.
- B. The bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the proposal.

In the event of acceptance of the proposal of the preferred bidder, the Chhattisgarh Samvad shall declare the preferred bidder as the successful bidder. The successful bidder(s) shall be issued the work order on priority.

13. ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

All bidders must meet the eligibility criteria prescribed in this RFE. The detailed eligibility requirements—including legal, financial, technical, experience, manpower and documentary compliance—are provided in the subsequent tables and annexures. Bidders are required to ensure that they satisfy each mandatory requirement and submit all supporting documents in the prescribed format. Only those bidders who fully comply with the eligibility criteria will be considered for evaluation.

For financial evaluation, item-wise Least Cost Selection (L1) will be applied as per the methodology defined in the Financial Bid section. Only technically compliant bidders will proceed to financial evaluation.

14. PRE-QUALIFICATION CRITERIA

NOTE: Qualitative comparative evaluation of work credentials amongst the participating bidders may be applied. Work credentials will be considered as on last date of submission of e-bids. Since the characteristics of the project are critical in nature, the Department will perform sufficient analysis & checks on the technical capability, credentials of the bidders and qualitative assessment of the team members. Chhattisgarh Samvad reserves the right to verify the physical infrastructure, digital tool licenses and in-house capabilities of the bidder through an on-site audit.

S. NO.	CRITERIA	DOCUMENTARY EVIDENCE
1	The bidder should be one of the following registered entities: i. A partnership firm registered under the Indian partnership Act, of 1932 (or) ii. A Limited Liability Partnership registered under the Indian limited Liability Partnership Act, 2008 (or) iii. A company registered under the Indian Companies	1) Certificates of Incorporation (Registration certificates.)/ Copy of MOA, AOA, Partnership deed etc./ Registration Certificate of Proprietorship firm/ Certificate of Society Registration 2) PAN & GST details

S. NO.	CRITERIA	DOCUMENTARY EVIDENCE
	Act, 1956/2013 iv. Proprietorship Firms registered under relevant law v. Societies Registered under relevant law The Agency Must have been in operation for a minimum of 5 years as on 1st April 2026 .	
2	Minimum average annual turnover of INR 5 crores or more in the last three financial years (i.e. 2022-23, 2023-24 and 2024-25).	CA Certified turnover certificate with valid UDIN along with IT Return, Balance sheets and Profit and loss statement for the last three financial years to support the claim as per Appendix E
3	The bidding entity must have positive net worth in the last three financial years (i.e. 2022-23, 2023-24 and 2024-25).	CA/auditor certificate certifying the net worth in last in the last three financial years.
4	The bidder must have executed at least one (1) completed End-to-End Exhibition Project during the last three (3) financial years for a Central Government Department / State Government Department / Government Agency / PSU. Exhibition-specific experience is mandatory and event-only projects shall not be considered. In addition, the bidder must meet any ONE of the following financial experience criteria: 1. One (1) Exhibition / Event project of 1.5 Crore or more, OR 2. Two (2) Exhibition / Event projects of 1 Crore or more, OR 3. Three (3) Exhibition / Event projects of 50 lacs or more. Only projects involving end-to-end exhibition or event execution will be considered eligible. The scope must necessarily include ideation and concept development, exhibition/event-specific design, creative content development (print, digital, OOH, AV, etc.), branding, layout planning and visitor experience design, along with fabrication, installation, management or on-site execution. Projects limited to media buying, print advertising, social media campaigns, generic publicity/PR or promotional activities not linked to an exhibition or event shall not be considered.	1) LOA / Agreement / Contract / Work Order, duly certified by the authorized signatory of the bidding company. 2) Experience certificate/Completion certificate from Client/ CA certificate, indicating the total payment received by the bidding company for the particular project. Refer Appendix D
5	The agency must have an in-house team of at least 30 full-time professionals on its payroll, comprising a mix of Project Managers, Creative Directors, Copywriters, Production Supervisors, Technical Support Staff, Logistics	The Agency shall submit on company's letterhead a declaration duly signed by the Authorized Signatory and HR Representative of the Agency comprising

S. NO.	CRITERIA	DOCUMENTARY EVIDENCE
	and Operations personnel, Marketing and Promotion specialists, and other relevant roles required for effective planning, management, and execution of exhibition services.	details of professionals as per Appendix G.
6	The bidding entity must not be Blacklisted / Terminated / Debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last 5 years.	Affidavit (Appendix F format only) by the authorized signatory
7	The bidder must have a valid Chhattisgarh State GST Registration . If not available at the time of bid submission, the bidder must provide an undertaking that CG-GST registration has been applied for and will be obtained prior to signing the agreement. Note: Agreement execution will not proceed without valid CG-GST registration.	The bidder shall submit valid Chhattisgarh State GST registration details along with supporting evidence. OR If the registration is under process, the bidder shall submit the Application / Reference Number issued by the authority along with documentary proof

The agency fulfilling the above eligibility criteria will be considered eligible bidder and will be called upon for the Financial Evaluation Stage. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposal of ineligible bidder shall not be considered.

15. TECHNICAL EVALUATION CRITERIA

S. NO.	CRITERIA	MAX MARKS	DOCUMENTARY EVIDENCE
1	The agency must have been in operation for a minimum of 5 years as on 1st April 2026 . Scoring Criteria 5 – 7 years: 10 marks 7 – 10 years: 15 marks 10+ years: 20 marks	20	Certificates of Incorporation (Registration certificates.)/ Copy of MOA, AOA, Partnership deed etc./ Registration Certificate of Proprietorship firm/ Certificate of Society Registration
2	The agency must have minimum average annual turnover of INR 5 crores or more in the last three financial years (i.e. 2022-23, 2023-24 and 2024-25). Scoring Criteria 5 – 7 Cr: 10 marks 7 – 10 Cr: 15 marks 10+ Cr: 20 marks	20	CA Certified turnover certificate with valid UDIN

S. NO.	CRITERIA	MAX MARKS	DOCUMENTARY EVIDENCE
3	Cumulative value of End-to-End Exhibition Project during the last three (3) financial years for a Central Government Department / State Government Department / Government Agency / PSU. Scoring Criteria 3 – 5 Cr: 10 marks 5 – 7 Cr: 15 marks 7+ Cr: 20 marks	20	1) LOA / Agreement / Contract / Work Order, duly certified by the authorized signatory of the bidding company. 2) Experience certificate/Completion certificate from Client/ CA certificate, indicating the total payment received by the bidding company for the particular project.
4	Technical Presentation (not more than 10 mins) ▪ Past similar work experience with government clients ▪ Company credentials, capabilities and achievements ▪ Understanding and comprehension of the scope of work ▪ Exhibition strategy for the Government of Chhattisgarh	40	To be presented when called for presentation.

All the technically qualified bidders will be given points out of total 100 points by the committee for technical & the presentation on the basis of the topics mentioned above. The bidders securing minimum 70 out of total 100 marks shall be eligible for opening of financial bids.

16. FINANCIAL EVALUATION METHODOLOGY

Only those bidders who have successfully qualified in the technical evaluation stage will be considered for the financial evaluation. The evaluation will be conducted on an item-wise basis, where the lowest quoted price (L1) for each individual item (Line Item) will be identified among the qualified bidders.

Following this, a consolidated rate chart will be prepared listing item-wise L1 rates. All qualified bidders will then be invited to provide services at these L1-approved rates.

Bidders who agree to work at the rates specified in the rate chart shall be empaneled for a period of two years, which may be extended subject to mutual agreement.

The Tender Committee reserves the right to negotiate the L1 rates with the qualified bidders to ensure fairness and reasonability.

Regarding rate reasonability, the difference between the L1 rate and the average quoted rate for each item should be less than 30% of the average.

- If this difference is equal to or exceeds 30%, the next lowest bid (L2) for that item will be considered instead.
- If the difference is less than 30%, the L1 rate will be accepted.

