

Request for Proposal (RFP) for selection of an agency for providing Event Management, Logistics and other services for Conducting Excel and Educate 2025 by the Tamil Nadu Dr. M.G.R. Medical University with the Department of Health and Family welfare Government of Tamil Nadu in October 2025 at Chennai.



Tender Reference No.DOI/18098/2025, Dated 01.08.2025.

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY

Anna Salai, Guindy, Chennai – 600 032

E-TENDER

Providing Service for Event Management, Logistics and Other Services for conducting Excel and Educate 2025

Tender Reference No.DOI/18098/2025

1.	Date of publish of e-Tender	:	01-08-2025
2.	Date of Pre-bid Meeting	:	05-08-2025 @ 11.00 AM
3.	Bid Submission Starting Date	:	12-08-2025 @ 10.00 AM
4.	Bid Submission Closing Date	:	18-08-2025 @ 03.00 PM
5.	Date and Time of opening of Technical Bids	:	18-08-2025 @ 04.00 PM

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI-32.

Providing Service for Event Management, Logistics and other services for Conducting Excel and Educate 2025.

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THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY, CHENNAI-32.

I. SCOPE OF TENDER

The Tamil Nadu Dr. M.G.R. Medical University is a State University and was established by an Act No.37 of 1987 of Government of Tamil Nadu. The Tamil Nadu Dr. M.G.R. Medical University has proposed to select the eligible Tenderer for providing the services for "Event Management, Logistics and Other Services for conducting Excel and Educate 2025", at Chennai in October 2025.

The successful Tenderer shall provide service for "Event Management, Logistics and other services for conducting Excel and Educate 2025".

The Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 shall apply to this Tender.

II. NOTICE FOR INVITING TENDER

The Tamil Nadu Dr. M.G.R. Medical University herein after "University" invites bids from eligible, experienced and financially sound Companies / Firms / Agencies in E-Tender mode to provide the services for "Event Management, Logistics and Other Services for conducting Excel and Educate 2025." till the conference get over.

Prospective Tenderers shall visit the University to familiarise themselves with the scope & schedule of work before participating in the pre-bid meeting.

For any queries related to the Bid submission, Tenderers shall contact by email registrar@tnmgrmu.ac.in or telephone number 044 - 2235 3572 (from 10:00 AM to 05:00 PM in all working days).

The tenders are invited in two bid System (a) Technical Bid and (b) Financial Bid, Tenderers are requested to go through the instructions, terms & conditions and specifications laid down in the Tender document. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bids. The Tender should be submitted in Tamil Nadu Government Tender Portal (www.tntenders.gov.in).

The companies / Firms / Agencies not fulfilling the Eligibility Criteria will not be considered and will be liable for rejection.

Tender Reference No.	DOI/18098/2025 dt. 01.08.2025
Date of Publish of e-Tender	01-08-2025
Description	Providing Service for "Event Management, Logistics and Other Services for conducting Excel and Educate 2025".
EMD Value	Rs.4,00,000/-(Rupees Four Lakhs only)
Online Bid submission Start Date	12-08-2028 @ 10.00 AM
Last Date & Time of submission of Online Bid	18-08-2025 @ 03.00 PM
Date and Time of opening of Technical Bid	18-08-2025 @ 04.00 PM
Date and Time of Opening of Financial Bid	After evaluation of technical bid and will be intimated to the responsive bidders in technical bid.
Availability of Bid Document and its submission	Bid documents will be available on website - 'https://tntenders.gov.in' from 01.08.2025 to 14.08.2025 up to 3:00 p.m. which can be downloaded at free of cost. <u>The Tenderers must possess a Digital Signature Certificate and submission of bids is only through online on 'https://tntenders.gov.in' and any other mode is not acceptable.</u>

The Tenderers should furnish documentary evidence in the technical bid for meeting the eligibility criteria.

The Registrar reserves the right to reject any or all of the Tenders without assigning any reasons there for and thereby without incurring any liability to the bidders.

Registrar,
Tender Inviting Authority,
The Tamil Nadu Dr. M.G.R. Medical University

III. IMPORTANT DATES

S.No.	Events	Date
1	Online Bid submission start date	12.08.2025 @ 10.00 a.m.
2	Last Date & Time of submission of Online Bid	18.08.2025 at 3:00 p.m.
3	Date and time of opening of Technical bid	18.08.2025 at 4.00 p.m.
4	Date and time of opening of Financial bid	will be intimated to technically qualified Tenderers only.

THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY CHENNAI - 600 032.

