



RFP for Engagement of Event Management Agency for Synergy Meet 2026

GOODS AND SERVICES TAX NETWORK (GSTN)

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New Delhi – 110037

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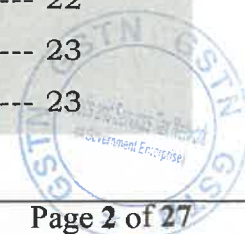
Website: www.gstn.org.in

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Contents

Key Details	4
SECTION - I	5
NOTICE INVITING TENDER	5
SECTION - II	6
Evaluation Process	6
2. Commercial Evaluation:	7
SECTION - III	9
Scope of Work	9
SECTION - IV	11
1. Bid Price:	11
2. Validity of bid:	11
3. Evaluation of quotation:	11
4. Delivery period:	11
5. Contract Period:	11
6. Payment terms:	12
7. Performance Security/Bank Guarantee	12
8. Language	12
9. Agency details:	12
10. Single Point of Contact (SPOC)	13
11. Acceptance of Terms & Conditions	13
12. GSTN's Right to terminate the Process	13
13. Alteration and Withdrawal of bid	13
14. Conflict in Terms	14
15. Conflict of Interest:	14
16. Restriction on Interconnected Bidders:	14
17. Debarment	14
18. Force Majeure:	14
19. Termination:	15
28. Disqualification of bid:	17
29. Entire Agreement	17
30. Indemnities and Limitation of Liability:	17
31. Arbitration	18
32. Jurisdiction	18
Annexure-I	19
PRICE SCHEDULE	19
Annexure-II	20
Agency Information Form	20
Annexure-III Bid Security Declaration In Lieu Of EMD/Bid Security	21
Annexure-IV	22
Declaration	22
Annexure- V	23
Non-Blacklisting Declaration	23



Annexure VI -----	24
No Deviation Certificate (NDC) -----	24
Annexure-VIII -----	25
Proforma for Performance Bank Guarantee-----	25
Annexure-IX -----	26
Request for Clarification format-----	26
Annexure-X -----	27
Check list of the documents to be submitted with bid -----	27



Key Details

Tender Reference No	GSTN/P&C/Admin/Syn Meet/08-2026/P-12
Name of the work	RFP for Engagement of Event Management Agency for Synergy Meet 2026
Last date and time for submission of bids	23rd Sep, 2026 at 11:30 hrs
Bid opening details	Bids shall be opened on 23rd Sep, 2026 at 12:00 hrs
Bid Security Declaration Form	Bidder has to submit Bid Security Declaration in lieu of EMD on the Bidder's letter head as per Annexure-III .
Envelope & Dispatch	The bidders must submit the bids under single packet bid system (Technical & Financial bid in same packet) pertaining to the following documents: (a) Earnest Money Deposit Declaration (EMD), (b) Power of Attorney for authorized signatory, (c) Response to Pre-Qualification criterion (d) Commercial bid. The envelope should clearly indicate the Name of the Bidder, Tender Name and his address. The Bidder has the option of sending the bid by Speed/Registered Post, in person only. GSTN takes no responsibility for delay, loss or non-receipt of bids within the stipulated date & time. Bids submitted by any other mode shall not be accepted.
Pre-Bid Clarification	Clarifications to be submitted as per format Annexure-IX and within 3 (three) working days after Circulation of Tender/RFP.
Address for communication	The VP (Procurement & Contracts) Goods and Services Tax Network 4th floor, East wing, World Mark -1, Aerocity, Delhi – 110037 Email: anima.sharma@gstn.org.in procurementandcontracts@gstn.org.in Tel: 011-49111367/49111200



SECTION - I

NOTICE INVITING TENDER

GSTN/P&C/Admin/Syn Meet/08-2026/P-12

Date: 17/09/2026

To,

Subject: RFP for Engagement of Event Management Agency for Synergy Meet 2026.