This methodology ensures cost competitiveness while maintaining fairness in awarding contracts for each item or service.

17. NON-ELIGIBILITY

Bids from bidders against whom any criminal case is pending before a court of competent jurisdiction, or who have been convicted by such a court, shall not be considered for evaluation. Bids from bidders found to be involved in theft or non-payment of government dues, including taxes, will be outrightly rejected and will not be considered for opening of the financial bid.

Bids from bidders who have been blacklisted or debarred by the Central Government, any Central Government authority, State Government, or any State Government authority shall be rejected. All bidders must submit an affidavit confirming that they are not subject to any of the above disqualifications.

NEGOTIATIONS: Chief Executive Officer, Chhattisgarh Samvad has right to Negotiation with L1 Bidder.

COMPETENT AUTHORITY'S RIGHT TO VARY ITEMS/ACTIVITIES AT THE TIME OF AWARD: The competent authority shall have the right to make any alterations, omissions, additions or subtractions in items/services at the time of award of work. The competent authority will give such intimation to the agency, and additional cost/deduction in the bid prices, based on the rate chart, will be worked out with the agency. In case, the agency does not agree for such alterations, the competent authority will be free to award the work to other empaneled agency.

OTHER IMPORTANT TERMS & CONDITIONS:

- The Chhattisgarh Samvad, Government of Chhattisgarh shall under no circumstance be liable for any cost, expense, loss or damage incurred by any bidder in the preparation, submission or clarification of proposals, or in compliance with any requirement of this RFE. Submission of a proposal shall be entirely at the bidder's own risk and cost.
- Any concealment of material facts, misrepresentation, falsification or submission of forged/fabricated documents shall result in immediate rejection of the bid, cancellation of empanelment (if already awarded), forfeiture of Earnest Money Deposit/Performance Security and initiation of legal action including blacklisting for future tenders.
- Canvassing in any form, directly or indirectly, including attempts to influence officials involved in the tender process, shall render the bidder liable for rejection and blacklisting.
- Submission of a bid shall be deemed as unconditional acceptance of all terms and conditions contained in this RFE, including any addendum, corrigendum or clarification issued by Chhattisgarh Samvad at any stage of the process.
- The bidder shall be solely and fully responsible for compliance with all applicable labour, welfare, employment and statutory regulations of India. Chhattisgarh Samvad shall not be liable for any non-compliance, penalty, dispute or liability arising from the bidder's operations or personnel.
- The bidder shall be solely responsible for all disputes between the bidder and its employees, labourers, subcontracted resources or any third parties. Chhattisgarh Samvad shall be kept fully indemnified against any claim, loss, damage, litigation or liability arising out of such disputes.
- The bidder shall be exclusively responsible for timely payment of wages, salaries, allowances, statutory dues, taxes, ESI, PF, professional tax, insurance and other obligations to its personnel. Chhattisgarh Samvad shall not be held liable in any manner for any such payments or related disputes.
- The bidder shall be fully responsible for any theft, loss, fire, accident, negligence, misconduct or unlawful acts committed by its staff or personnel deployed at any site. Any loss or damage to Government property resulting from such acts shall be made good by the bidder at its own cost.
- Chhattisgarh Samvad reserves the absolute right to accept or reject any bid, in full or in part, to award work to one or multiple agencies, or to cancel the bidding process altogether without assigning any reason and without incurring any liability.
- No change in the constitution, ownership, control or key management of the bidding agency shall be permitted after submission of the proposal or during the empanelment period, without prior written approval of Chhattisgarh Samvad. Any unauthorized change may lead to termination of empanelment.
- The discovery, at any stage, of false information, concealed facts or material misrepresentation shall lead to immediate disqualification, cancellation of empanelment and any other action deemed fit by Chhattisgarh Samvad, including legal proceedings and blacklisting.
- The financial bid/price quote must not be included, mentioned or hinted at anywhere in the technical bid. Any violation shall lead to outright rejection of the proposal.
- **No Claim on Bid Rejection:** Bidders shall have no cause of action or claim against Chhattisgarh Samvad for rejection of their bid or for any decisions taken in the tendering process.
- **No Contractual Right Until Empanelment Letter:** Submission of a bid shall not create any contractual rights or obligations. Rights flow only after issuance of the empanelment/award letter.
- **Right to Verify at Any Stage:** Chhattisgarh Samvad may verify any documents, claims, credentials or statements made by the bidder at any time. Any discrepancy shall result in disqualification.
- **Confidentiality:** All documents, data, creative content, designs and materials shared by Chhattisgarh Samvad shall remain confidential and shall not be disclosed or used for any purpose other than the execution of assigned work.
- **Intellectual Property:** All creative outputs, designs, multimedia assets, photographs, videos, scripts and content produced for Chhattisgarh Samvad shall be the exclusive intellectual property of the Government of Chhattisgarh.

- **Conflict of Interest:** Bidders must disclose any existing or potential conflict of interest. Failure to disclose may lead to rejection or termination.
- **Fraud & Corruption:** Chhattisgarh Samvad retains the right to reject any bid or terminate any empanelment if the bidder is found indulging in corrupt, fraudulent, coercive or collusive practices.
- **Arbitration & Jurisdiction:** Any dispute arising under this empanelment shall be resolved through arbitration as per the Arbitration and Conciliation Act, 1996. Courts at Raipur, Chhattisgarh shall have exclusive jurisdiction.
- **Non-Exclusivity of Empanelment:** Empanelment under this RFE does not guarantee award of any work. Chhattisgarh Samvad may at its discretion engage one or more empanelled agencies, or any agency outside the panel, based on administrative requirements and project suitability. No claim shall be entertained on the grounds of non-receipt of work.
- **Rate Discovery & Rate Matching:** All empanelled agencies shall operate strictly at the final rates approved by Chhattisgarh Samvad. Any attempt to deviate from, revise, influence, or negotiate the finalized rates at any stage shall lead to immediate removal from the panel.
- **Responsibility for Creative Accuracy:** All creative material (text, visuals, AV, AR/VR content, models, designs) submitted by the agency must be factually accurate, legally compliant, culturally sensitive and free from copyright violations. Any error or misleading representation that affects Government reputation shall be treated as gross negligence, leading to penalties, termination and recovery of losses.
- **Prohibition on Parallel Commercial Use:** Empanelled agencies shall not use Chhattisgarh Samvad concepts, layouts, designs, AV content, photographs or creative strategies for any other client, pitch, portfolio, award submission or publication without written approval.
- **Confidentiality of Government Information:** Any material, scheme details, documents, data, statistics, policy information, or visual assets shared by Chhattisgarh Samvad or sourced during the project shall remain confidential. Unauthorized disclosure, duplication, or distribution in any form shall result in termination and possible prosecution.
- **No Claims for Idle Manpower or Idle Material:** The agency shall not claim compensation for idle manpower, delays due to weather, administrative postponements, security restrictions or changes in event schedule. All such risks shall be factored into the bidder's operational planning.
- **Real-Time Modification Rights:** Chhattisgarh Samvad reserves the right to instruct real-time modifications during installation or live exhibition hours. The agency must implement such changes promptly without claiming additional charges unless explicitly approved in writing.
- **Geographic Scope of Services:** The agency shall be required to provide exhibition-related services at any location within India, as directed by the Chhattisgarh Samvad, Government of Chhattisgarh. All logistics, manpower, equipment, fabrication, installation, operations and related services must be delivered seamlessly at the designated venue(s) across the country without any additional conditions or limitations from the agency.