GENERAL TERMS & CONDITIONS

4.1. METHOD OF SUBMISSION OF TENDER :

- 4.1.1. The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.
- 4.1.2. The Tenderer has to submit the tender through online mode duly signed on all pages of the Tender documents by an authorized person with full name and designation indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of tender submitted by the firm.
- 4.1.3. The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejection.
- 4.1.4. No Tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period.
- 4.1.5. The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Tenderers.
- 4.1.6. If the bid is submitted by a partnership firm, it shall be signed (with seal) by the partner(s) of the firm above full typewritten name(s) and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the bid application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the bid.
- 4.1.7. If a limited company or a corporation submitted the bid, it shall be signed by a duly authorized person holding power of attorney for signing the bid, in which case a certified copy of the power of attorney shall accompany the bid. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association.

4.2 ELIGIBILITY CRITERIA :

The Tenderers must fulfill the following eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The University will consider the financial bid of the tenderers who qualify in the Technical bid. For those tenderers who are not qualified in the Technical Bid, their financial bid will not be opened.

4.2.1.	The firm should have its own office in Chennai. The details shall be furnished in the technical bid.
4.2.2.	The Tenderer must be proprietorship firm or partnership firm or private limited company or public limited company. In case of partnership firm, it must be registered under Partnership Act. In case of private limited company or public limited company, it must be registered under the Indian Companies Act 1956.

4.2.3.	Proof of Partnership Deed, Incorporation of the Firm / Company (Articles of Association) duly signed attested by the authorized signatory should be furnished.
4.2.4.	Consortium / Joint Venture / Tie-ups not allowed.
4.2.5.	The average Annual Turnover of the Tenderer for the previous three financial years (2022-23 to 2024-25) <u>shall not be less than Rs.5 Crores</u> in the field of Event Management, Logistics and other services (Attach certificate from the Chartered Accountant along with the audited balance sheet including Profit and Loss statement for the last three years).
4.2.6.	The Tenderer should have <u>cash credit facility of Rs.1 crore</u> certified by their bankers.
4.2.7.	Company / Firm / Agency should be in business for at least three year in providing service in the field of Event Management, Logistics and other services to other reputed Universities / Government / Autonomous Bodies / Public Sector Undertakings. Copy of the work orders and performance certificate should be furnished.
4.2.8.	The Company / Firm / Agency should have <u>executed atleast one contract</u> of similar nature of providing service for Event Management, Logistics and other services to other reputed Universities/ Government/Public Sector Undertakings/Autonomous Bodies for a total value of Rs.2 crores in any one of the last 3 years (2022-23, 2023-24 and 2024-25) and documentary evidence namely work orders and performance certificate should be furnished.
4.2.9.	Necessary registration documents establishing registration in India should be provided. Attested Copy of each of the following should also be furnished. i, Permanent Account Number (PAN). ii. GST Registration Number.
4.2.10.	Tenderer should not have been blacklisted / terminated by any Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per <u>Annexure 'E'</u> .

4.3 OPENING OF TENDER

- 4.3.1. On the due date and time indicated in the bidding document, the technical bids will be opened on line.
- 4.3.2. The University will evaluate the technical bids for eligibility criteria prescribed based on the documentary evidence provided by the Tenderer as the format given in **Annexure – C**.
- 4.3.3. The University will open the financial bid, as per format given in **Annexure – D**, of those who have qualified in the technical bid on the date and time that will be the University.
- 4.3.4. Financial bids will be opened and the lowest financial bid amongst those

qualified in the Technical bid will be declared as successful Tenderer (L1). The contract will be awarded to the successful Tenderer (L1), subject to other conditions.

- 4.3.5. In case more than one tenderer has quoted the same lowest price, the lowest Tenderer will be selected as per the provisions of the Tamilnadu Transparency in Tenders Act and Rules.

4.4 SCOPE OF WORK:

- 4.4.1. The Tenderer providing service for "Event Management, Logistics and Other Services for conducting Excel and Educate 2025" should be made strictly in accordance with the specifications and scope of works given in the **Annexure-A**. It should be made as per the schedule as prescribed by the University along with the placement of firm orders.
- 4.4.2. If the Tenderer providing service for "Event Management, Logistics and other Services for Conducting Excel and Educate 2025" are not effected before the specified period from the date of work order, the Tamil Nadu Dr. M.G.R. Medical University, Chennai-600 032 shall have the authority to cancel the order and to take any such action, as deemed fit is the circumstance for the "Event Management, Logistics and Other Services for Conducting Excel and Educate 2025" from elsewhere and the loss sustained by the University will be collected from the tenderer.