1. Goods and Services Tax Network (GSTN) is a Section 8 company (under The Companies Act 2013). The Company has been set up primarily to provide IT infrastructure and services to the Central and State Governments, tax payers and other stakeholders for implementation of the Goods and Services Tax (GST).
2. Goods and Services Tax Network (GSTN) invites sealed bids, from invited bidders through limited tender enquiry for Engagement of Event Management Agency for Synergy Meet 2026.
3. This notice/RFP is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to GSTN's invited service providers. Unsolicited offers are liable to be ignored. However, service providers who desire to participate in such tenders in future may approach GSTN as per procedure.
4. Invited bidders shall ensure that their bids, complete in all respects, are submitted on or before the closing date and time indicated in the key details, failing to which the bids will be treated as late and rejected.
5. In the event of any of the above-mentioned dates being declared as a holiday / closed day for the purchase organization, the bids will be received/opened on the next working day at the appointed time.
6. GSTN takes no responsibility for delay, loss or non-receipt of bid documents sent by post either way.
7. GSTN reserves the right to accept or reject any or all of the bids in full or in part including the lowest bid without assigning any reasons or incurring any liability thereof.

for **Goods and Services Tax Network**

Sh. Sanjay Sharma
Vice President (Procurement & Contracts)



SECTION – II

Evaluation Process

1. Pre-Qualification Evaluation

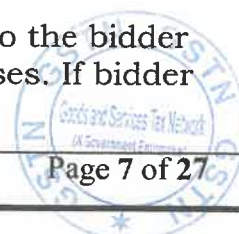
Sr. No.	Pre-qualification Criteria	Supporting Documents
1.	The bidder must be either a) a company incorporated and registered in India under the Indian Companies Act 1956/2013 or b) a Proprietorship Firm or c) a partnership firm under Partnership Act 1932 or d) a limited liability partnership firm under LLP Act, 2008 and should have been operating as on the date of publishing of Tender notice (including name change/ impact of mergers or acquisitions).	Certificate of Incorporation or Partnership agreement/ Deed
2.	The Bidder must have an average annual Turnover of minimum Rs. 66 lakh during the last 3 financial years ending 31st March, 2025.	Copy of Audited Balance Sheet with Profit & Loss A/c for the year: 2024 - 2025 2023 - 2024 2022 - 2023 OR Certificate from CA firm
3..	<u>Work Experience:</u> During last 5 years ending last day of month previous to the one in which bids are invited, bidder should have successfully completed: At least one similar orders costing not less than the amount equal to Rs.11 lakh .	Copy of work order / agreement containing order value and scope of work. Verification can be carried out by GSTN (in case required) through any appropriate means with the client as per the details provided by Bidder.
4.	Copy of following: a) Permanent Account Number (PAN) b) GST Registration Number	Copy of respective document/certificate
5.	Bidder should not have been blacklisted by Govt. of India/State Government/ Central Gov./ PSU at the time of bid submission date	Self-declaration from the bidder in company letter head, signed by authorized signatory as per Annexure-V
6.	No Deviation Certificate (NDC)	No Deviation certificate on bidder's company letter head as per Annexure-VI
7.	Declaration for submission of bid	Declaration as per Annexure-IV
8.	Bid Security Declaration	Annexure-III
9.	Checklist of all the documents	Annexure X

Note: Agencies not qualified in the pre-qualification criteria will be rejected.



2. Commercial Evaluation:

1. Bidders qualified in the pre-qualification criteria will only be considered for financial bid evaluation.
2. The bids will be evaluated on "**Total bid price**". Total bid price is the total value as per **Annexure-I**. The qualified bidder with the lowest Total bid price will be declared as **L1**. GSTN intends to issue LOA/PO to the bidder with the L1, post evaluation. Any decision of GSTN will be binding and final. No representations will be entertained in the matter of selection of the L1.
3. In the event of 'tie' in L1 price between the bidders, LOA (Letter of Award)/PO (Purchase Order) will be awarded to the bidder having highest turnover amongst them for the year ended 31/03/2025.
4. Commercial bid valuation shall be considered as below in case of any kind of discrepancy:
 - a. Only fixed price financial bids indicating total price, as specified in **Annexure-I**, Financial Proposal 'Commercial Quotation' for all the services specified in this bid document will be considered.
 - b. The bidder shall quote the price as per specified format for the entire project on a single responsibility basis. The price shall be quoted entirely in Indian Rupees and taxes will be paid on actual basis. The price shall be written both in figures & words in the prescribed offer form.
 - c. For all the quoted prices and the numbers used during the process defined above, only two digits after decimal will be considered for calculation purposes and the same will be subject to standard rounding rules.
 - d. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of contract. A bid submitted with an adjustable price quotation or incomplete or conditional bid may be rejected as non-responsive.
 - e. Any change in tax upward/downward as a result of any statutory variation in tax taking place within contract terms shall be allowed to the extent of actual quantum of Tax paid by the Service Provider. In case of downward revision in tax, the actual quantum of reduction of tax shall be reimbursed to GSTN by the Service Provider.
 - f. Errors & Rectification: Arithmetical errors will be rectified on the following basis:
 - i. If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.
 - ii. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
 - iii. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, If, as per the judgment of GSTN, there is any such arithmetical discrepancy in a bid, the same would be corrected as per the above clauses.
 - iv. If any discrepancy in price of L1 bidder, same would be conveyed to the bidder and correction in price would be made by GSTN as per above clauses. If bidder