Chief Executive Officer
Chhattisgarh Samvad
Government of Chhattisgarh
Nava Raipur – Atal Nagar

APPENDIX-A: Covering Letter

COVERING LETTER

(On the Letterhead of the Bidder)

DATE:

To:

Chief Executive Officer

Chhattisgarh Samvad
Government of Chhattisgarh
Nava Raipur – Atal Nagar

Ref.: 'Notice inviting online request for the empanelment of agencies for exhibition services'

Dear Sir,

Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as the bidder') and having reviewed and fully understood all of the proposal requirements and information provided and collected, the undersigned hereby submits the proposal on behalf of _____ (name of the bidder) for the captioned project, with the details as per the requirements of the tender document, for your evaluation. We confirm that our proposal is valid for a period of 180 days from _____ (insert proposal due date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal, we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed scope of work, which forms a part of the tender document provided to us. We hereby certify and confirm that in the preparation and submission of our proposal, we have not acted in concert or in collusion with any other bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (name of bidder)

Duly signed by the authorized signatory of the bidder

(Name, title and address of the authorized signatory)

APPENDIX-B: Details of Bidder

DETAILS OF BIDDER

(On the Letterhead of the Bidder)

1	Name of the Project		
2	Name of the Bidder firm		
3	Registered office	Full Address with Postal code	
		Telephone Nos.	
		Email Id	
		Website	
4	GSTIN (Copy to be enclosed)		
5	PAN (copy to be enclosed)		
6A	Name and designation of the Chief Executive of the firm		
6B	Address		
7A	Name and designation of the Authority that is authorized to sign the e-bid document		
7B	Address		
8	EMD amount (Transaction Details)		
9	Other eligibility documents attached		
9A	Documents in evidence of past experience		
9A I	List of important clients		
9A II	Proof of association like accreditations, memberships and certificates from important past clients		

APPENDIX-C: Power of Attorney

POWER OF ATTORNEY

(On Stamp Paper of INR 100/-)

Know all men by these presents, we _____ Name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and residential address) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for 'Notice inviting online request for the empanelment of agencies for exhibition services' including signing and submission of all documents and providing information / responses to the Chhattisgarh Samvad of _____ in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the for _____ day of _____ 2026

(Name and designation of the person(s) signing on behalf of the bidder)

Accepted

_____(Signature)

(Name, title and address of the attorney)

Date:

Note:

1. To be executed only if the bidder is a company, agency or firm.
2. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of attorney. Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this power of attorney for the delegation of power hereunder on behalf of the bidder.

APPENDIX-D: Project Data Sheet

FORMAT FOR PROJECT DATA SHEET

(On the Letterhead of the Bidder)

Name of the firm:

Project Name:		Country:
Project Location with Country		Professional staff provided by the Firm: No. of Staff: No. of Person Month:
Nature of Client		
Start date (month/year)	Completion date (month/year)	Approx. Value of services (in INR):
Name of senior staff involved and functions performed:		
Description of the project:		
Description of actual services provided:		

APPENDIX-E: Financial Capacity of the Bidder

FINANCIAL CAPACITY OF THE BIDDER
(Chartered Accountant Certificate)

Bidder’s Name	Annual turnover			
	20XX-XX	20XX-XX	20XX-XX	Average annual turnover

Name & Address of bidder:

Instructions:

The bidder shall submit a Chartered Accountant certified turnover certificate only. The certificate should mention:

- 1. CA certification regarding annual turnover for the last three financial years (2022-23, 2023-24 and 2024-25).
- 2. UDIN no. of the CA certification.

APPENDIX-F : Non-Debarment / Non-Blacklisting

NON-DEBARMENT / NON-BLACKLISTING AFFIDAVIT

(ON STAMP PAPER OF INR 100/-)

Date:

To:

Chief Executive Officer

Chhattisgarh Samvad

Government of Chhattisgarh

Nava Raipur – Atal Nagar

Ref.: Notice inviting online request for the empanelment of agencies for exhibition services

Dear sir,

I/we hereby declare that statements, project documents, credentials, documentary evidence, financial statements and other tender documents in the proposal are true, authentic to the best of my/our knowledge. I/we have not incorporated any information not undertaken by us, in the proposal. I/we, for the purpose of the said tender, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, the Chhattisgarh Samvad, has the right to verify the authenticity of the proposal submitted by us.

I/we fully understand that in case of furnishing any false documents or statements, forging, misrepresentation & producing misleading information in the proposal and failure to abide by the terms and conditions of the tender, I/we are liable to any actions that may be taken against us by the Chhattisgarh Samvad.

I/we, also declare that I/we have not been blacklisted/terminated/debarred by any state or central government or their agencies and have not been found guilty of any criminal offence by any court of law, in the last 5 years.

All above mentioned points are true, authentic to the best of my/our knowledge.

Yours faithfully,

Name of the bidder

Signature of the authorized person

Name of the authorized person

APPENDIX-G : Manpower

MANPOWER DETAILS

(To Be Submitted on Company Letterhead)

The bidder must furnish complete details of all full-time employees on the company's payroll. This Annexure must be signed **jointly** by:

1. **Authorized Signatory (as per Power of Attorney / Board Resolution)**
2. **Head of HR / HR Manager**

Self-attested HR Certificate and supporting documents must be enclosed.

Date:

To:

Chief Executive Officer

Chhattisgarh Samvad

Government of Chhattisgarh

Nava Raipur – Atal Nagar

Ref.: Notice inviting online request for the empanelment of agencies for exhibition services

A. Summary of Total Manpower

Category	Number of Employees (On Bidder's Payroll)
Creative / Design Team	
Project Managers / Coordinators	
Fabrication & Production Team	
Technical & AV Operators	
Digital / Multimedia Specialists	
Logistics & Operations Personnel	
Marketing / Client Servicing	
Administrative & Support Staff	
Total Full-Time Employees	

B. Detailed Manpower List with Detail

Sr. No.	Employee Name	Designation	Department / Role	Employment Status (Full-Time)	Experience (Years)	Qualification	Employee ID
1				FTE			
2				FTE			
3				FTE			
...				...			
30				FTE			
...				...			

(Attach additional sheets as required)

C. Joint Declaration

We hereby certify that:

1. All the employees listed above are full-time, permanent employees on the payroll of the company.
2. No freelancers, outsourced staff, contractual workers, or ad-hoc personnel have been included in this list.
3. The information provided is true, accurate and supported by internal HR records.
4. We understand that misrepresentation or false declaration shall lead to immediate disqualification, blacklisting, and legal action as per tender terms.

Authorized Signatory (as per PoA / Board Resolution)

Name: _____

Designation: _____

Mobile No.: _____

Email: _____

Signature: _____

Company Seal:

HR Personnel (Head of HR / HR Manager)

Name: _____

Designation: _____

Mobile No.: _____

Email: _____

Signature: _____

HR Department Seal (if applicable):

APPENDIX-H : Financial Proposal

FINANCIAL TENDER PROPOSAL

(To be Submitted in separately online)

Name of the Bidder and Address:

Ref.: Notice inviting online request for the empanelment of agencies for exhibition services

PART I:

Fabrication Item / Service - One time Cost based			
S. No.	Item Description	Unit	Cost (in INR exclusive of GST)
1	Fabrication of Designer entry gate, Interactive / Flex structure using wood, ply, thermocol, painting and display material	Per sq.ft	
2	Flex / Area fabrication (18 mm ply & wood) with printing and labour work	Per sq.ft	
3	Digital Print on Sunboard	Per sq.ft	
4	Vinyl cutout on ply (including iron or wooden frame)	Per sq.ft	
5	Transparency Sheet with Designing, Printing and Pasting	Per sq.ft	
6	Backlid Star Fabric Flex with Designing, Printing and Pasting	Per sq.ft	
7	Fabric Print with Designing, Printing and Pasting	Per sq.ft	
8	Framing with 16-gauge square pipe	Per sq.ft	
9	Putty and Painting work	Per sq.ft	
10	Hanging Display	Per sq.ft	
11	Vinyl Sunboard Cutout	Per sq.ft	
12	Model fabrication using ply, wood, sunboard, MDF sheet, carbon fibre, thermocol and other decorative materials	Per sq.ft	
13	Internal venue decoration (Flowerpot, Garland, Bouquet etc.)	Per sq.ft	
14	External venue decoration (Banner, Flag and other materials)	Per sq.ft	
15	Design and concept development	Complete	
16	Acrylic letter (3mm A Cast Acrylic Ultra wallet coated sheet module)	Per sq.ft	
17	Acrylic letter (ADS module with 3-year warranty)	Per sq.ft	
18	Selfie Zone fabrication with Designing	Per sq.ft	
19	Thematic zone entrance arch	Per unit	
20	Wooden flooring 4" (H) with 18 mm ply	Per sq.ft	
21	Reception desk setup (complete installation)	Per unit	
22	Visitor registration kiosk (digital)	Per unit	