4.5 EARNEST MONEY DEPOSIT (EMD)

- 4.5.1. The EMD of Rs.4,00,000/- (Rupees Four Lakhs only) should be transferred through online payment mode in e-tender portal of <https://tntenders.gov.in> on or before due date. Any other mode of payment of EMD shall not be accepted. No exemption from payment of EMD is allowed.
- 4.5.2. Tenderer has to select the payment option as "Pay online" to pay the EMD amount. Only after payment of EMD, Tenderer will be able to upload their bids. In order to avoid any issues and last-minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. The Medical University will not be held responsible for any sort of difficulty faced / failure in submission of bids online by the Tenderer.
- 4.5.3. The EMD will not carry any interest. Non-submission of EMD details on or before the due date and time will result in rejection of the bid.
- 4.5.4. The Earnest Money Deposit amount of the unsuccessful Tenderers will be returned automatically through online.
- 4.5.5. The Earnest Money Deposit amount of the successful tenderer will not be adjusted against the Security Deposit (SD) payable for successful execution of the Contract and will be returned only after signing of contract agreement and submission of security deposit.
- 4.5.6. Any tender not accompanied by Earnest Money Deposit shall be rejected summarily by the University.

- 4.5.7. The Earnest Money Deposit amount shall be forfeited.
- a) if the tenderer withdraws the tender after opening of Technical Bid during the validity period specified in the tender document
 - b) in the case of a successful Tenderer, if the Tenderer fails to sign the agreement or to remit the Security Deposit within the specified time limit.
- 4.5.8 Further, the University will blacklist the bidder / contractor without prejudice to any action that may be taken against the bidder / contractor.

4.6 SECURITY DEPOSIT

- 4.6.1. The successful tenderer (herein after "Contractor") will be required to remit the Security Deposit equivalent to 5% (five) percent of the total value of the work order within Fifteen days (15) from the date of receipt of communication intimating the acceptance of the tenders by way of **e-payment to A/c No.167901000000666 (IFS Code IOBA0001679)** of the Tamil Nadu Dr. M.G.R. Medical University or by means of Bank Guarantee in the prescribed format with validity as indicated. If the accepted tenderer fails to remit the Security Deposit within the stipulated period, the Earnest Money Deposit remitted by the Tenderer will be forfeited and its tender will be rejected.
- 4.6.2. The Security Deposit furnished by the successful tenderer/ contractor will be returned after, successful completion of the contract. If the tenderer fails to fulfill the same for providing service for "Event Management, Logistics and Other Services for conducting Excel and Educate 2025" it will be carried out by the University by engaging any third party and the expenses incurred therefor will be recovered / adjusted from the Security Deposit besides blacklisting the tenderer.
- 4.6.3. Security deposit will also be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the University on account of failure or negligence on the part of employees of contractor.

4.7 AMENDMENT OF TENDER

- 4.7.1. At any time prior to the last date for receipt of Bids, the University, may for any reason, whether at its own initiative or in response to a clarification requested by the Tenderers, modify the Tender by issuing an addendum / corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender.
- 4.7.2. The addendum / corrigendum will be uploaded on the website www.tnmgrmu.ac.in. The Tenderers are requested to visit the website frequently to check for any amendments.

4.8 PERIOD OF CONTRACT

- 4.8.1. The initial contract will be for a period till the conference get over.

4.9 VALIDITY OF THE RATE

The rates quoted should be firm for the full contract period from the date of award of contract till the conference is completed. Under no circumstances any upward revision in the rate will be considered during the contract period.

4.10 SUBLETTING OF WORK

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the written consent from the University.

4.11 VALIDITY OF THE OFFER

The offer of the Tenderer should be kept valid for acceptance for 90 days from the date of opening of the tender.

4.12 DISQUALIFICATION OF BIDS

The University, may in its sole discretion and at any time during the processing of Bid, disqualify any Tenderer/ from the process if the Tenderer has :

- 4.12.1. Not meeting the eligibility criteria.
- 4.12.2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 4.12.3. If found to have a record of poor performance such as abandoning works, not properly completing the contracts, inordinately delaying completion of Financial failure etc.,
- 4.12.4. Submitted the Bid without bid security and required documents.
- 4.12.5. Failed to provide clarifications related thereto, when sought.
- 4.12.6. Submitted more than one Bid.
- 4.12.7. Offered a Bid which is not valid for at least 90 days from the day of opening.

4.13. ACCEPTANCE / REJECTION OF TENDER

The tender of the responsive L1 bidder will be accepted by the University. However, the University reserves the right to accept or reject the offer without assigning any reasons whatsoever and thereby incurring and liability to the Tenderers.

4.14. PAYMENT TERMS

The successful tenderer should furnish the bill of cost in triplicate on completion of work. Income Tax including surcharge / Sales Tax etc., if any applicable will be deducted from the bills as per the statutory regulations. Goods & Service Tax as applicable will be payable on production of documentary evidence. The Contractor shall submit proof of all statutory payments while submitting their bills.

