



CSIR-Indian Institute of Integrative Medicine, Jammu

SCOPE OF WORK

Lavender Festival has to be organised by CSIR-IIIIM, Jammu at GDC, Badherwah on 06th & 07th June, 2026. Scope of work for organising the Lavender Festival shall be as per requirement of CSIR-IIIIM, Jammu. Services provider shall provide the following facilities for the above mentioned events.

Title of Service: Hiring of Services for Stage, Exhibition Area & Cubicles, Audio Visual, Public Address System, Printing, Advertisement, Branding in connection with organizing Lavender Festival at GDC, Badherwah on 6th & 7th of June, 2026.

Estimated Cost:Rs.140 Lakh (Approx.) Inc. GST

Bid Duration: 10 Days

Estimated/Indicative number of participants in the event:2000

S. No.	Description of work	PER	Qty
1.	Radio publicity – DAVP rates		
	i. FM Tadka, Jammu	1 day	30 Spots Per Day
	ii. TOP FM, Bhaderwah	1 day	30 Spots Per Day
	iii. BIG FM, Jammu	1 day	30 Spots Per Day
2.	Newspaper advertisement – DAVP Rates	-	Size of Ad – 400 Sq. cm. 2 Ads 6 th June 2026 and 07 th June 2026
	i. Daily Excelsior, Edition J&K	-	
	ii. State Times, Edition Jammu	-	
	iii. Amar Ujala, Edition Jammu	-	
	iv. Udaan, Edition Jammu	-	
v. Kashmir Observer, Edition Srinagar	-		
3.	Bags with pen and note book	Nos.	450
4.	Leather bags with pen and note book	Nos.	75
5.	Photography and videography for the entire event	days	2
6.	Printing	-	
	Badges	Nos.	1000
	certificate	Nos.	200
	passes	Nos.	50
7.	i. Temporary hoardings	Nos.	150
	ii. Welcome Gates	Nos.	05
8.	Outdoor hoardings from Jammu to Badherwah, Venue at all Major Locations	No.s	25
9.	Selfie booth	No.	1

10.	Digital advertising i. Jammu link ii. Daily Excelsior	days	3
11.	Mementoes	Nos.	35
	Shawls	Nos.	35
12.	Stationery (miscellaneous items) L Folders 100 Nos Files 100 Nos Paper Rims A4/A3 20 Nos Pen – 100 N Pencils – 100 Nos Slip pads – 100 Nos Markers/Highlighters – 50 Nos Scissors – 10 Nos Cello Tapes – 80 Nos Staplers Big – 20 Nos Staplers Small – 20 Nos Other Misc Stationery Items for event	Nos.	
13.	Led wall - i. 10 *24 ft with riser	No.	1
	ii. 12* 10 ft with riser	Nos	2
	iii. Installation of trust for light and Sound system + sound mixer + multi camera setup + live streaming + mics	No.	1
14.	Stage – 30 x 40 with carpet and masking	No.	1
15.	Led TV – 42 inch for Stage	Nos.	2
16.	Flower decoration at stage	No.	1
	Bouquets	Nos.	15
17.	Podium with lighting lamps	Nos.	2
18.	VIP chairs	Nos.	15
	Glass table for Stage	Nos.	15
19.	VVIP Green room	Sq.ft.	4700
	Hanger 15x30		
20.	Wooden flooring for Hanger	Sq. ft.	4700
21.	Masking for Hanger	Sq. ft.	7050
22.	Carpet for Hanger	Sq. ft.	4700
23.	Round table	Nos.	8
	Chairs	Nos.	50
	Square table	Nos.	3
	Buffet tables	Nos.	20
	Sofa with Centre Table	Nos.	10
	Wooden chairs	Nos.	2
	Ornet chair for VVIP hanger	Nos.	15
Fans	Nos.	60	