fails to accept the corrected price, then the bid of L1 agency may be rejected and not considered further and GSTN may proceed with L2 for awarding the work.



SECTION – III

Scope of Work

1. Background:

GSTN is organizing “Synergy Meet 2026” to be held at Ranthambore, Rajasthan on 04.10.2026 and return on 06.10.2026 for approximately 130 participants. For smooth and professional execution of the event, it is envisaged to engage a suitable Event Management Agency for providing end-to-end event management and allied services.

2. Broad Scope of Work:

The Event Management Agency shall be responsible for the following:

1. Event Planning & Coordination

- Preparation of detailed event execution and activity plans.
- Coordination with GSTN officials, hotel and all service providers.
- Deployment of adequate manpower and a dedicated Project Manager/SPOC.
- On-ground coordination and contingency arrangements.

2. Transportation

- Transportation of approximately 130 participants from Delhi Aerocity or other location in DELHI/NCR to Ranthambore on 04.10.2026 and return on 06.10.2026.
- Deployment of suitable 2x2 seater, air-conditioned luxury coaches.
- Provision of experienced drivers, transport coordinators and contingency vehicles.
- All applicable tolls, parking, permits and statutory/operational charges to be included.
- The Bus pick up point should be followed.

3. Food & Refreshments

- On-board packaged drinking water, beverages and light refreshments.
- Veg breakfast and lunch at suitable premium hotels/restaurants during onward and return journeys.
- Arrangements for dietary requirements, hygiene and timely service.

4. Team Engagement & Outdoor Activities

- Planning and execution of team-building and outdoor activities, including cricket and other suitable activities.
- Provision of facilitators, equipment, props, manpower and safety arrangements.
- Activities to be undertaken with prior approval of GSTN.

5. Cultural & Entertainment Programme

- Arrangement of cultural performances, music/entertainment, professional anchor/emcee and artists, as required with setup.
- Complete coordination and execution of the approved programme.

5. Participant Amenities

- Half Jacket, T-Shirt and Cap with GSTN Logo & Bag as approved by the supervisory committee.
- First-aid facilities and event itinerary.

Note:- The quantities/number of participants indicated in the RFP are approximate and may vary as per the final requirement communicated by GSTN the Agency shall make necessary arrangements accordingly.

SECTION – IV

Instructions to bidders

1. Bid Price:

- i. The prices should be quoted in Indian Rupees with delivery of item at GSTN. The prices should be quoted as per format enclosed at **Annexure-I**, failing which the bid would be rejected.
- ii. The price shall be written both in figures & words in the prescribed format.
- iii. Bids submitted on e-mail will not be considered.
- iv. Incomplete and/or conditional bids shall be liable to rejection.

2. Validity of bid:

Bid shall remain valid for a period of **90 days from** the date of bid opening. Bid validity may be extended by the Bidder by submitting a letter to GSTN in writing on receipt of request from GSTN.

3. Evaluation of quotation:

The tender will be evaluated on "Total bid price". Total bid price is the total value as per **Annexure-I**. The Technically and commercially responsive bidder with the lowest Total bid price will be declared as **L1**. Goods and Services Tax Network (GSTN) intends to issue the Purchase order to the bidder with the L1, post evaluation. Any decision of GSTN will be binding and final. No representations will be entertained in the matter of selection of the L1.

4. Delivery period:

All work should be completed within specified timeline as mentioned in the Scope of Work.

The appropriate execution of work is of paramount importance and any delay/lacuna in executing the work shall be viewed seriously, which may even lead to cancellation of PO/LOA.

5. Penalty:

For delay of any event activity beyond agreed timeline a penalty of 2% of total contract value per default may be imposed, subject to maximum of 10% of the PO/LOA value. In case the penalty exceeds 10%, GSTN reserves the right to cancel the contract/PO/LOA. The penalty clause will not be applicable in case there is delay/issue from GSTN side.