4.15. AGREEMENT

The successful tenderer/contractor shall execute an agreement for the due fulfillment of the contract in a Non-Judicial stamp paper of the value of INR.200/- (Rupees Two Hundred only) within 5 (five) days from the date of acceptance of the tender for providing services for "Event Management, Logistics and Other Services for Conducting Excel and Educate 2025", as specified in the work order and Tender document.

- 4.15.1. The expenses incidental to the execution of agreement shall be borne by the successful tenderer/contractor.
- 4.15.2. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the University and to recover any consequential loss from the successful tenderer.

4.16. INDEMNITY

The Tenderers providing service for "Event Management, Logistics and Other Services for conducting Excel and Educate 2025" hereby covenants and agrees to indemnify and shall at all times keep indemnified the University, against any loss or damage that the University may sustain as a result of the failure or neglect of the Tenderers to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Tenderers or its employees, agents, representatives and further to pay for all losses, damages, costs, charges and expenses which the University may reasonably incur or suffer, and to indemnify and keep indemnified the University in all respects.

4.17. EVALUATION OF SERVICES, LEVY OF LIQUIDATED DAMAGES AND PENALTY

1. The University through its authorized official(s) / Committee, officials or a reserves the right to appraise and evaluate the operations of the Tenderer. Details of past services on Event Management, Logistics and Other Services executed for different customers of the Tenderer, highlighting the technical & execution capability in Event Management of the tenderer should be signed and sealed by the Tenderer and the contact numbers of all such clients should be mentioned. The University may also independently seek information regarding the performance from the clients. Any wrong information, if provided, will be viewed as an attempt to mislead the University. Successful project completion Certificate from the competent authority of the customer should be furnished by the Tenderer along with the tender.
2. The Tenderer is advised to attach any additional information, which he / she thinks is necessary in regard to its capability in all respects to successfully complete the envisaged work. The Tenderer is however, advised not to attach superfluous information. No further information will be entertained after the tender is submitted, unless the University calls for it.
3. If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the Tenderer and not in any way attributable to the delay on the part of the University, liquidated damages as deemed necessary would be deducted. If the Tenderer

fails to perform any of the services within the time frame(s) incorporated in the contract, the University shall, without prejudice to other rights and remedies available to the University under the contract, deduct from the contract price 0.25% of contract value including GST, as liquidated damages, for each day of delay or part thereof on delayed services until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached the University may consider termination of the contract.

4. The University, any works not carried out by the Tenderer on time shall be free to get it done from any other agency at the risk and cost of the Tenderer.
5. If confidentiality is not maintained, double the contract amount and in addition, any consequential damage will be imposed as penalty besides taking criminal action as per laws.
6. The successful Tenderer has to sign an agreement on non-judicial stamp paper of Rs.200/-value in the format prescribed by the University. In case the Tenderer fails to execute the contract, the University shall have liberty to get the works done through any other Tenderer with full cost recoverable from the Tenderer in addition to penalty. Penalty will also be levied considering the delays and errors committed, if any during project execution.
7. Any amount which would be paid by the University and which would be the liability of the University and which may be recovered from the University by any person on account of errors/mistakes of the contractor or any loss incurred by the University in executing the remaining work by any other contractor or any such damages besides the damages stipulated herein before would also be the liability of the contractor and would be paid by the Firm to the University without any objection of any type.
8. Liability of Tenderer to be full and absolute to the value of the work award.
9. The decision of the University of imposing penalty shall be final and binding on the Tenderer and shall not be open to any challenge in any court of law or in any arbitration proceedings.

4.18. TERMINATION FOR DEFAULT

1. The University, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the Tenderer, terminate the contract in whole or in part, if the Tenderer fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the University.
2. In the event of the University terminating the contract in whole or in part, the University may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Tenderer shall be liable to University for the extra expenditure, if any, incurred by the University for arranging such procurement.
3. Unless otherwise instructed by the University, the tenderer shall continue to perform the contract to the extent not terminated.

4.19. TERMINATION FOR INSOLVENCY

If the Tenderer becomes bankrupt or otherwise insolvent by the court of law, the University reserves the right to terminate the Contract at any time,

by serving written notice to the Tenderer without any compensation, whatsoever, to the Tenderer, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the University.