24.	Pagodas – 5 x 5 Mtr for registration counters	Nos.	2
25.	Wooden flooring for pagoda at registration area	Sq. ft.	525
26.	Masking for pagoda at registration area	Sq. ft.	700
27.	Carpet for pagoda at registration area	Sq. ft.	525
28.	Wooden flooring in front of hanger near registration counter	Sq. ft.	2,200
29.	Carpet in front of hanger near registration counter	Sq. ft.	4,800
30.	Making arrangement at German hanger at site	Sq. ft.	30,666
31.	Making arrangement for carpet at site	Sq. ft.	30,666
32.	Making arrangement for fixing wooden flooring	Sq. ft.	30,666
33.	Masking of German hanger (ceiling masking)	Sq. ft.	30,666
34.	Masking of German hanger (side wall masking)	Sq. ft.	15,333
35.	Making arrangement for fixing German hanger at lunch area site with wooden flooring and carpet	Sq. ft.	6,456
36.	View cutter	Sq. ft.	4,800
37.	Hanger for food preparation area	Sq. ft.	3,500
38.	Stalls - 3 Mtr x 3 Mtr, table, dustbin, electrical fittings	Nos.	50
39.	TV for stall	Nos.	5
40.	Leather Sofa set	Nos.	60
41.	Banquet Chairs with cover	Nos.	800
42.	Centre tables	Nos.	20
	Service Table with Frill	Nos.	80
43.	Arrangement for Led Light in hanger	Nos.	200
44.	Arrangement for DJset for sound + light at site and taking back for 2 days - 125 kva - 8 hrs with diesel	Nos.	3
45.	Arrangement for laying earthing - as per earthing	Nos.	5
46.	Arrangement for laying wiring and cabling for all	No.	1
47.	Arrangement for barricading / que manager	Nos.	70
48.	Truss with Masking at entrance 20 x 40 Sq. Ft.	Sq. Ft.	800
	Wooden Floring at Entrance	Sq. Ft.	800
	Carpet at Entrance	Sq. Ft.	800
49.	Erection, commissioning, dismantling labor + Mis. Charges	Round	22
50.	Vanity van for 1 days	No.	1
51.	Anchor (master of ceremony) for 2 days	No.	1
52.	Caps	Nos.	1000
53.	Cultural program	day	1

Instructions to bidder

- 1) The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the bid document.
- 2) The bids shall be filled by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of CSIR-IIIM, Jammu to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.
- 3) The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. At the time of submitting their bids. The Bidder is deemed to have examined and understood the bid document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfil his contractual obligation within the scheduled rated and to have satisfied himself to the sufficiency for his offer.
- 4) The Bidders are required to fill in complete and accurate details as required under the bid document. Failure to furnish all the information as required under the bid documents or submissions of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non- responsive.
- 5) The Bidders are expected to carefully examine all instructions, forms, terms and specification in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found n the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
- 6) The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including any pre award discussion with the successful bidder, technical and other presentations, etc. and CSIR-IIIM shall not be liable in any manner for the same.
- 7) The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.

SPECIAL CONDITIONS OF CONTRACT

1. PRICES :

i) Prices are firm & final and inclusive of all taxes & duties. Any change in taxes, duties etc. shall be payable, as per actual, on submission of documentary proof. Schedule of Quantities is enclosed as Annexure-I.

ii) Hiring rate for unit item per day for items listed from S.No. 1 to 53 (Annexure-I) will be calculated as follows:

=Total quoted Amount against each item / Total required quantity mentioned against each item

2. PAYMENT TERMS:

1. The agency should quote rate for each item on unit basis
2. The contract shall be evaluated based on bundled price.
3. The successful bidder needs to submit invoice with complete break up (item wise rate and quantum of service) soon after completion of the event.
4. Payment will be released as per actual quantum of service.
5. The payment will be made within 15 days after completion of the event, bidders should not make request for advance payment.
6. In case of postponement or cancellation of the event due to unforeseen circumstances, beyond reasonable control such as acts of God, accident, riots, war, terrorist act, epidemic, pandemic, etc., the organizers shall not be held liable and no financial/ any other liability may this accrue with the organizer.

3. Earnest Money Deposit

The participating Bidders are required to deposit earnest money deposit @2% of the bid value in favour of Director, CSIR-IIIM, Jammu, payable at Jammu (as per GeM portal).

4. PERFORMANCE BANK GUARANTEE: The successful bidder will be required to deposit Performance Security @5% of the contract amount in favour of “The Director, IIIM, Jammu” payable at Jammu which will be retained by the Authority for the due and faithful fulfilment of the contract. The S.D / P.G should remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the firm. No interest shall be payable by the Authority on the amount of S.D / P.G so held. The Authority reserves the right to forfeit fully or partly the Performance Guarantee in the event of failure on the part of the contractor to execute the contract or observations of all or any of the terms & conditions. The decision of Director, CSIR-IIIM, Jammu in this regard shall be final & binding.

