

E-TENDER FOR AGM DECORATION, EVENT MANAGEMENT, AUDIO VISUAL & VENUE ARRANGEMENTS

Tender No. GSCARDB/AGM/02/2026

Particulars	Details
Tender Fee	₹2,500/- + 18% GST (Non-Refundable)
Earnest Money Deposit (EMD)	₹10,000/- (Refundable)
Bid Validity	60 Days
Mode of Tender	E-Tender
Financial Bid	Rates to be quoted excluding GST

Scope of Work

The successful bidder shall provide complete AGM venue decoration and event management services for approximately 900 members and guests.

Stage & Venue Decoration

- Main stage fabrication.
- Premium backdrop with flex/fabric printing.
- Stage carpeting.
- Podium branding.
- VIP seating arrangements.
- Floral decoration.
- Entrance gate decoration.
- Welcome area decoration.
- Registration counter setup.
- Directional signage and standees.

Audio Visual Arrangements

- Professional sound system.
- Cordless microphones.
- Collar microphones.
- Digital mixer.
- High quality speakers.
- LED Video Wall.
- LED Display Screens.
- Live AGM projection system.
- Video recording and live display.

Lighting

- Stage lighting.
- Decorative lighting.
- Focus lighting.
- LED ambience lighting.
- Emergency backup lighting.

Photography & Videography

- Professional photography.
- Multi-camera videography.
- AGM event highlights video.

Technical Eligibility Criteria

1. Minimum 5 years experience in Event Management, AGM, Conference or Large Public Events.
2. Successfully completed at least 3 similar assignments costing not less than ₹10 lakh each during the last 5 years.
3. Average annual turnover of ₹50 lakh or above during the last 3 financial years.
4. Bidder shall possess own or leased:
 - LED Wall Equipment
 - Sound System
 - Lighting Equipment
 - Event Infrastructure
5. Valid GST Registration and PAN.
6. Bidder should not have been blacklisted by any Government Department, PSU, Cooperative Institution or Bank.

Documents Required

- Tender Fee Receipt.
- EMD Receipt.
- GST Registration Certificate.
- PAN Card.
- Firm Registration Certificate.
- Experience Certificates.
- Work Orders.
- Completion Certificates.
- Event Photographs.
- Audited Financial Statements for last 3 years.
- Non-Blacklisting Declaration.

Earnest Money Deposit (EMD)

1. EMD of ₹10,000/- shall be submitted with Technical Bid.
2. EMD shall be refunded to unsuccessful bidders without interest.

3. EMD of successful bidder shall be refunded after successful completion of the work.
4. EMD may be forfeited in case of:
 - Withdrawal of bid.
 - Failure to execute work.
 - Submission of false information.

Tender Fee

1. Tender Fee of ₹2,500/- plus applicable GST shall be paid online.
2. Tender Fee is non-refundable.

Delivery & Completion

All decoration, stage setup, sound system, LED wall, lighting and branding work shall be completed at least 24 hours before commencement of the AGM.

Evaluation

Technical Bid

Only technically qualified bidders shall be considered for opening of Financial Bid.

Financial Bid

Lowest evaluated bidder (L1) shall normally be considered for award of work.

Payment Terms

100% payment shall be released after successful completion of AGM and certification by Kheti Bank.

Right to Accept or Reject

Kheti Bank reserves the right to accept or reject any or all bids without assigning any reason and its decision shall be final and binding.

Jurisdiction

Any dispute arising out of this tender shall be subject to Ahmedabad jurisdiction only.

**Bank Details : The Gujarat State Co-operative Agri. & Rural Development Bank Ltd.
ICICI Bank Ltd., S.G.Road Branch, Ahmedabad
Account No. 029505005623
IFSC Code : ICICI0000295**