4.20. FORCE MAJEURE

- 4.16. Notwithstanding the provisions contained in above clauses, the Tenderer shall not be liable for imposition of any such sanction so long as the delay and/or the failure of the Tenderer in fulfilling its obligations under the Contract is the result of an event of Force Majeure.
- 4.17. For purposes of this clause, Force Majeure means an event beyond the control of the Tenderer and not involving the Tenderer's fault or negligence and which is not foreseeable and not brought about at the instance of the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management and freight embargoes.
- 4.18. If a Force Majeure situation arises, the Tenderer shall promptly notify the University in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the University in writing, the Tenderer shall continue to perform its obligations under the Contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

4.21. TERMINATION FOR CONVENIENCE

1. The University reserves the right to terminate the contract, in whole or in part for its convenience, by serving written notice on the Tenderer at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the University. The notice shall also indicate inter alia, the extent to which the Tenderer's performance under the contract is terminated, and the date with effect from which such termination will become effective.
2. The goods and services which are complete and ready in terms of the contract for delivery and performance within 7 days after the Tenderer's receipt of the notice of termination shall be accepted by the University following the contract terms and conditions, and prices. For the remaining services, The University may decide:

To get any portion of the balance completed and delivered at the contract terms and conditions, and prices; and / or

To cancel the remaining portion of the goods and services and compensate the tenderer by paying an agreed amount for the cost incurred by the tenderer towards the remaining portion of the services.

4.22. RISK CLAUSE

The contractor shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangements. The University reserves the right for termination of the

contract at any time by giving 1 days written notice, if the items delivered are found to be unsatisfactory and also has the right to award the contract to the next higher Tenderer willing to supply the item at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered by the University from the Tenderer's Security Deposit or pending bills or by raising a separate claim.

4.23. MODIFICATION OF CONTRACT

The University and Tenderer may, by mutual consent, modify any portion of the contract. Such modifications shall take effect prospectively from the date of execution of such modifications or from the effective date spelt out in the modified contract, whichever is later.

4.24. NOTICES

- a. Notice, if any, relating to the Contract given by one party to the other, shall be sent by registered post in writing or by e-mail and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the Contract.
- b. The effective date of a notice shall be either the date when it is delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

4.25. RESOLUTION OF DISPUTES

1. If dispute or difference of any kind shall arise between the University and the Tenderer in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
2. If the parties fail to resolve their dispute or difference by such mutual consultation within 15 days of its occurrence, then, either the University or the Tenderer may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.
3. In the case of a dispute or difference arising between the University and Tenderer relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitrator to be appointed by the Registrar of the University. The award of the arbitrator shall be final and binding on the parties to the Contract.
4. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued, i.e. Chennai India.
5. Applicable Law: The Contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

4.26. WITHHOLDING AND LIEN IN RESPECT OF SUMS CLAIMED

1. Whenever any claim for payment arises under the Contract against the Tenderer, the University shall be entitled to withhold, after intimating the same in writing to the Tenderer and also have a lien to retain such sum from the Performance security deposit or sum of money arising out of under any

other contract made by the Tenderer with the University, pending finalization or adjudication of any such claim.

2. It is an agreed term of the Contract that the sum of money so withheld or retained under the lien referred to above, by the University, will be kept withheld or retained till the claim arising about of or under the Contract is determined by the Arbitrator and the Tenderer will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention.

4.27. FALL CLAUSE

Fall clause is a price safety mechanism. The fall clause provides that if the Tenderer reduces its price lower than the contract price, to any person or organization during the currency of the Contract, the Contract price will be automatically reduced with effect from that date for all the subsequent services under the Contract and the Contract amended accordingly.

4.28. INCORRECT OR MISLEADING INFORMATION:

If the Tenderer deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, the University reserves the right to reject such a tender at any stage.

4.30. CONFIDENTIALITY

1. The Tenderer and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the University's business or operations without the prior consent of the University.
2. The University also reciprocally agrees with the Tenderer that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Tenderer to such of its customers along with the information pertaining to its businesses and the proprietary information of the Tenderer described herein as "confidential information", belonging to the Tenderer and which may come into the possession or custody of the University in the course of providing services by the Tenderer hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make use thereof either for its own benefit or for the benefit of others directly or indirectly.

4.31. BUSINESS ETHICS/CONFLICT OF INTEREST

1. The present assignment with the University requires that the Tenderer under this project observe the highest standards of ethics during the bidding and execution of the contract. Canvassing in any form or bringing any pressure of any type on any person, individual or group associated with the process of the bidding to directly or indirectly influence the outcome of the bidding in any manner is strictly prohibited and shall lead

to summarily rejection of the tender without assigning any reason. In pursuance of this policy, The University defines the terms set forth as follows:-

"In business ethics no corrupt practices will be accepted i.e.

(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, or seeking any advice, guidance in any form from any official, who is or has been associated in any manner, directly or indirectly with the Bidding Process or the Award of Work or has dealt with matters concerning the Service Level Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of two year from the date such official resigns or retires from or otherwise ceases to be in the service, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or

(ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Award of Work or after the execution of the Service Level Agreement, as the case may be, any person in respect of any matter relating to the work or the Award of Work or the Service Level Agreement, who at any time has been or is a legal, financial or technical adviser of the University in relation to any matter concerning the work;

"Fraudulent practice" such as misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process or any "coercive practice" i.e. impairing or harming.