5. QUANTITY VARIATION

During the execution of contract, CSIR-IIIM, Jammu reserves the right to increase or decrease the original quantity of items to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by

upto 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

6. DAMAGE DUE TO CONTRACTOR'S NEGLIGENCE

If the service provider or his personnel, deputed for the said work, causes damages to the Equipment or any part thereof or any other equipment at site, the service provider shall arrange to make the same good at his cost.

7. STATUTORY COMPLIANCE

The service provider shall abide by all the applicable statutory and regulatory compliances/laws as notified by Government of India/ State Government from time to time. The CSIR-IIIM, Jammu shall not be responsible under any circumstances for such non-compliance, if any, by the service provider.

Pre-Qualification Criteria(PQC)

Qualifying Criteria for this bid shall be as mentioned as under herein and shall prevail over other conditions in the bid, in case of any conflict or inconsistency.

- 1) Valid Establishment Registration/Incorporation Certificate under Co-operative Societies Act/Shops and Commercial Establishment Act-1961/Indian Companies Act of 1956/2013.
- 2) Proof of registered main/branch office address at Jammu & Kashmir supported by duly certified proof (1. Jammu & Kashmir address mentioned in the incorporation of firms or Registered rent deed agreement of the said area of branch office at Jammu & Kashmir prior to date of opening of tender and/or 2. Telephone/electricity bill in case of own house being used as registered/branch office). A team from CSIR-IIIM Jammu will inspect the office before issue of award of letter.
- 3) Satisfactory work completion certificates along with work orders executed within the last three financial years (From 1st April 2023 to 31st March 2026) of providing event management services in major institutions like CSIR Laboratories/Institutes, Central/State Government Departments, Government Scientific and Research Institutions etc., Nationalised/Scheduled Banks, Public Sector Undertakings. (Phase/Part completion of work shall not be considered for satisfactory completion of work for the purpose of experience). The Contractor must have successfully executed/completed similar manpower services, within the last 03 years.
 - a. One similar completed service costing not less than the amount equal to **80% of the estimated cost.**
 - or**
 - b. Two similar completed services each costing not less than the amount equal to **50% of the estimated cost.**
 - or**
 - c. Three similar completed services each costing not less than the amount equal to **40% of the estimated cost.**
- 4) By participating in this bid, bidder undertakes to the following effect:
 - (i) that the firm/contractor has not been declared defaulter/bankrupt /blacklisted/debarred from the bidding process by any Central/State Govt. or Public Sector Undertaking.

- (ii) Acceptance of all the terms and conditions of the contract (including as stated in Buyer Added Bid Specific Terms and Conditions)
- 5) Valid GST Registration proof, Permanent Account Number(PAN) of the company/firm.
 - 6) Copy of GST Return (GSTR-I) for the last three Financial Years i.e., 2023-24, 2024-25, 2025-26.
 - 7) Copy of Income tax returns (ITRs) for the last three assessment years i.e., 2023-24, 2024-25, 2025-26.
 - 8) Copy of Annual Turnover certified by the Chartered Accountant for the Financial Years 2022-23, 2023-2024 and 2024-25 with minimum average annual turnover of Rs.5crore per annum during the last three financial years ending March 31, 2025. Copy of Balance Sheets of three Financial years ending 31.03.2025 are to be attached.
 - 9) Self-declaration that the firm is not an agent or an intermediary.
 - 10) Solvency Certificate of the bidder from the Nationalized/Scheduled bank for value of atleast 40% of the estimated value of the contract i.e., Bidder should have a minimum solvency of Rs.50 Lakh. The current solvency certificate should not be more than six months old from the bid submission last date.
 - 11) The bidder must be empaneled with DAVP/Central Bureau of Communication In multimedia category executive panel.
 - 12) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address, AADHAR Card and office contact numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and contact numbers of Directors/Partners also.
 - 13) During the (full) duration of Contract or contract period, the service provider must have a dedicated Team of Manpower Strength of 100 to conduct Events.

Evaluation & Comparison

The bid is based on quality and cost based selection (QCBS). Thus the Technical Bid shall be evaluated as per the QCBS criteria.

For short listing any agency, the event organizing committee of CSIR-IIIM Jammu will review the background, relevant experience, Corporate Strength, Layout of Exhibition and Presentation for organizing aforementioned Lavender Festival, submitted by the bidders. The decision of the Event Organizing Committee of CSIR-IIIM, Jammu in this regard will be final and binding.