Fabrication Item / Service - One time Cost based			
S. No.	Item Description	Unit	Cost (in INR exclusive of GST)
23	Stage with Takhat, Tables, Wooden stands with stairs on 2 sides (1.5 ft height)	Per sq.ft	
24	Stage with Takhat, Tables, Wooden stands with stairs on 2 sides (2.5 ft height)	Per sq.ft	
25	Stage with Takhat, Tables, Wooden stands with stairs on 2 sides (4 ft height)	Per sq.ft	
26	Stage backdrop (design + installation)	Per sq.ft	

PART II:

Fabrication Item / Service with Operating Cost				
S. No.	Item Description	Unit	Cost in INR- exclusive of GST - for first day of Exhibition (cost per sq. feet per day)	Cost (in INR exclusive of GST) from Second Day (cost per sq. feet per day)
27	Designing, production and setting up of an exhibition of up to 1500 square feet without Hangar [space would be provided by the Department]	Per sq.ft		
28	Designing, production and setting up of an exhibition of above 1500 and up to 3000 square feet without Hangar [space would be provided by the Department]	Per sq.ft		
29	Designing, production and setting up of an exhibition of above 3000 and up to 5000 square feet without Hangar [space would be provided by the Department]	Per sq.ft		
30	Designing, production and setting up of an exhibition of above 5000 and up to 10000 square feet without Hangar [space would be provided by the Department]	Per sq.ft		
31	Cost of setting up a German hangar with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size up to 1500 sq. feet	Per sq.ft		
32	Cost of setting up a German hangar with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size above 1500 and up to 3000 sq. feet	Per sq.ft		
33	Cost of setting up a German hangar with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size above 3000 and up to 5000 sq. feet	Per sq.ft		

Fabrication Item / Service with Operating Cost				
S. No.	Item Description	Unit	Cost in INR- exclusive of GST - for first day of Exhibition (cost per sq. feet per day)	Cost (in INR exclusive of GST) from Second Day (cost per sq. feet per day)
34	Cost of setting up a German hangar with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size above 5000 and up to 10000 sq. feet	Per sq.ft		
35	Cost of setting up a Truss Structure for exhibitions with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size up to 1500 sq. feet	Per sq.ft		
36	Cost of setting up a Truss Structure for exhibitions with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size above 1500 and upto 3000 sq. feet	Per sq.ft		
37	Cost of setting up a Truss Structure for exhibitions with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size above 3000 and up to 5000 sq. feet	Per sq.ft		
38	Cost of setting up a Truss Structure for exhibitions with appropriate and good quality flooring, carpeting, lighting, which is weather-proof and has proper entry and exit gates for an exhibition of size above 5000 and up to 10000 sq. feet	Per sq.ft		
39	Waterproof aluminium dome	Per sq.ft		
40	Waterproof Shed	Per sq.ft		
41	Waterproof dome tent	Per sq.ft		
42	Metal pipe frame and a fabric canopy	Per sq.ft		
43	Pagoda tent (5 m × 5 m)	Per unit		
44	Acoustic treatment (exhibition booth/zone)	Per sq.ft		
45	Octonorm stall	Per sq.m		

PART III:

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
LED TVs and LED VIDEO WALLS			

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
46	Indoor LED Wall of Size [8x6 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
47	Indoor LED Wall of Size [12x6 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
48	Indoor LED Wall of Size [20x6 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
49	Indoor LED Wall of Size [30x6 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
50	Indoor LED Wall of Size [8x10 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
51	Indoor LED Wall of Size [12x10 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
52	Indoor LED Wall of Size [20x10 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
53	Indoor LED Wall of Size [30x10 feet] and of P1.5 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
54	Outdoor LED Wall of Size [8x6 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
55	Outdoor LED Wall of Size [12x6 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
56	Outdoor LED Wall of Size [20x6 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
57	Outdoor LED Wall of Size [30x6 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
58	Outdoor LED Wall of Size [8x10 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
59	Outdoor LED Wall of Size [12x10 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
60	Outdoor LED Wall of Size [20x10 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
61	Outdoor LED Wall of Size [30x10 feet] and of P3 quality including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
62	LED TV of 44 inches in Full-HD resolution including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
63	LED TV of 44 inches in 4K resolution including its installation, operation and maintenance for the duration of the exhibition.	Per unit	
64	LED TV of 55 inches in Full-HD resolution including its installation, operation and maintenance for the duration of the exhibition	Per unit	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR-exclusive of GST (per day)
65	LED TV of 55 inches in 4K resolution including its installation, operation and maintenance for the duration of the exhibition	Per unit	
66	LED TV of 65 inches in Full-HD resolution including its installation, operation and maintenance for the duration of the exhibition	Per unit	
67	LED TV of 65 inches in 4K resolution including its installation, operation and maintenance for the duration of the exhibition	Per unit	
68	LED TV of 75 inches in Full-HD resolution including its installation, operation and maintenance for the duration of the exhibition	Per unit	
69	LED TV of 75 inches in 4K resolution including its installation, operation and maintenance for the duration of the exhibition	Per unit	
70	Curved LED Video Wall [P1.5] made up of multiple LED panels arranged in a curved configuration to provide a seamless and immersive visual experience with size of 10w x 10h ft	Per unit	
71	Curved LED Video Wall [P1.5] made up of multiple LED panels arranged in a curved configuration to provide a seamless and immersive visual experience with size of 20w x 10h ft	Per unit	
72	Curved LED Video Wall [P1.5] made up of multiple LED panels arranged in a curved configuration to provide a seamless and immersive visual experience with size of 30w x 10h ft	Per unit	
73	Curved LED Video Wall [P1.5] made up of multiple LED panels arranged in a curved configuration to provide a seamless and immersive visual experience with size of 40w x 10h ft	Per unit	
KINETIC LED WALLS KINETIC LED WALLS [Kinetic LED walls are an advanced and visually striking display technology that combines LED panels with X, Y and Z axis mechanical movements (up-down, left-right or front-back) to create dynamic, changing visuals			
74	Kinetic LED Wall of Size [10x6 feet] including its installation, operation and maintenance for the duration of the exhibition	Per unit	
75	Kinetic LED Wall of Size [20x6 feet] including its installation, operation and maintenance for the duration of the exhibition	Per unit	
76	Kinetic LED Wall of Large Size [30x6 feet] including its installation, operation and maintenance for the duration of the exhibition	Per unit	
77	Kinetic LED Wall of Size [10x10 feet] including its installation, operation and maintenance for the duration of the exhibition	Per unit	
78	Kinetic LED Wall of Size [20x10 feet] including its installation, operation and maintenance for the duration of the exhibition	Per unit	
79	Kinetic LED Wall of Large Size [30x10 feet] including its installation, operation and maintenance for the duration of the exhibition	Per unit	