2. The Tenderer shall not have conflict of interest. The selected Tenderer shall not engage in activities that conflict with the interest of the Institute under the Contract and shall be excluded from the continuation of the services under the contract.

GENERAL

The Tenderers while sending their Tenders should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the Tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be liable for rejection.

TENDERER

Seal of the tenderer firm

Date :

Place:

Signature :

Name :

Designation:

Name of the authorized signatory of the Tenderer

ANNEXURE-A

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI

E-TENDER FOR PROVIDING SERVICE FOR EVENT MANAGEMENT, LOGISTICS AND OTHER SERVICES FOR CONDUCTING EXCEL AND EDUCATE 2025.

SPECIFICATION AND SCOPE OF WORK:

INTRODUCTION

Background:

The University along with the Dept of Health and Family Welfare proposes to conduct International Medical Conference for Excel and Educate 2025 in the month of October 2025 in Chennai

Objectives:

This tender is floated for providing services for conducting International Medical Conference for Excel and Educate 2025 in the month of October 2025.

SCOPE OF WORK

This will include Undergraduate and post graduate Medical students and Faculty within Tamilnadu Nationally and Internationally too .The Nursing and Allied Health students will also be participating. Around 5000 participants are expected to participate. The speakers are national and international renowned speakers. The theme is Excel and Educate 2025 which will deal with 3 major topics.

- a.i.1. Oncology
- a.i.2. Emergency Medicine
- a.i.3. Chronic diseases

Skill training will be given to all the students who are interested on all the three days Research Methodology will be conducted. Free papers and poster presentations will be done simultaneously.

The Agency will be providing the following services in relation to **Conduct of Internationals conference by the University with the Department of Health and Family Welfare Government in October 2025.**

a.Venue & Hospitality Service:

- i. Identify and propose suitable venues for conduct of the event with approximately 5000 Nos. participants from International and National Agencies.
- ii. The Programme Venue with approximately 7000-8000 sq.m area.
 - 1) Around 3500 sq.m.area to conduct the Discussions and Technical Sessions of the Excel and educate 2025.
 - 2) About 1200 sq.m.area to setup stall to exhibit skills practices and initiative of the Government of Tamil Nadu and other agencies.
 - 3) Approximately 2500 sq.m.area for providing food and refreshments for the delegates and other official participants of conference.

- iii. The Venue shall be in the proximity to Airport and other transport infrastructure for easy commute.
- iv. Provide Hospitality service i.e, accommodation, food, other required services for atleast 20 Nos. of First Class Committee Members of faculty and speakers National and International.
- v. Local Travel support should be provided to the faculty and dignitaries for the conference as and when they arrive at Chennai.
- vi. Further, vehicle for carrying out preparatory works for the summit shall be provided as and when required by the University.
- vii. Providing additional rooms and other hospitality services assigned by the University from time to time.

b.Event Organising

i. In the Programme Venue

- a. The 3500 sq.m.area of convention hall shall be setup with Ottoman stall/ customized stalls to exhibit skill practices.
- b. A maximum of 20 Nos stalls with centre pavilion could be fixed in the Convention Hall. The agency shall ensure the power supply to each stall.
- c. Out of 1200 sq.m.of conference hall a stage shall be setup for conducting the discussions and technical sessions of the conference.
- d. Further round tables with seating arrangements shall be setup press corner accommodating 50 Nos.
- e. The Dining area of 2500 sq.m. shall be bifurcated to provide food and refreshment for the VIPs, delegates, officials and other participants.
- f. Providing customized stalls as and when required.

ii. Refreshment and catering service

- a. The agency should provide refreshments (Hi-tea in the Morning and Evening) and buffet lunch for 5000 participants during the three days.
- b. The Agency should provide packaged lunch for 200 Nos. and arrange for provisions to distribute it to drivers and other assistants during the three days of summit.
- c. The agency should arrange stalls and provide quality food vendors and outlets in the event campus such that students could purchase lunch and refreshment items.

iii. Providing event management like manpower including Masters of Ceremony and hostess, main stage, sound, lights, truss, carpets, furniture, barricades, Q-managers, set designs, floral arrangements, LED wall, VVIP chairs and sofas, registration backdrop, for the event at programme venue.

iv. Provide an online platform / application for registration, event management and live launch of the documents. The ID cards for each section of the program shall be separate with Exclusive Tags for VIPS or a QR code-based system for registration and entry for each section could be followed.