5. Contract Period:

The Contract period will be valid for 3 Months from the date of issue of PO/LOA.

6. Payment terms:

- a) 100% payment would be released on successful execution and acceptance.
- b) The agency shall get the Acceptance Certificate of the work/deliverables from GSTN Officer-in-charge/SPOC.
- c) After getting Acceptance Certificate from GSTN Officer-in-charge, the agency shall submit the invoice along with acceptance certificate to Finance Division of GSTN.
- d) Payment will be released through RTGS/NEFT/Cheque within 30 working days subject to receipt of the invoice along with Acceptance Certificate (signed by GSTN Officer-in-charge) and all requisite documents. Copy of Acceptance Certificate shall be provided to the successful agency along with LOA/PO.

7. Performance Security/Bank Guarantee

The successful firm/ company will have to deposit a Performance Security 5% of the total value of PO/LOA (Including Tax) in form of Bank Guarantee/ Account Payee Demand Draft/ Fixed Deposit Receipt/ NEFT/RTGS from any commercial bank within 7 days from the date of PO/ LOA. The format of Performance Bank Guarantee would be provided to the successful agency on release of PO/ LOA.

Performance Security should remain valid for a period of 5 months from date of issue of LOA/PO.

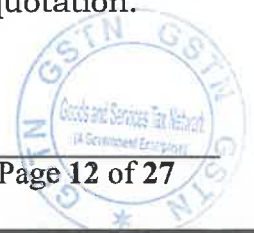
The proceeds of the performance security shall be payable to the GSTN as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract. If the successful Bidder fails to furnish a Performance Bank Guarantee, the contract may be terminated and shall be debarred from participating in the re-tender of the work.

8. Language

The bid and all related correspondence and documents in relation to the bidding process shall be in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the bid, the English language translation shall prevail.

9. Agency details:

The Agency to fill in the Agency Information detail form enclosed with this RFP document as **Annexure-II** and same may be forwarded along with quotation.



10. Single Point of Contact (SPOC)

GSTN shall appoint an Officer-in-charge for this work/project. He/she shall be single point of contact for all technical directions or decisions related to the work/project.

11. Acceptance of Terms & Conditions

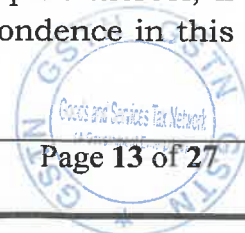
Bidders are requested to submit a sealed and signed copy of this tender document along with quotation, corrigendum, if any, as acceptance of all terms & conditions. In case signed & stamped copy of this tender is not submitted, it will be assumed that the recipient will, by responding to GSTN's tender document, be deemed to have accepted the terms as stated in this document.

12. GSTN's Right to terminate the Process

- a) GSTN reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of agreement, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the grounds for actions taken by GSTN.
- b) GSTN is accepting the bids on a no cost no commitment basis.
- c) GSTN makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- d) This tender does not constitute an offer by GSTN. The Bidder's participation in this process may result in GSTN selecting the Bidder to engage in further discussions and negotiations toward issue of LOA. The commencement of such negotiations does not, however, signify a commitment by GSTN to issue LOA or to continue negotiations. GSTN may terminate negotiations at any time without assigning any reason.

13. Alteration and Withdrawal of bid

- a) The bidder, after submitting its bid, is permitted to alter / modify its bid so long as such alterations / modifications are received duly signed, sealed and marked like the original bid, within the deadline for submission of bids. Alterations / modifications to bids received after the prescribed deadline will not be considered.
- b) No bid should be withdrawn after the deadline for submission of bid and before expiry of the bid validity period. If a bidder withdraws the bid during this period, it will result in forfeiture of the earnest money furnished by the bidder in its bid or actions as per EMD declaration may be taken.
- c) Acceptance of part / whole bid / modification – Rights there of
 - i) GSTN reserves the right to accept or reject wholly or partly bid offer, or modify the specifications / quantities / requirements mentioned in this tender including addition / deletion of any of the item or part thereof, if any, without assigning any reason whatsoever. No correspondence in this



regard shall be entertained. GSTN also reserves the unconditional right to place order on wholly or partly bid quantity to successful Bidder.