The qualifying bidders will have to make a presentation based on the proposed conceptual exhibition design before the Committee on May 28, 2026 at CSIR-IIIM, Jammu at 11:00 a.m. Attendance in the presentation is mandatory as those bidders who fail to present themselves shall be out rightly rejected. No claim/request for relaxation shall be entertained in this regard.

QUALITY & COST BASED SELECTION CRITERIA

Sr. No	Parameter	Max. Marks	Cut off Marks
1	CORPORATE STRENGTH		
1.1	Average annual Turnover For turnover below Rs. 5Cr : 0 marks For turnover from Rs.5Cr to Rs.10 Cr : 5 marks For turnover above Rs.10 Cr: 10 Marks	10	05

1.2	No. of Employees in J&K office Up to 5 employees : 5 Marks 6 to 10 employees: 10 marks	10	05
2	EXPERIENCE		
2.1	No. of Exhibitions completed in the Last 3 years for 1 Cr in J&K region : upto 2 exhibitions: 5 marks 3 exhibitions :10 marks	10	05
2.2	No. of Exhibitions completed for Science domain in the last 3 years: upto 3 exhibitions :5 marks 4-5 exhibitions :10 marks	10	05
2.3	List of Govt./PSU/Autonomous bodies of the GOI clients being presently serviced Upto 10 clients: 5 marks 10 to 15 clients: 10 marks	10	05
3	Layout of Exhibition The “layout of the exhibition” will be evaluated on the basis of its layout presentation, clarity, 2D/ 3D model etc. Evaluation will be carried out as per following: Poor: 0 marks; Average: 05 marks; Good: 10 marks; Very Good: 15 marks; Excellent: 20 marks.	10	05
4	Presentation The “Bid Presentation” will be evaluated on the following criteria: 1. Understanding about the Event - Approach & Methodology 2. Infrastructure Plan/Layout of the event. 3. Content, Concept, Curation & Design of creatives. 4. Creative Decor 5. Stage Design and Implementation plan for infrastructure and logistics for the Event	40	20
	Grand total	100	50

Total Minimum qualifying Marks for Technical Score:50

Minimum qualifying Marks for Technical Score:50

QCBS Weightage (Technical: Financial):70:30

***In case two firms offer the same lowest net bundled prices, then only the past experience for similar kind of work by the firms shall be considered for evaluation purpose. The decision of the Department shall be the final and binding.**

Presentation Venue: CSIR-IIIM, Conference Hall at CSIR-IIIM, Jammu Time: 11:00 a.m.

After presentation, qualifying bidder will have a technical score T (out of 100) (Table 1) and the technical qualification parameters are as under:

Total Minimum qualifying Marks for Technical Score:50 **Financial Evaluation:**

Financial Score: The financial score (F) will be computed by GeM considering the lowest bid as the base. The Cumulative score (C) will be evaluated based on the following ratio 70 (T):30(F). The firm getting the highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract through GeM.

Total Minimum qualifying Marks for Technical Score:

50 QCBS Weightage (Technical:Financial): 70:30

Presentation Venue: May 25, 2026 at CSIR-IIIM,

Jammu **Time: 11:00 a.m.**

Annexure-I

SCHEDULE OF ITEMS, QUANTITY & PRICES

Subject: Hiring of Services for Stage, Exhibition Area & Cubicles, Audio Visual, Public Address System, Printing, Advertisement, Branding in connection with organizing Lavender Festival at GDC, Badherwah on 6th & 7th of June, 2026

Estimated Cost: Rs.140 Lakh (Approx.) Inc. GST

Bid Duration: 10 Days

Estimated/Indicative number of participants in the event: 2000

S. No.	Description of work	PER	Qty
1.	Radio publicity – DAVP rates		
	iv. FM Tadka, Jammu	1 day	30 Spots Per Day
	v. TOP FM, Bhandarwah	1 day	30 Spots Per Day
	vi. BIG FM, Jammu	1 day	30 Spots Per Day
2.	Newspaper advertisement – DAVP Rates	-	Size of Ad – 400 Sq. cm. 2 Ads 6 th June 2026 and 07 th June 2026
	vi. Daily Excelsior, Edition J&K	-	
	vii. State Times, Edition Jammu	-	
	viii. Amar Ujala, Edition Jammu	-	
	ix. Udaan, Edition Jammu	-	
	x. Kashmir Observer, Edition Srinagar	-	
3.	Bags with pen and note book	Nos.	450
4.	Leather bags with pen and note book	Nos.	75
5.	Photography and videography for the entire event	days	2
6.	Printing	-	
	Badges	Nos.	1000
	certificate	Nos.	200
	passes	Nos.	50
7.	iii. Temporary hoardings	Nos.	150
	iv. Welcome Gates	Nos.	05
8.	Outdoor hoardings from Jammu to Badherwah, Venue at all Major Locations	No.s	25
9.	Selfie booth	No.	1
10.	Digital advertising	days	3
	iii. Jammu link iv. Daily Excelsior		
11.	Mementoes	Nos.	35
	Shawls	Nos.	35