Item / Service with per day Operating Cost

S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
INTERACTIVE EXPERIENCE STATIONS			
INTERACTIVE STATIONS [Interactive kiosks in exhibitions are self-contained, user-friendly units designed to engage visitors through digital interfaces. They may offer a range of functionalities, from providing interactive information to enabling interactive experiences based on latest technology. They may be equipped with touch screens or other input methods that provide information, entertainment, or interactive features]			
80	Touch screen Stations: These stations may feature large touch screens that allow visitors to navigate through interactive content by touching or tapping the screen. They may be used for exploring digital maps, accessing information about exhibits, or engaging with interactive games or quizzes and such similar experiences. Cost should include all the components needed such as hardware, sensors, input devices, software, audio equipment and such other components needed to for installation, operation and maintenance of the station. It should also include cost of all other such components like concept design, development and production of content needed to make the experience.	Per station	
81	Virtual Reality Stations: These may use headsets to immerse visitors in a computer-generated virtual environment. Users can interact with the virtual world using controllers, offering an immersive experience related to the exhibition's theme. Cost should include all the components needed such as hardware, sensors, input devices, software, audio equipment and such other components needed to for installation, operation and maintenance of the station. It should also include cost of all other such components like concept design, development and production of content needed to make the experience.	Per station	
82	Augmented Reality Stations: These stations use devices like tablets or smartphones to overlay digital information or animations onto the real-world view through the camera. This technology enhances physical exhibits with interactive digital elements. Cost should include all the components needed such as hardware, sensors, input devices, software, audio equipment and such other components needed to for installation, operation and maintenance of the station. It should also include cost of all other such components like concept design, development and production of content needed to make the experience.	Per station	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR-exclusive of GST (per day)
83	Interactive Projection Wall: These stations may use projectors to cast interactive content onto surfaces such as floors or walls. Visitors can interact with the projections by moving or touching the projected images, creating a dynamic and engaging experience. Cost should include all the components needed such as hardware, sensors, input devices, software, audio equipment and such other components needed to for installation, operation and maintenance of the station. It should also include cost of all other such components like concept design, development and production of content needed to make the experience. Example: A floor projection that changes based on where visitors step, such as creating ripples or animations that react to their movements.	Per station	
84	Sound and Music Stations: Stations that may use sound or music as an interactive element, allowing visitors to compose, modify, or experience audio in real time. These may include soundboards, sound showers, interactive musical instruments, or audio-based games. Cost should include all the components needed such as hardware, sensors, input devices, software, audio equipment and such other components needed to for installation, operation and maintenance of the station. It should also include cost of all other such components like concept design, development and production of content needed to make the experience.	Per station	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
85	AR Photo Booth Screens: This integration must provide a more immersive and engaging way for audience to interact with the products or services, AR elements should help in offering additional information or entertainment beyond just clicking a photograph in a booth with prefabricated backgrounds/elements. Cost shall include the following: 1) The user must be able to stand within a predefined location which enables them to take a photograph with AR elements that may include a mascot or group of characters, real people, locations, 3D Characters etc. 2) Digital Overlay: When a user stands at the pre-defined location, the screen should show the timer and give a visual confirmation of the photo frame of reference and successful capture of the photograph as per the AR theme. 3) Chroma footage recording, conceptualisation, design and development of the AR photo capture implementation, 3D sensors, computing hardware, other hardware such as screen, kiosk fabrication for the photo booth. 4) Users should be able to collect electronic copy of the photograph via email/WhatsApp etc. 5) Server, software, content design costs. 6) The response time generally should be quick and not with a delay of more than 10 seconds.	Per station	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR-exclusive of GST (per day)
86	AV Immersive Experience: An AV immersive room is a dedicated area within an exhibition where advanced audio-visual technologies are utilised to envelop visitors in a multi-sensory environment, enhancing their engagement with the displayed content. Its key features include: • 360-Degree Visuals: Projection Technology: Often uses panoramic or dome-shaped projections, large screens, or multiple screens arranged around the room to create a seamless visual experience. • Displays high-definition or ultra-high-definition content for clarity and impact. • Spatial Audio/Surround Sound: Employs a surround sound system or spatial audio technology to deliver a rich, immersive auditory experience that complements the visuals. • Touch screens and Sensors: May include interactive touch screens, motion sensors, or gesture-controlled elements allowing visitors to interact with the content. • Responsive Design: Content may change or adapt based on visitor input or movement. • Lighting: Utilizes dynamic lighting to enhance the mood and complement the visual content. • Additional Sensory Inputs: May incorporate elements such as scent, temperature changes, or tactile surfaces to further immerse visitors. • Thematic Design: - o Customizable Layout: Designed to match the theme or purpose of the exhibition, with layout and décor tailored to enhance the overall experience. - o Engaging Atmosphere: The room is crafted to capture attention and engage visitors in a way that traditional display methods may not. - o Seating: Provides comfortable seating or standing areas designed to accommodate various visitor needs and preferences. - o Accessibility Features: Ensures that the space is accessible to individuals with different abilities, including those with mobility challenges. Cost should include the installation, operation and maintenance charges plus cost of software/hardware needed for the station's operation and the cost of production of customised content including designing, animation and programming if any and all other such components for the given experience.	Per unit	
INFRASTRUCTURE AND SPECIAL SETUPS			