- v. The computer along with accessories required for registration and facilitation of participant entry should be provided by the agency. The manpower for registration desk and managing entry of participants should be arranged by the agency.
- vi. Designing of creative banners / posters etc., for print, digital, electronic media and facilitating the designing of panels, display boards, signage, power backup etc.
- vii. Designing and preparation of brochures, promotional materials, booklets, seminar kits, mementos etc. and providing services related to multi-color printing and so on with prior approval from the Vice Chancellor of the University. The agency partner should provide all digital services necessary for the event in both Tamil and English.
- viii. Facilitating and creation of advertisements for print, electronic, bus shelters, billboards, interactive media, social media platforms and other public places. The materials will have to be designed in both Tamil and English.
- ix. Coordinate and manage various vendors, including cafeteria, catering, security, health, safety and any other contractor/agencies necessary for the smooth conduct of the event with prior approval.
- x. Provide a documentation team with expertise in subjects dealt with in the conference to summarize the whole event as a technical report of the summit, highlighting key outcomes. The document will have to be prepared in both Tamil and English. The agency should assist in the post event documentation.
- xi. The Agency shall also provide a social media team to improve the public relations & engagement in the online platforms. To Live stream the technical sessions in online platforms with appropriate captions for better visibility and engagement if need be.
- xii. The agency should provide high resolution photography and videography services which should result in full video coverage of all activities, snippet video of duration Viz., 1 minutes, 5 minute and 10 minutes. The copy of videos and photos should be submitted to the University in SSD Storage Devices within 5 working days of the event.
- xiii. Media space buying is not within the scope of this RFP but the Agency partner must coordinate this activity and must assist the University, in obtaining the best possible rates for accommodating the media persons.
- xiv. Incorporate sustainable practices throughout the event planning and execution processes such as minimizing paper usage, promoting waste management, and adopting energy efficient measures.
- xv. All arrangements and items used during the event should be shipped to University after the completion of event in its original state.
- xvi. Any other creative work that may be assigned by the University, from time to time.
- xvi. Event Period - The Event is for a tentative period of 3 days. The above period is subject to change depending on the actual date of the summit and the University , reserves the right to change or modify the above period.

c.Deliverables

- i. Detailed event plan and timeline, including milestone and critical activities.
- ii. Regular progress report on the implementation of tasks and adherence to the assigned budget.
- iii. Fully executed and managed event, ensuring the smooth operation and successful outcome of all event elements.
- iv. Post-event report, summarizing key out comes, challenges and recommendations for future improvements.

d. Reporting and communication

- i. A dedicated project manager as the primary point of contact for all communication and coordination.
- ii. Regular progress updates and reports shall be submitted to the event organizers, highlighting achievements challenges and any significant deviation from the agreed plan.

e.Compliance with legal and safety standards

- i. The event management agency shall ensure compliance with all relevant local, National and International laws, regulation and safety standards applicable for the event and its operations.
- ii. Necessary permits, licenses, and certifications should be obtained as required for the smooth and lawful execution of the event.
- iii. The event management agency shall conduct regular safety inspections of the event venue facilities and equipment addressing any potential hazards or risks promptly.

ANNEXURE-B

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY, CHENNAI

E-TENDER FOR PROVIDING SERVICE FOR EVENT MANAGEMENT, LOGISTICS AND OTHER SERVICES FOR CONDUCTING EXCEL AND EDUCATE 2025.

OTHER ELIGIBILITY CONDITIONS;

The Tenderers must fulfill the following eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the Bid.

- The Tenderer must be an established tenderer offering end to end solution for conducting a International conference for the University and Government and should have conducted minimum of three such conferences. The details of Technical and Administrative personnel proposed to be employed should be furnished in Annexure F .
- The Tenderer must submit a detailed proposal including:
 - Cover
 - Venue fixing
 - Event management
 - Inauguration
 - Travel both air and surface
 - Hotel accommodation
 - Mementoes
 - Kits for participants
 - Brochure printing prior to the conference
 - Souvenir printing
 - Web designing
- The Tenderer must have access to all these above
- The Tenderer must be a registered entity.
- The Tenderer must submit
 - a self-declaration of access to working capital/funds of at least INR 100 lakhs, supported by a bank certificate, bank statement, and
 - a notarized self-declaration confirming that the Tenderer is not banned or blacklisted by any authority/Ministry/Department in the past.

TERMS AND CONDITIONS

- 1) Upon issuance of work order to the successful Tenderer, the requirements mentioned herein shall be completed as per the timeline stipulated in the work order. The agency shall divert necessary technical personnel for speedy implementation of the requirements mentioned herein; and, even if additional human resources are required, the same shall be promptly provided so that there is no delay or disruption of services.
- 2) The Tenderer should have the trained skilled human resources having knowledge in software platforms (Software languages and database handling) and should provide requisite manpower.
- 3) The tenderer should use the licensed, latest and legal software for the development of software modules.
- 4) The Tenderer is responsible for the smooth functioning of the software without any interruption throughout the contract period or during the period of extension, if any.
- 5) The successful Tenderer shall accept the work order within 2 days, failing which EMD will be forfeited.