14. Conflict in Terms

In the event of any conflict between any two or more terms of this tender, the term more favorable for GSTN, shall be prevail.

15. Conflict of Interest:

The Bidder shall ensure that no actual, potential, or perceived conflict of interest exists in relation to this RFP or execution of the assignment. The Bidder shall disclose any direct or indirect relationship, financial or otherwise, between the Bidder (including its directors, partners or key personnel) and any employee/official of GSTN involved in the procurement or execution of the assignment. Any such conflict of interest, if not disclosed, may result in rejection of the bid or termination of the Contract.

16. Restriction on Participation of Interconnected/Related Bidders:

No Bidder shall be permitted to participate in the bidding process, either individually or as part of a consortium, through more than one bid. Bidders that are interconnected, related or under common ownership/control, including entities having common directors/partners, significant common ownership, or a relationship that may enable them to influence or coordinate the bidding process, shall not submit separate bids. If such participation is established, all bids submitted by the interconnected bidders shall be liable for rejection.

17. Debarment

- i. A bidder shall be debarred if he has been convicted of an offence- under the Prevention of Corruption Act, 1988; or the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- ii. A bidder debarred under sub-section (i) shall not be eligible to participate in a procurement process for a period not exceeding three years.
- iii. For a period not exceeding two years, if it determines that the bidder has breached the code of integrity.

18. Force Majeure:

a. Definition

- i. For the purposes of this work, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not

limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.

- ii. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

b. Measures to be Taken

- i. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Purchase order/Tender as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- ii. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- iii. Any period within which a Party shall, pursuant to this Purchase order, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- iv. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to arbitration clause of the Purchase order/tender.

19. Termination:

A. Termination for Cause: GSTN may terminate the Contract, upon written notice to the Service Provider/Supplier:

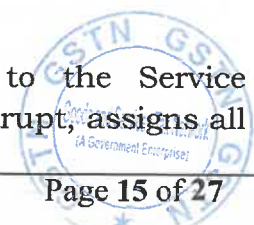
(a) In the event of arising of any of the following events:

- i. The Service Provider/Supplier fails to deliver the goods or fails to perform the works within the timelines specified in the Contract; or
- ii. The Service Provider/Supplier commits breach of any of the terms and conditions of this RFP; or
- iii. Any Serious discrepancy in the quality of provided goods/services is observed;

(b) In case of any third party IPR breach arises against GSTN or confidentiality breach caused by the Service Provider/Supplier or willful misconduct of the Service Provider/Supplier.

In case of termination for cause, GSTN shall be entitled to recover loss and damages suffered by it on account for Services Provider's/Supplier's breach of terms and conditions of RFP which will be limited to 100% amount of contract value.

B. GSTN may terminate the Contract, upon written notice to the Service Provider/Supplier, if Service provider becomes insolvent or bankrupt, assigns all



or a substantial part of its business or assets for the benefit of creditors, permits the appointment of a receiver for its business or assets, becomes subject to any legal proceeding relating to insolvency or the protection of creditors rights or otherwise ceases to conduct business in the normal course; provided that this right to termination shall not apply if the other party is ordered to be wound up by the court for the purpose of a bona fide reconstruction or amalgamation.

- C. Termination for convenience: GSTN reserves the right to terminate the Contract/LOA, in whole or in part, at its convenience, at any time during the currency of the Contract.

The aforesaid notice shall specify that the termination is for the convenience of GSTN. The notice shall also indicate inter-alia, the extent to which the Service Provider/Supplier performance under the contract is terminated, and the date with effect from which such termination will become effective.

In the event of termination for convenience, GSTN will pay to the Service Provider/Supplier all fees payable against the works and services completed by the Service Provider/Supplier and accepted by GSTN up to the date of termination of the Contract.

21. Compliance with Approved Scope and Itinerary

- a. The Agency shall execute the event strictly in accordance with the Scope of Work, itinerary, programme schedule and specifications mentioned in this RFP.
- b. No material change in the transportation arrangements, activities, programme, service specifications or other major deliverable shall be made without prior approval of GSTN.
- c. Any additional service or expenditure proposed by the Agency shall require prior written approval of the GSTN. No additional payment shall be admissible for any service arranged without such approval.

22. Participant Strength

- a. The event is planned for approximately 130 participants. The final number of participants shall be communicated by the Procuring Entity.
- b. The Agency shall make arrangements based on the final participant strength communicated by the Procuring Entity.
- c. Any variation in participant strength shall be dealt with in accordance with the payment terms and rates accepted under the Contract.

23. Transportation

- a. The Agency shall arrange transportation for all participants as per the approved itinerary and schedule.
- b. All vehicles shall be suitable for the intended journey, properly maintained, clean and in good operating condition.



- c. The Agency shall ensure that all statutory permits, registration, insurance, fitness certificates and other legally required documents relating to the vehicles deployed are valid and available.
- d. Drivers deployed shall possess valid driving licences and shall be adequately experienced for the routes involved.
- e. The Agency shall ensure timely reporting of vehicles at the designated pick-up points and shall make contingency arrangements in case of vehicle breakdown, non-reporting or any other transportation-related failure.
- f. The Agency shall provide a transportation coordinator during the event for effective coordination of vehicle movements.

28. Disqualification of bid:

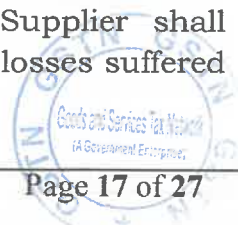
The proposal/bid is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this tender:

- a) Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- b) During validity of the proposal, or its extended period, if any, the bidder increases its quoted prices.
- c) The bidder's proposal is conditional and has deviations from the terms and conditions of tender.
- d) Proposal is received after due date and time.
- e) Proposal is not accompanied by all the requisite documents.
- f) Information submitted in bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- g) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- h) In case any one party submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/ bidders are withdrawn upon notice immediately.

29. Indemnities and Limitation of Liability:

The Service provider shall indemnify and hold GSTN harmless from and against any claims, damages, liabilities, costs, and expenses (including reasonable legal fees) arising out of bodily injury, death, or property damage caused by the Vendor's negligence, non-compliance with applicable statutory provisions, or breach of confidentiality obligations in the execution of the work under this contract.

GSTN shall be entitled to claim and the Service Provider/Supplier shall indemnify GSTN up to the total amount against all damages and losses suffered



by GSTN on account of Service Provider's/Supplier's non-performance, poor performance or breach under this Agreement.

No party shall be liable for any type of consequential, indirect or incidental damages or losses, or loss of profit or good will, against another party to this contract.

Each party's aggregate liability for direct damages under this contract shall not exceed the total Contract value by the Service Provider/Supplier to GSTN under this Agreement.

Provided that the aforesaid limitation of liability shall not be applicable in case of any:

- a. Confidentiality breach attributable to the Service Provider/Supplier/employers.
- b. Willful misconduct, by the Service Provider/Supplier.
- c. Third Party intellectual property right's infringement attributable to the Service Provider/Supplier.

30. Arbitration

- a. Any unresolved dispute or difference whatsoever arising between the parties to this agreement, out of or relating to the construction, meaning, scope, operation or effect of the subsequent LOA/Purchase order pursuant to this tender or the validity of the breach thereof shall be referred to a sole Arbitrator to be appointed by mutual consent of both the parties herein. The Arbitration proceedings will be held at New Delhi, India and will be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- b. The parties agree that any decision for Award of any Arbitral Tribunal pursuant to this clause shall be a domestic award subject to the provisions of clauses mentioned here and final, conclusive and binding upon the parties and any person affected by it. The parties also agree that any arbitration award rendered pursuant to this clause may be enforced by any court of competent jurisdiction.
- c. During any period of arbitration, the contractor shall not suspend its services.

31. Jurisdiction

This Agreement shall be subject to exclusive jurisdiction of courts at Delhi only.

Annexure-I

PRICE SCHEDULE

The bidders are requested to submit the rates strictly as per following format:

Sl. No.	Description of Services	Qty	Per unit Rate (₹)	Total Amount (₹)	Tax (₹)	Total Amount (₹)
		A	B	C=A*B	D	E=C+D
1	Arrangements as per Scope of Work (Except cost for line-item no. 2 of the Price Schedule)	130				
2	Half Jacket, T-Shirt and Cap with GSTN Logo & Bags	130				
Total amount in Figures						
Total Amount in words						

Note: Payment shall be made for the services actually rendered, based on the actual number of participants. Price quoted should be inclusive of all taxes, delivery and all other additional charges.

Date:

Signature with Stamp of Authorized Person

Full Name:

Place:

Designation:

Company's Seal:



Annexure-II

Agency Information Form

Bidders are requested to furnish the following information and enclose along with quotation.