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
87	Setup and Fabrication of VIP Lounge [300 Sq Ft.]: Climate controlled specialized area in an exhibition designed to offer an exclusive and elevated experience for distinguished guests, and important stakeholders. It should provide a high level of comfort, privacy, and security including personalized hospitality services to enhance their overall experience. It should include the following but not limited to: i. a separate, discreet entrance to ensure privacy and exclusivity. ii. Plush seating, elegant tables, and high-end materials such as leather or fine fabrics. Equipped with lounge chairs, sofas, private booths, or sectional seating arrangements along with coffee tables, side tables with lamps, and cushions. iii. High-speed Wi-Fi, charging stations, and computer/multimedia equipment along with large screens or monitors for presentations, audio systems, and video conferencing facilities. iv. Refreshments and beverages [tea, coffee, snacks and water dispenser] up to 30 persons per day.	Per unit	
88	Setup and fabrication of Meeting/Conference Room [300 Sq Ft.]: A Meeting or Conference Room in an exhibition space is a dedicated area designed to facilitate professional discussions, presentations, and collaborative activities. It should include the following but not limited to: i. Tables arranged in a U-shape for discussions and interactive sessions along with ergonomic chairs for at least 12 persons. ii. Essential technology for presentations, video conferencing, such as Projector and screen, TV monitors, mic and speaker system, high-definition camera/mic system to facilitate remote participation. iii. High speed Wi-Fi along with sufficient electrical outlets for laptops/device, connection cables such as HDMI/VGA cables and other such components.	Per unit	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR-exclusive of GST (per day)
89	Media or Press Room: A Press Room at an exhibition is a space specifically designed to support media professionals in their coverage and reporting activities. It should include the following but not limited to: i. Interview Station: Designated areas equipped with microphones, cameras, and good lighting to facilitate interviews between media personnel and exhibitors, speakers, or other important figures. ii. Workstations (at least 25): Tables and chairs equipped with high-speed internet connections, power outlets, and sometimes dedicated computers or laptops for journalists to write, file stories, and conduct research. iii. Printers and Scanners: Essential for printing press releases, photographs, and other documents. Scanners should also be available for digitising physical documents. iv. Photographic Backdrops: A professionally designed backdrop for press photography, usually featuring the exhibition's branding, logos, or relevant imagery. This backdrop helps ensure a polished and consistent look for media coverage. v. Technical Support: On-site technical support for any issues that arise with the equipment or connectivity. This ensures that media professionals can focus on their work without interruptions.	Per unit	
90	On-site Restroom: Temporary restroom facilities designed for use at the exhibition [one male, one female, one gender neutral or accessible]. The toilets must be maintained during the event and equipped with all essentials including self-contained waste disposal system, water, sink, hand wash etc. These may be setup through mobile restroom trailers or through pop-up restrooms.	Per unit	
OTHER ITEMS			
91	One Walk-in Metal Detector along with one security guard	Per unit	
92	LED Screen Riser	Per sq.ft	
93	LCD Projector with screen - 7000 luminous	Per unit	
94	Desktop computer along with 3G Data Card and printer	Per unit	
95	Projector with Laptop	Per unit	
96	LED metal light 400W	Per unit	
97	LED metal light 200W	Per unit	
98	Halogen fitting 1000 Watts	Per unit	
99	Halogen fitting 500 Watts	Per unit	
100	Halogen fitting 150 Watts	Per unit	
101	Mercury Vapor Lamp 250 Watt	Per unit	
102	CFL Lamp 85 Watt	Per unit	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
103	Force Light / Spotlight 75 Watt	Per unit	
104	Rise light / Running Light	Per unit	
105	Tube Light 40 Watt with choke	Per unit	
106	LED Par Light (3W RGB)	Per unit	
107	Sharpy (200 Watt)	Per unit	
108	Shield Beam Park (1000 Watt)	Per unit	
109	Follow Light (1000 Watt)	Per unit	
110	Pedestal Fan with all fittings	Per unit	
111	Ceiling Fans with all fittings	Per unit	
112	Wall Mounted Fan	Per unit	
113	Mist Fans	Per unit	
114	Smoke Machine (1000 Watt)	Per unit	
115	Generator 65 KVA - 8 hrs running (diesel and labour charges included)	Per unit	
116	Generator 125 KVA - 8 hrs running (diesel and labour charges included)	Per unit	
117	Generator 250 KVA - 8 hrs running (diesel and labour charges included)	Per unit	
118	Generator 500 KVA - 8 hrs running (diesel and labour charges included)	Per unit	
119	PVC insulated power cable (75 sq.mm. X 3.5 core)	Per meter	
120	PVC insulated power cable (35 sq.mm. X 3.5 core)	Per meter	
121	Complete System Power Pack + Mixer	Per sq ft	
122	Power Plug Board 15 Amp.	Per unit	
123	Providing Installation of L.T. panel Board Having 400 Amps TPN panel	Per unit	
124	Providing Installation of L.T. panel Board Having 200 Amps TPN panel	Per unit	
125	Jumbo Coolers with all fittings	Per unit	
126	Desert Cooler	Per unit	
127	Window AC (2 ton) with all fittings	Per unit	
128	Split AC (2 ton) with all fittings	Per unit	
129	Tower AC (up to 6 ton)	Per unit	
130	Air conditioning for dome	Per sq ft	
131	Columns Speaker 400 Watt	Per unit	
132	BWC Speaker 600 Watt	Per unit	
133	Mid Speaker 8 Way 400 Watt	Per unit	
134	Tweeter Boxes Sound – 200 Watt	Per unit	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR-exclusive of GST (per day)
135	Monitor Speaker 200 Watt. Per speaker	Per unit	
136	High Power Amplifier 2000 Watt	Per unit	
137	Shure Microphone – Handheld	Per unit	
138	Shure Microphone – Collar	Per unit	
139	Audio Mixer (Mixing Enclose)	Per unit	
140	Pitch Control	Per unit	
141	DJ Mixture	Per unit	
142	Cordless Microphones SH-58	Per unit	
143	Trumped Horns including all necessary equipment for P.A. System	Per unit	
144	Line Array (set of 6 units)	Per unit	
145	Coffee table	Per unit	
146	Table/cloth with border (6 ft × 2 ft)	Per unit	
147	Seating: Lounge Chair with good design, cushioning and ergonomics.	Per unit	
148	Seating: Single seater sofa with good design, cushioning and ergonomics.	Per unit	
149	Seating: Double seater sofa with good design, cushioning and ergonomics.	Per unit	
150	Fibre Chair with cover	Per unit	
151	VIP Chair with cover	Per unit	
152	VIP Stage Chair (wooden)	Per unit	
153	Steel chair	Per unit	
154	Steel Sofa 1 seater	Per unit	
155	Steel Sofa 2 - seater	Per unit	
156	Steel Sofa 3 - seater	Per unit	
157	VIP Leather Sofa 1 seater	Per unit	
158	VIP Leather Sofa 2 - seater	Per unit	
159	VIP Leather Sofa 3 - seater	Per unit	
160	Carpet (green/red/blue)	Per sq.ft	
161	Mat	Per sq.ft	
162	Rug (12 ft × 12 ft)	Per unit	
163	Synthetic Net	Per sq.ft	
164	Digital Podium	Per unit	
165	Bench (6 ft × 3 ft)	Per unit	
166	Cloth masking	Per unit	
167	Side wall cloth masking	Per unit	
168	Barricading	Per running	

Item / Service with per day Operating Cost			
S. No.	Item Description	Unit	Cost in INR- exclusive of GST (per day)
		ft	
169	Interactive information kiosk (hardware + software)	Per unit	
170	Holographic projection setup	Per unit	
171	CCTV Camera (HD Cameras with night vision) with all fittings	Per unit	
172	CCTV monitoring hub setup	Per set	
173	Decorative planters (potted plants)	Per unit	
174	Public announcement (PA) system	Per set	
175	Fire Extinguisher - Big cylinder	Per unit	
176	Fire Extinguisher - Small cylinder	Per unit	
177	Dust Bin – Small	Per unit	
178	Dust Bin – BIG	Per unit	
179	Security Guards (8 hrs)	Per person	
180	Volunteer manpower (8 hrs)	Per person	
181	Housekeeping staff (8 hrs)	Per person	
182	Promoters-Male (8 hrs)	Per person	
183	Promoters - Female (8 hrs)	Per person	
184	Professional Staff – Male (8 hrs)	Per person	
185	Professional Staff - Female (8 hrs)	Per person	

(The above rates are deemed to include other expenses excluding GST)

Authorized Signatory (as per PoA / Board Resolution)

Name: _____

Designation: _____

Mobile No.: _____

Email: _____

Signature: _____

Company Seal:

Note:

1. All rates shall be quoted in INR and shall be exclusive of GST.
2. Rates must be quoted for each line item. If any item is left unquoted or marked “NIL/NA/—”, the bid may be

treated as non-responsive.

3. Quoted rates shall be firm, fixed, and valid for the entire duration of the empanelment, including any extensions. No escalation will be permitted under any circumstances.
4. Bidders are required to quote realistic market rates. Abnormally low or unreasonably high rates may be rejected at the discretion of the Department.
5. All quoted rates must include costs for labour, materials, fabrication, installation, dismantling, transportation, logistics, handling, equipment, consumables, technical operators, manpower and all incidental expenses.
6. Any arithmetic error, mismatch, or correction in figures not signed and stamped by the bidder will render the bid invalid.
7. If agencies quote “zero,” “complimentary,” or “free of cost” for any item, the bid may be rejected unless justified with supporting documentation.
8. The L1 determination will be done item-wise and not on overall totals.
9. The Department reserves the right to increase, decrease, modify, or delete any item from the Financial Sheet at any time during the empanelment without assigning any reason.
10. The Department may seek justification or supporting documents for any rate quoted, especially where rates deviate significantly from market benchmarks.
11. Submission of forged, tampered, or misleading financial information will lead to immediate rejection, forfeiture of EMD, blacklisting and legal action.

APPENDIX-I : Pre-Bid Query

PRE-BID QUERY FORMAT

(must be submitted online)

Sr. No.	RFE Reference (Section / Clause No.)	Page No.	Existing Clause / Text in RFE	Query / Clarification Requested
1				
2				
3				
...				

Instructions for Bidders:

1. Queries must be submitted in the above prescribed format only.
2. Each query must clearly reference the Page No. and Clause No. of the RFE.
3. Queries without proper referencing or submitted in any other format will not be entertained.
4. Bidders may attach additional sheets if required, but the structure must remain unchanged.
5. All pre-bid queries must be sent exclusively through email to the email address specified in this RFE.
6. Queries must be submitted before the Pre-Bid deadline specified in the RFE.
7. No new queries shall be accepted after the deadline.
8. Responses and clarifications issued by the Department shall form an integral part of the RFE and will be binding on all bidders.

APPENDIX-J : Undertaking for Chhattisgarh State GST

UNDERTAKING FOR CHHATTISGARH STATE GST (CG-GST)

(To be submitted on the bidder's letterhead)

Date: _____

To:

Chief Executive Officer

Chhattisgarh Samvad

Government of Chhattisgarh

Nava Raipur – Atal Nagar

Ref.: Empanelment for Exhibition Services for Chhattisgarh Samvad, Government of Chhattisgarh

I/We, _____ (Name of the Bidder), having our registered office at _____, hereby submit this undertaking in connection with our bid for the Request for Empanelment (RFE) for Exhibition Services issued by the Chhattisgarh Samvad, Government of Chhattisgarh.

1. Status of CG-GST Registration (strike out the non-applicable option and provide details for the applicable option):

(a) Currently registered in Chhattisgarh:

I/We hold a valid Chhattisgarh GSTIN: _____ (enter CG-GSTIN).
Date of issue: _____.

OR

(b) Not currently registered in Chhattisgarh:

I/We do not currently have a CG-GST registration but confirm that an application for CG-GST has been submitted on _____ (date) with application number / reference number _____. We undertake to obtain the valid CG-GST registration and submit documentary proof of the same to Chhattisgarh Samvad prior to signing the Agreement.

2. I/We understand and agree that **execution of the Agreement is conditional upon submission of proof of valid CG-GST registration**. Failure to furnish the CG-GST registration proof before Agreement signing may result in cancellation of the Letter of Award, forfeiture of EMD and other remedies available to the Department.
3. The information given above is true and correct to the best of my/our knowledge.

Authorized Signatory: _____

Name: _____

Designation: _____

Contact No.: _____

Email: _____

Company Seal:

GENERAL TERMS & CONDITIONS

Notice inviting online request for the empanelment of agencies for exhibition services

Chhattisgarh Samvad, Nava Raipur - Atal Nagar

APPLICATION: These general conditions shall apply to the extent that provisions in other parts of this tender do not supersede them. For interpretation of any clause in the contract agreement, the interpretation of the Chhattisgarh Samvad shall be final and binding on the agency.

RELATIONSHIP BETWEEN PARTIES: Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent between the 'agency' and 'Chhattisgarh Samvad'. The agency has complete charge of personnel performing the services executed by the agency from time to time. The agency shall be fully responsible for the services performed by it at all times.

STANDARDS OF PERFORMANCE: The agency shall provide services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The agency shall always act in respect of any matter relating to this tender as faithful to the Chhattisgarh Samvad and abide by all the provisions/acts/rules etc. Of government processes prevalent in the country. The Chhattisgarh Samvad shall evaluate the performance of the agency based on the quality of the services rendered as well as feedback received by the officials concerned at the Chhattisgarh Samvad.

CODE OF INTEGRITY: No official of a procuring entity or a bidder shall act in contravention of the codes which include:

- Prohibition of making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
- Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
- any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- obstruction of any investigation or auditing of a procurement process.
- making false declaration or providing false information for participation in a tender process or to secure a contract.
- Disclosure of conflict of interest.

Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

DELIVERY AND DOCUMENTS: As per the time schedule agreed between parties for specific projects given to the agency from time to time, the agency shall submit all the deliverables to the Chhattisgarh Samvad. The agency

shall not, without Chhattisgarh Samvad's prior written consent, disclose contract, literature, drawings, specifications, plans, patterns, samples or other documents to any person or organization other than an entity employed by the agency for the performance of the contract, in consultation with the Chhattisgarh Samvad.

In case of the termination of the tender, all the documents prepared by the agency under the contract shall become property of the Chhattisgarh Samvad. The agency must not use any of the material or content anywhere, without taking permission, in writing, from the Chhattisgarh Samvad. The Chhattisgarh Samvad reserves the right to grant or deny any such request.

AGENCY PERSONNEL: The agency shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specified project, the personnel who have adequate knowledge and experience in the domain related with this project. It is desirable that the agency shall utilize the services of domain specialists, if required, to work on the project effectively.

APPLICABLE LAW: Applicable law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India and that of state of Chhattisgarh.

INTELLECTUAL PROPERTY RIGHTS: The agency shall insure itself against all third-party claims of infringement of copyright, patent, trademark or industrial design rights arising from use of the press clippings, photographs, AV material or any part thereof in India or abroad. In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of any material or any part thereof in India, the agency shall act expeditiously to extinguish such claim. If the agency fails to comply and the Chhattisgarh Samvad is required to compensate a third party resulting from such infringement, the agency shall be responsible for the compensation including all expenses, court costs, lawyer fees and will be liable for penalty/termination by the Chhattisgarh Samvad. The agency shall provide the Chhattisgarh Samvad with a notice of such a claim, if made, without delay.

SUSPENSION: Chhattisgarh Samvad may, in written notice to the agency, suspend all payments to it hereunder if the agency fails to perform any of its obligations under the contract including the carrying out of the services, provided that such notice of suspension,

- Shall specify the nature of failure.
- Shall request the agency for a remedy of such failure within a period not exceeding thirty (30) days after the receipt of such notice of failure by the agency.

TERMINATION: Under the contract, the Chhattisgarh Samvad may, by written prior notice of 1 month can terminate the services of the agency in the following ways:

- Termination by default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non-adherence to any time schedule that may be mentioned by the Chhattisgarh Samvad.
- Chhattisgarh Samvad by written notice sent to the agency, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Chhattisgarh Samvad 's convenience, the extent to which performance of the agency under the contract is terminated, and the date upon which such termination becomes effective.
- The Chhattisgarh Samvad may at any time terminate the contract by giving a written notice to the agency, if the agency becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the agency, provided that such termination will not prejudice or affect any right of action

or remedy which has accrued or will accrue thereafter to the Chhattisgarh Samvad.

- If Chhattisgarh Samvad finds unsatisfactory performance of the agency or breach of any term and condition laid down in this tender, the performance security and EMD will be forfeited.
- In the event of non-critical performance deficiencies, the Agency shall be provided with written notice and a period of 15 working days to cure the deficiency before invoking termination.

RESOLUTION OF DISPUTES: if any dispute arises between parties, then there would be two ways for resolution of the dispute under the contract.

AMICABLE SETTLEMENT: the performance of the contract is governed by the terms & conditions of the contract. However, at times dispute may arise over the interpretation of any term or condition of contract including the scope of work, etc. in such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 30 days after receipt. If the dispute cannot be amicably settled within 45 days following the response of that party, then clause 'resolution of dispute below, for resolution of disputes shall become applicable.

RESOLUTION OF DISPUTES: in the case of dispute arising between the Chhattisgarh Samvad and the agency, which has not been settled amicably, any party can refer the dispute for arbitration under the arbitration and conciliation act, 1996, as amended from time to time, and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrators shall be shared equally by the Chhattisgarh Samvad and the agency. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. Arbitrator shall be appointed by the government of Chhattisgarh on recommendation of Chhattisgarh Samvad.

CONFLICT OF INTEREST: the agency is required to provide professional objective and impartial advice and at all times holds the Chhattisgarh Samvad's interest's paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work, without limitation on the generality of the foregoing, agency and any of its affiliates shall be considered to have a conflict of interest under any of the circumstances set forth below:

CONFLICTING ACTIVITIES: An agency or any of its affiliates, selected to provide Consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods of works or services resulting from or directly related to this project.

CONFLICTING ASSIGNMENT/JOB: An agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the agency to be executed for the same or for another employer.