12.	Stationery (miscellaneous items) L Folders 100 Nos Files 100 Nos Paper Rims A4/A3 20 Nos Pen – 100 N Pencils – 100 Nos Slip pads – 100 Nos Markers/Highlighters – 50 Nos Scissors – 10 Nos Cello Tapes – 80 Nos Staplers Big – 20 Nos Staplers Small – 20 Nos Other Misc Stationery Items for event	Nos.	
13.	Led wall - iv. 10 *24 ft with riser	No.	1
	v. 12* 10 ft with riser	Nos	2
	vi. Installation of trust for light and Sound system + sound mixer + multi camera setup + live streaming + mics	No.	1
14.	Stage – 30 x 40 with carpet and masking	No.	1
15.	Led TV – 42 inch for Stage	Nos.	2
16.	Flower decoration at stage	No.	1
	Bouquets	Nos.	15
17.	Podium with lighting lamps	Nos.	2
18.	VIP chairs	Nos.	15
	Glass table for Stage	Nos.	15
19.	VVIP Green room	Sq.ft.	4700
	Hanger 15x30		
20.	Wooden flooring for Hanger	Sq. ft.	4700
21.	Masking for Hanger	Sq. ft.	7050
22.	Carpet for Hanger	Sq. ft.	4700
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	Chairs	Nos.	50
	Square table	Nos.	3
	Buffet tables	Nos.	20
	Sofa with Centre Table	Nos.	10
	Wooden chairs	Nos.	2
	Ornet chair for VVIP hanger	Nos.	15
Fans	Nos.	60	
24.	Pagodas – 5 x 5 Mtr for registration counters	Nos.	2
25.	Wooden flooring for pagoda at registration area	Sq. ft.	525
26.	Masking for pagoda at registration area	Sq. ft.	700
27.	Carpet for pagoda at registration area	Sq. ft.	525
28.	Wooden flooring in front of hanger near registration	Sq. ft.	2,200

	counter		
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31.	Making arrangement for carpet at site	Sq. ft.	30,666
32.	Making arrangement for fixing wooden flooring	Sq. ft.	30,666
33.	Masking of German hanger (ceiling masking)	Sq. ft.	30,666
34.	Masking of German hanger (side wall masking)	Sq. ft.	15,333
35.	Making arrangement for fixing German hanger at lunch area site with wooden flooring and carpet	Sq. ft.	6,456
36.	View cutter	Sq. ft.	4,800
37.	Hanger for food preparation area	Sq. ft.	3,500
38.	Stalls - 3 Mtr x 3 Mtr, table, dustbin, electrical fittings	Nos.	50
39.	TV for stall	Nos.	5
40.	Leather Sofa set	Nos.	60
41.	Banquet Chairs with cover	Nos.	800
42.	Centre tables	Nos.	20
	Service Table with Frill	Nos.	80
43.	Arrangement for Led Light in hanger	Nos.	200
44.	Arrangement for DJset for sound + light at site and taking back for 2 days - 125 kva - 8 hrs with diesel	Nos.	3
45.	Arrangement for laying earthing - as per earthing	Nos.	5
46.	Arrangement for laying wiring and cabling for all	No.	1
47.	Arrangement for barricading / que manager	Nos.	70
48.	Truss with Masking at entrance 20 x 40 Sq. Ft.	Sq. Ft.	800
	Wooden Flooring at Entrance	Sq. Ft.	800
	Carpet at Entrance	Sq. Ft.	800
49.	Erection, commissioning, dismantling labor + Mis. Charges	Round	22
50.	Vanity van for 1 days	No.	1
51.	Anchor (master of ceremony) for 2 days	No.	1
52.	Caps	Nos.	1000
53.	Cultural program	day	1

Note :

1). Hiring rate for unit item for 2 days for items listed from S.No. 1 to 53 will be calculated as follows:

=Total quoted Amount against each item / Total required quantity mentioned against each item

2). Prices are inclusive of all taxes & duties.

3). Price to be quoted in Gem Portal for above items.