Agency Name:				
Address of the Agency				
Name & Designation of Authorized person				
Contact information	Mobile no:	Telephone No :	Fax No:	Email :
<u>Bank details of the Agency</u>				
Bank Name				
Bank Address				
Bank Account No				
IFSC Code				
PAN No.				
GST No.				

Signature & Stamp of the Bidder

Date:



Annexure-III

Bid Security Declaration In Lieu Of EMD / Bid Security

(To be submitted on the Bidder's Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Bid document for(Insert Title of the Tender) (Bid Number.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the bids invited by GSTN, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Bid during the period of validity specified in the Bid Documents
- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

(Authorized Signatory)

Signature:

Name:

Designation:

Seal:

Date:



Annexure-IV

Declaration

1. I,..... Son/Daughter of Shri
Proprietor / Partner / Director / Authorised Signatory of
..... competent to sign this declaration and
execute this bid document.
2. I have carefully read and understood all the terms and conditions of the bid and
hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are well
aware of the fact that furnishing of any false information / fabricated document
would lead to rejection of my bid at any stage besides liabilities towards
prosecution under appropriate law.

Signature with Stamp of Authorized Person

Date:

Place:



Annexure- V
Non-Blacklisting Declaration
(Original signed copy on company letterhead)

This is to notify that our company intends to submit a Bid in response to the RFP for Engagement of Event Management Agency.

It is hereby certified that, we are not blacklisted by any Central/ State Government/ agency of Central/ State Government /PSU / Autonomous Body/ any Regulatory Authority in India as on date.

Date:

(Authorized Signatory)

Signature:

Name:

Designation:

Company's seal:



Annexure VI
No Deviation Certificate (NDC)

This is to certify that our bid/offer is exactly in line with your RFP enquiry (including amendments) no. _____ dated _____. This is to expressly certify that our bid/offer contains no deviation either Technical (including but not limited to Scope of Work, Resource / Functional Requirements) or Commercial in either direct or indirect form.

(Authorized Signatory)

Signature:

Name:

Designation:

Seal:

Date:



Annexure-VIII

Proforma for Performance Bank Guarantee

To,

Goods and Services Tax Network (GSTN)
"East wing, 4th floor, World Mark -1, Aerocity,
New Delhi - 110037.

Whereas, <<name of the Service Provider and address>> (hereinafter called "the bidder") has undertaken, in pursuance of LOA/contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to GSTN (hereinafter called "the beneficiary") And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head/registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the Service Provider such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider, up to a total of Rs. <Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

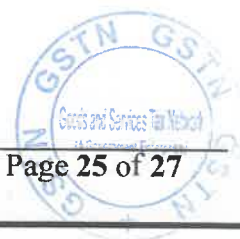
Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert Value in Words> only).
- II. This bank guarantee shall be valid up to <Insert Expiry Date>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Please find below the Bank details of GSTN:

Bank: IDFC FIRST Bank

IFSC Code: IDFB0020101



Annexure-IX
Request for Clarification format

(To be submitted 02 working days prior to Pre – Bid Meeting in excel format only)

Bidder's Request for Clarification on.....

Name of the Bidder submitting the request		Name and position of person submitting request	Full formal address of the bidder including phone, fax and email points of contact
S. No.	Tender Document Reference(s) (section number /page)	Content of tender requiring clarification	Points on which clarification required
1			
2			



Annexure-X

Check list of the documents to be submitted with bid

Sr. No.	Particulars	Confirm (Yes/No)
1.	Earnest Money Deposit Declaration	
2.	All pages of proposal serially numbered, signed and stamped on each page and bid is spiral bounded. Signed copy of tender document.	
3.	Power of Attorney/ Board resolution for Authorized Signatory	
4.	Audited Balance sheet and profit & loss account of last three years ended 31/03/2025.	
5.	Copy of Certificate of Incorporation/Partnership deed/ any other registration certificate.	
6.	Documents in support of work / contracts fulfilled in last 5 years along with their values in support of the experience.	
7.	Other supporting documents in response to Pre-Qualification criteria	
8.	Agency information form as per Annexure-II	
9.	Non-blacklisting Declaration as per Annexure-V	
10.	No Deviation Certificate as per Annexure-VI	
11.	Declaration as per Annexure-IV	
12.	Compliance sheet Annexure-VII	