CONFLICTING RELATIONSHIPS: An agency that has a business or family relationship with a member of the Chhattisgarh Samvad staff who is directly or indirectly Involved in any part of the project shall not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Chhattisgarh Samvad throughout the empanelment process and the execution of the contract.

The agency has an obligation to disclose any situation of actual or potential conflict that impacts its capacity to

serve the best interest of Chhattisgarh Samvad, or that may reasonably be perceived as having this effect. Any such disclosure shall be made to Chhattisgarh Samvad, immediately. If the agency fails to disclose such situations and if the Chhattisgarh Samvad comes to know about any such situation at any time, it may lead to the disqualification of the agency during bidding process or the termination of its contract during execution of the assignment.

LEGAL JURISDICTION: All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Raipur, Chhattisgarh only.

PENALTY CLAUSE: Chhattisgarh Samvad will evaluate the performance of the agency based on the quality & quantity of the services rendered, validation by the Chhattisgarh Samvad verification committee and feedback received by the officials concerned at the department. Any work done for offices apart from the Chhattisgarh Samvad will first be validated by officers concerned from such offices. The decision of the Chhattisgarh Samvad shall be binding in this regard.

All the documents/media assets/application etc. prepared and developed by the bidder will be the property of the Chhattisgarh Samvad. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the Chhattisgarh Samvad, and the bidder shall, not later than upon termination or expiration of the work order, deliver all such documents and software to the Chhattisgarh Samvad, together with a detailed inventory thereof. If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligations, the Chhattisgarh Samvad may take a decision to cancel the contract with immediate effect. Further, performance security of the agency may also be forfeited if the performance of the agency is not satisfactory.

In case of late/unsatisfactory/no services on a specific activity, in which the agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract, the agency shall be liable to penalty of 10% of the award value (work order value). The timeline/schedule of deliverables will be decided as and when the requirement/tasks activities arise. The Chhattisgarh Samvad will have the right to cancel the contract at any time without assigning any reason thereof.

For any published incorrect/misleading information, which hampers the image of the government of Chhattisgarh will attract a penalty of 10% of the award value (work order value). Such incidents include, but not limited to, factually incorrect information about the state government, incorrect artwork/creative, etc. The decision of the Chhattisgarh Samvad shall be binding in this regard.

In the event of three instances of penalties, Chhattisgarh Samvad shall have the right to terminate the contract at the risk and cost of the agency/bidder.

LIQUIDATED DAMAGES: In case of delay in completion/ error of services or breach of contract terms and conditions, liquidated damages not exceeding an amount equal to 20% of the award value (work order value), shall be imposed and shall be recovered by appropriation from the Performance Security or otherwise. In the event of three instances of liquidated damages, Chhattisgarh Samvad shall have the right to terminate the contract at the risk and cost of the agency/bidder.

FORCE MAJEURE: Notwithstanding anything contained in the scope of work, the agency shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of force majeure.

For purposes of this clause "force majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the Chhattisgarh Samvad regarding force majeure shall be final and binding on the agency. If a force majeure situation arises, the agency shall promptly notify the Chhattisgarh Samvad in writing, of such conditions and the cause there of. Unless otherwise directed by the Chhattisgarh Samvad in writing, the agency shall continue to perform its obligations under the agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

PROCESS CONFIDENTIALITY: Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the publication of the award of contract. The Bidders qualifying for opening of the financial bids based on the evaluation of the technical bid may, if desired, attend the financial bid opening meeting of the evaluation committee. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the Chhattisgarh Samvad, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the contract.

DATA CONFIDENTIALITY: The agency shall maintain full confidentiality of the data provided to it or data generated while providing services. Under no circumstances will the agency divulge/reveal/share such data for the purpose other than for meeting the Chhattisgarh Samvad's requirements. Any violation of this confidentiality clause may result in instant termination of the contract and blacklisting of the agency's services from the government of Chhattisgarh, the decision of the client shall be final in this regard and binding on the agency.

CHANNELS OF COMMUNICATIONS

- The Chhattisgarh Samvad, at all stages, will be the first point of contact for all communication from the creative agency.
- All communication that may require references or proof of occurrence of communication shall be made to the Chhattisgarh Samvad via electronic mail. Communication from the Chhattisgarh Samvad to the creative agency could be made telephonically, in writing, verbally or email.
- The point of contact on behalf of the Chhattisgarh Samvad for the creative agency or anyone representing the agency shall be a nominated officer of the Chhattisgarh Samvad /Chhattisgarh Samvad, Government of Chhattisgarh.

FRAUD AND CORRUPT PRACTICES: The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LOA and during the entire project duration. Notwithstanding anything to the contrary contained herein, or in the LOA, the Chhattisgarh Samvad may reject a bid, withdraw the LOA, or terminate the association with the selected bidder, as the case may be, without being liable in any manner whatsoever to the bidder, if it determines that the bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the Chhattisgarh Samvad under the bidding documents and/or the LOA, or otherwise.

Without prejudice to the rights of the Chhattisgarh Samvad under the clause 'fraud and corrupt practices' herein above and the rights and remedies which the Chhattisgarh Samvad may have under the LOA, or otherwise if a

bidder, is found by the Chhattisgarh Samvad to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, or after the issue of the LOA or the project duration, such bidder shall not be eligible to participate in any tender or RFP issued by the Chhattisgarh Samvad for a period of 2 (two) years from the date such bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

For the purposes of this clause fraud and corrupt practices, the following terms shall have the meaning hereinafter respectively assigned to them:

'Corrupt practice' means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Chhattisgarh Samvad who is or has been associated in any manner, directly or indirectly, with the bidding process or the LOA or has dealt with matters concerning or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Chhattisgarh Samvad, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or (ii) save and except as permitted under the clause 'performance security' (b) of this tender, engaging in any manner whatsoever, whether during the bidding process or after the issue of the LOA or during the project duration, as the case may be, any person in respect of any matter relating to the project or the LOA, who at any time has been or is a legal, financial or technical adviser of the Chhattisgarh Samvad in relation to any matter concerning the project;

- 'Fraudulent practice means a misrepresentation or omission of facts on suppression of facts or disclosure of incomplete facts, in order to influence the bidding process.
- 'Coercive practice' means impairing or haring, or threatening to impair or harm, directly or indirectly, any person of property to influence any person's participation or action in the bidding process.
- 'Undesirable practice' means (1) establishing contact with any person connected with or employed or engaged by the Chhattisgarh Samvad with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and.
- 'Restrictive practice' means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

ROLES & RESPONSIBILITIES OF STAKEHOLDERS

CHHATTISGARH SAMVAD

- Provide necessary guidance, support, approvals and strategic suggestions as and when required, through periodic review for the duration of the contract.
- Ensure that the agency conducts work as specified in the scope of work.
- Validate the work performed by the agency, based on monitoring the scope of work for payments.

EXHIBITION AGENCY

- The empanelled agency shall appoint a dedicated Project Lead who will act as the single point of contact with the Chhattisgarh Samvad and remain accessible at all times.
- The agency must sign a Non-Disclosure Agreement with Chhattisgarh Samvad and ensure strict confidentiality of all data, content and information shared or generated during the project.
- The agency shall arrange and maintain all equipment, systems, and connectivity required for transferring data images, and media files to Chhattisgarh Samvad as instructed.
- It shall provide all creative assets, clippings, documentation, and media files whenever required by Chhattisgarh Samvad and acknowledge that all such material remains the property of the Department.
- All costs related to manpower, hardware, software, maintenance, logistics and operations shall be borne entirely by the agency.
- The agency is solely responsible for the conduct, performance, and discipline of its personnel and must ensure that they comply with all directions, quality standards and timelines issued by Chhattisgarh Samvad, maintaining confidentiality and professionalism throughout the engagement.

*****END OF DOCUMENT*****