ANNEXURE-C

E-TENDER FOR PROVIDING SERVICE FOR EVENT MANAGEMENT, LOGISTICS AND OTHER SERVICES FOR CONDUCTING EXCEL AND EDUCATE 2025.

PROFORMA FOR TECHNICAL BID

(in Company/ Firm / Agency's Letter Head)

Sl.No:	The Firm should furnish the following details along with proof of documents	Page number of the proof of documents enclosed
1)	Name of the bidder	
2)	Nature of the Business	
3)	Address of the Registered Office	
4)	Telephone No. / Mobile No. & E-mail	
5)	Status of the bidder's Firm (a) Proprietorship (b) Partnership (c) Private Limited (d) Public Limited	
6)	Location of the bidder's Firm	
7)	The bidder's firm must be registered under GST valid GST registration must be enclosed.(valid GST and operational Office with team size of 10 people in Chennai)	
8)	Date, month and year of Establishment of the Business	
9)	GST/ Service Tax registration certificate	
10)	TIN/PAN Number mentioned and supporting documents attached	
11)	GST/Sales/Service Tax clearance certificate from the concerned Commercial Taxes Officer	
12)	Quality and Security Certification Details (ISO. & SEI-CMMi, Cert-IN)	
13)	Whether the bidder's Firm already had undertaken the similar work with the University. If so, furnish the details of the work.	
14)	EMD Payment Particulars	
15)	The Demonstration to be done at the time of opening of Technical Bid.	

16)	The bidder's firm must have a minimum of 30 employees; details of technical and administrative manpower along with supporting payslips are to be attached.	
17)	The average annual turnover of the bidder in the last three financial years (2022-2023, 2023-2024, and 2024-2025) is not less than ₹5 crores.	
18)	The bidder should have at least one completed project involving direct software development, support, maintenance and implementation experience related to reputed Universities/Government / Autonomous/ Quasi Government departments. Copies of the relevant purchase orders and proof of successful implementation must be enclosed.	
19)	The authorized bidder should have minimum latest 3 years experience for providing Event Management, Logistics and other services for Conducting Government Institutions enclose the names of those reputed Indian Institutions for the year 2021-2022, 2022-2023 & 2023-2024.	
20)	The bidder firm should have successfully completed at least one similar assignments involving end-to-end solutions for Event Management, Logistics, and other related services in Universities, colleges, educational institutions or educational departments. The details of such events, along with supporting documents, are to be enclosed.	
21)	Certification obtained, if any, on the subject	
22)	Cash Credit facility certified by the Bankers for Rs.1 Crore.	
23)	Tenderer should not be blacklisted / terminated by any University Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per Annexure 'E'.	

Note:

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:
Date:

Signature of the Tenderer
Name & Address of the Tenderer
with Office Stamp

ANNEXURE- D

PROFORMA FOR FINANCIAL BID

Name of the Work: E- Tender for providing service for Event Management, Logistics and Other Services for conducting Excel and Educate

Name of the Tenderer :

This Bill of Quantities (BOQ) template modified /replaced by the Tenderer and the same should be uploaded after filling the relevant columns, else the Tenderer is liable to be rejected for this tender. Tenderers are allowed to enter the Tenderer Names and Values only in the Excel Sheets provided.

ANNEXURE – E

Tender Reference No.DOI/18098/2025

(To be executed & attested by Public Notary / Executive Magistrate on Rs.200/- Stamp paper by the Tenderer)

DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. TENDER BY THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY / GOVT. DEPARTMENT(S).

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / Company name M/s. _____ has not been blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University or any other Government organization from taking part in Government tenders.

(Or)

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ was blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University Government organization from taking part in Government tenders for a period of _____ years w.e.f _____

The period is over on _____ and now the firm / company is entitled to take in Government tenders.

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Tamil Nadu Dr. M.G.R. Medical University and shall be forfeited.

In addition to the above, the Tamil Nadu Dr. M.G.R. Medical University will not be responsible to pay the bills for any partially completed work.

Signature: _____ Name: _____ Capacity in which as signed: _____

Name & Address of the firm: _____

Place:

Seal of the firm should be affixed

Annexure-F

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE PROJECT

Sl.No.	Designation	Total number of Employees in that Category	Qualification	Professional Experience and details of project carried out	In what capacity these would be involve in this work	Remarks

Signature of the Tenderer with Seal: