



PUDUCHERRY TOURISM DEVELOPMENT CORPORATION LIMITED

(A Government of Puducherry Undertaking)

No. 02, Lal Bahadur Sasthri Street, Puducherry– 605 001.

Tel No. 0413 – 2335371.

e-mail id: wowpondy@gmail.com

NOTICE INVITING E - TENDERNOTICE

FOR

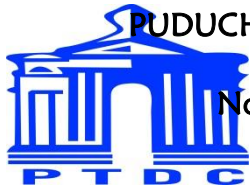
RENTAL OF SPACE UNDER THE OPERATION AND MAINTAINANCE OF PTDC

FOR

CONDUCTING NEW YEAR EVE 2025 CELEBRATIONS ON 31.12.2024

AT

SPACE PROVIDED BY PTDC AT VARIOUS VENUE



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SUMMARY OF E – TENDER NOTICE

Selection of an Event Management Agency/Firm/Company for rental of Spaces under the operation and Maintenance of PTDC for conducting New year Eve 2025, Celebration.

EVENT DATE 31.12.2024(TIME: 7 PM onwards)

The details of Minimum Rent, EMD, Security Deposit and other maintenance charges are as detailed below:-

Sl. No.	Venue	Minimum Rent +GST 18%	EMD
01.	MICE Pavilion (Old Port Complex)	10,00,000/-	25,000/-
02.	Seagulls Beach Lawn Area	4,00,000/-	
03.	Seagulls Chunnambar Garden Space Area	2,00,000/-	
04.	Paradise Beach – Beach Side (Up &down Ferry boat – ServiceRs.750/- per person extra)	6,00,000/-	
05.	Seagulls Karaikal	1,50,000/-	

Sl. No.	Venue	Security Deposit	Other Maintenance Charges	Max. No. of Persons permitted
01.	MICE Pavilion (Old Port Complex)	10,00,000/-	1,00,000/-	3,000
02.	Seagulls Beach Lawn Area	2,00,000/-	50,000/-	500
03.	Seagulls Chunnambar Garden Space Area	2,00,000/-	50,000/-	400
04.	Paradise Beach – Beach Side (Up &down Ferry boat – ServiceRs.750/-per person extra)	4,00,000/-	60,000/-	750
05.	Seagulls Karaikal	1,50,000/-	15,000/-	250

- Tender Form cost : RS.2,000/-+GST@18% = Rs.2,360
(non- refundable) for each venue
- Tender start date & Time of Submission: 12.12.2024 From 10:00 hrs.
- Last Date & Time of Submission : 19.12.2024 at 17:00 hrs.
- Place of Submission of Tender : E – Tender (Online Portal)
- Date & Time of Opening of Technical Bid : 20.12.2024at 11:00 hrs.at PTDC, Main Office.
- Pre – Bid | Clarification Meeting :16.12.2024at11:30AM to 12:30PM
at Corporate Office, PTDC, No.02
Lal Bahadur Sasthri Street,
Puducherry-1.



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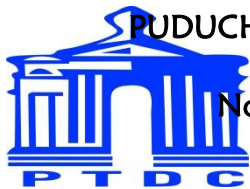
- Contact Person

: Deputy General Manager, PTDC,
No. 02, Lal, Bahadur Sasthri Street,
Puducherry – 605 001.

Telephone No. 0413 – 2335371.

In case of insufficient response to the e – tender, the extension will be given as per guidelines. All corrigendum| extension regarding the tender shall be uploaded on the website only i.e. <https://pudutenders.gov.in>.

MANAGING DIRECTOR



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E – TENDER NOTICE

Tender No.dt.

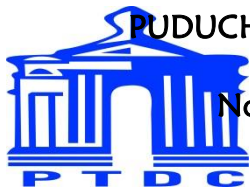
01. Puducherry Tourism Development Corporation invites bids for the selection of an event Management Agency/ Manager/Company/Firms having experience in conducting New Year Celebration | Events for rental of space for New Year Eve – 2025 celebration at space provided at various venues.

02. Puducherry Tourism Development Corporation invites E – Tenders from well established, experienced, reputed, professional Indian Agencies having experienced in conduction events/ New Year Eve Celebration with minimum experience of 3 years as on 31.03.2024 for conducting New Year Eve 2025 Celebration on rental basis in the space provided by PTDC at the following venues:-

Sl. No.	Venue
01.	MICE Pavilions (Old Port Complex)
02.	Seagulls Beach Lawn Area
03.	Seagulls Chunnambar Garden Space Area
04.	Paradise Beach – Beach Side (Up &down Ferry boat – Service Rs.750/- per person extra)
05.	Seagulls Karaikal

03.Tender schedule

Sl. no	Particulars of Tender	Date	Time
01	Publishing date	12.12.2024	09.00AM
02	Tender start date	12.12.2024	10.00AM
03	Last date of submission	19.12.2024	17:00hrs.
04	Pre-BID clarification Meeting	16.12.2024 at 11.30 am to 12.30 pm at corporate office, PTDC No. 2,Lal Bahadur Sasthri street, Puducherry-1	
05	Technical Bid opening date and time at PTDC- Corporate office	20.12.2024	11.00AM



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- Contact Person : Deputy General Manager, PTDC,
No. 02, Lal, Bahadur Sasthri Street,
Puducherry – 605 001.
Telephone No. 0413 – 2335371.
Date: 19.12.2024 up to 17.00hrs.

04. NIT Tender documents

Sl.no	Details of Tender Documents
01	Summary of E-Tender Noting
02	Tender Notice
03	Terms and Conditions
04	BID- Check List
05	Annexure –I (Bidders/Bidders Data)
06	Annexure –II Affidavit
07	Bidders instructions
08	Financial BID (BOQ)

05. Only Agencies/ Companies/ Firms having average Annual Turnover of Rs.1.00 Crore or more in the relevant event management field/ Conduct of Tourism Events during the three financial years i.e. 2021 – 2022, 2022 – 2023 and 2023 – 24 shall only apply.

06. Separate Bids shall be submitted for each venue.

07. The Bidder shall strictly comply with the requirements/specification given in to tender documents. Incomplete| Conditional offers shall be rejected.

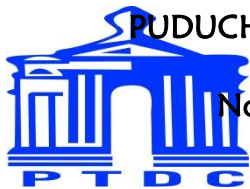
08. Out of two bids, the Technical bid should contain all the documents as mentioned in the Tender Terms & Conditions except for Tender form cost and EMD and the documents should be submitted only in Online mode on or before the date mentioned in the tender schedule. Form cost and EMD shall be paid online (Separately for each venues) through internet banking /NEFT/IMPS/RTGS at the time of submission of Bid (Instructions given in tender document)

09. The financial bid should be submitted through BOQ (Billing Quantity) separately for each venue and the same shall be uploaded in the online tendering system through <https://pudutenders.gov.in>.

10. For other Terms & Conditions please refer to the Tender document.

11. The required documents completed in all respects are to be uploaded on e – portal only i.e. <https://pudutenders.gov.in> .

12. Interested| prospective bidders are requested to submit their response to the “Tender/ Bid” through online portal only i.e. <https://pudutenders.gov.in> till 20.12.2024 up to 17:00 hrs.



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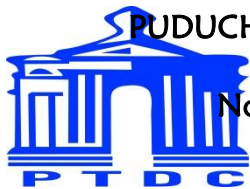
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**TERMSANDCONDITIONSOFE-TENDERFOR RENTAL OF SPACE
(NEW YEAR EVE CELEBRATION – 2025)**

1. GENERALCONDITIONS

- M/s. The Puducherry Tourism Development Corporation Ltd., invites bids under two bid system for rental of space (New Year Eve Celebration – 2025) from the Agencies| Enterprises| Event Management Firms within India through online tendering system published in <https://pudutenders.gov.in>.
- Only those Agencies| Enterprises| Event Management Firms who have experience in conducting events / New Year eve Celebration shall participate in the tender.
- The performance report (or)previous event Work order copies for similar type of event management/ program organizer shall be enclosed in the bid.
- The NIT documents namely Tender Notice, Terms and Conditions, Bidder Instructions, Specifications and BOQ File (Price Bid) from the Tender published in the website www.pudutenders.gov.in and www.py.gov.in shall be downloaded and all the terms and conditions of the tender shall be perused thoroughly before uploading the documents in the website.
- Tenders received after the specified date and time shall be summarily rejected.
- The PTDC will not be responsible for delayed downloading and uploading of documents in the web site.
- The signatory of the tender should indicate his/her/their role/designation in which he/she/they have signed and submit necessary documentary proof admissible in respect of such authority assigned to him / her / them by the firm.
- Bidders shall quote the best possible value in the prescribed area of BOQ which can be downloaded from the website complying to all the terms and conditions.
- PTDC reserves the right to modify the tender documents by way of amendments, in which case the same will be informed to the respective Bidders by way of publishing as corrigendum in the website
- The PTDC may at its discretion extend the deadline for submission of tender by way of Corrigendum.
- No telephonic/ fax offers will be considered.
- Bidders will not be permitted to modify the tenders in any form after submission of tender.
- At any time before the acceptance of tender if information is received that the Bidder is banned or black listed by any procuring entity, the bid of the tenderer will not be accepted even if it is the highest. Copy of affidavit in Rs.20/- Non-Judicial e- Stamp paper duly notarized shall be submitted by the bidder confirming the fact that the bidder is not black listed by the Government / State Agency as per Annexure-II enclosed with this Tender document.



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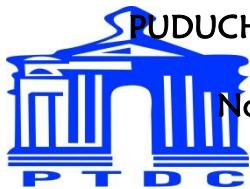
- If the due date of opening of tender happens to fall on a holiday, the tender will be opened at the same time and at the same place on the next working day.
- The H1 bidder shall be intimated via letter and he shall acknowledge his acceptance by signing an agreement and payment of security deposit.
- The Managing Director, Puducherry Tourism Development Corporation Ltd., reserves the right to postpone, or cancel the tender. Notwithstanding anything contained in the tender schedule, no obligation will rest on the PTDC to accept the Highest tender and the PTDC shall also have the right to extend/accept or reject any or part or all of the tender.
- The successful bidder has to execute an affidavit/ indemnity bond stating that the successful bidder is solely responsible for any untoward incident that happens during the course of the event.
- The security Deposit will be forfeited in case of any illegal/adverse event during the conduct of festival in addition to criminal action against the successful Bidder.

2) TECHNICAL BIDCONDITIONS:

- The Technical bid shall be submitted online through e - tender for the selection event management Agency/Firm/Company.
- The bidders shall also submit the proof of payment of the following:-
 - a) Tender Form cost Rs.2,000/- +GST 18% = Rs.2,360/- (Rupees Two Thousand Three Hundred and Sixty only) separately for each venue (Non – Refundable). The Tender Form cost & GST have to be paid through online and is not refundable.
 - b) Earnest Money Deposit for each venues separately have to be paid through online:-

Sl. No.	Venue	EMD Amount
01.	MICE Pavilions (Old Port Complex)	25,000/-
02.	Seagulls Beach Lawn Area	
03.	Seagulls Chunnambar Garden Space Area	
04.	Paradise Beach – Beach Side	
05.	Seagulls Karaikal	

- c) Scanned copy of bidders profile (The Bidder Profile) data is to be furnished by filling the required data in the Annexure – 1 in the last page of this Terms & Conditions and enclosed in the Technical Bid).
- d) Bidders Acceptance (The Bidders Acceptance shall be furnished by signing in all pages of this Tender document at right side bottom with office seal).
- e) Bid Submission confirmation received from the e – Tender website.
- f) Valid GST Registration / Provisional Certificates and documents shall be enclosed.



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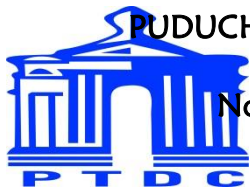
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- g) The Bidder should submit Income Tax Form for the assessment years 2020 – 21, 2021 – 22 and 2022-23.
- h) The Bidder should submit Annual Sales Turnover of minimum Rs 1.00 crores during the past 3 years duly certified by the Chartered Accountant.
- i) Valid solvency certificate to the value not less than Rs.10.00 lakhs issued by the Revenue Authority, not below the rank of Deputy Tahsildar /any Nationalized /Scheduled Bank. In the case of a firm, the solvency may be either in the name of the firm/ or any partner / proprietor of the firm and in the case of a limited company, solvency should be in the name of the company only. The validity of solvency certificate should not be later / older than 365 days on the date of opening of bid.
- j) Copy of affidavit in Rs.20/- Non-Judicial e-Stamp paper duly notarized for the bidder is not blacklisted by the Government / State Agency as per Annexure- II enclosed with this Tender document.
- k) The Bidder should have previous event management experience in having similar type of program conducting to companies /firms/Institutions and submit records with client list along with bid. Previous Work order copies from any firms, event management institutions.
- l) Satisfactory performance / completion certificate from the previous clients of the Bidder for the similar type should be attached with bid, failing which the offers will not be considered.
- m) The Bidder should have necessary infrastructural facilities such as manpower/financial for the event.
- n) Brochure/Catalogue for similar program performances.

All the above mentioned documents (a to n) are to be online before the time and date specified in the tender schedule.

- The Bidders shall upload the scanned copies of the above-mentioned documents (Sl. No. a to n) through the Tender portal www.pudutenders.gov.in
- Technical Bid based on various factors such as suitability and eligibility of the Bidders will be evaluated, considered and decided prior to opening of Financial Bid under part – II of the Tender.
- Technical Bid shall be opened in the presence of the Bidders or their authorized representative who opt to be present during the opening.
- The Financial bid of the bidders who do not satisfy any/ all the terms and conditions specifically so mentioned under technical bid, shall not be considered eligible and shall not be opened.



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3) FINANCIAL/PRICEBIDCONDITIONS:

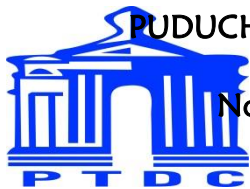
- The quote value bid should be submitted in BOQ file .xls format only through <https://pudutenders.gov.in>
- The BOQ file shall be downloaded from the <https://pudutenders.gov.in> and the rate shall be entered as detailed below only.
- Enter the Bidder Name in the cell against Bidder name.
- Enter the rental value of each venue as per schedule. The entered value shall not include GST and the applicable GST has to be paid in addition to the Quoted Value.
- Enter the GST amount for each venue mentioned in the schedule of the BOQ file.
- There shall not be any other data in the BOQ file.
- Any mention of any details other than the name of the bidder under Name of the Bidder column makes the bid disqualified and it will not be accepted even if it is the H1 bid.
- After the above entries the file shall be saved and uploaded in the <https://pudutenders.gov.in>
- Non-compliance of the above clause entail summary rejection of the tender as per the terms and conditions of the tender.

4) E.M.D.PAYABLECONDITIONS:

- The Bidders should remit the amount of EMD as per the prescribed scheduled items wise (returnable) through Internet Banking / NEFT / RTGS at the time of submission of bid.(Instructions given in tender document – Instructions to Bidder) and it will not carry any interest.
- AlongwithEMDamount,thetenderformcostRs.2,360/-includingGST18 % (Rupees Two Thousand Three Hundred and Sixty only) (Non- returnable) have to be paid through online payment through Internet Banking / NEFT / RTGS.
- The Bidder shall make payment to the value as mentioned in each venue towards EMD andRs.2,360/-(Rupees Two Thousand Three Hundred and Sixty only)towards tender form cost through online payment through Internet Banking / NEFT/RTGS. **No other form of remittance shall be accepted.**
- No Exemption from the payment of EMD is permitted.

5) SECURITYDEPOSITCONDITIONS:

- After evaluation and finalization of bids, selected Bidders would be required to sign an agreement/Indemnity bond and furnish a Security Deposit as mentioned for each venue and it does not carry any interest.



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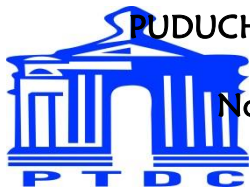
- The Security Deposit shall be remitted by way of Demand Draft from any Nationalized Bank / Scheduled Bank drawn in favour of “**Puducherry Tourism Development Corporation Ltd.**” payable at Puducherry. No interest shall be paid on Security Deposit.
- No exemption will be given for payment of Security Deposit under any circumstance and the same should be remitted by Demand Draft immediately along with the acceptance of tender. Bank guarantee will not be accepted.
- The security deposit will be refunded only after expiry of one month period and satisfactory performance of the program and shall not carry any interest.
- On termination of the contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the organizer by legal means apart from forfeiture of any amount due to the organizer and decision of the PTDC is final.
- If for (or) any reasons whatsoever, if the successful bidder does not comply with the terms & conditions including specifications during and in the course of contract period the contract will be terminated, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the supplier by legal means apart from forfeiture of any amount due to the contractor and decision of the PTDC is final.

6) Event Period:

- The event will be permitted from 31.12.2024 (07:00 PM) to 01.01.2025 up to 02:00 AM as per the terms & conditions. The arrangement for events will be permitted to be carried over on 30.12.2024 and dismantling of structure will be permitted till 01.01.2025 (12:00 Noon) without hindering the regular operations.

7) AGREEMENT CONDITIONS:

- The successful Bidder has to execute an agreement on Rs.100/- non-judicial stamp paper incorporating the terms and conditions within 48 hrs from the time of intimation of the acceptance of the tender along with the quoted rental amount + 18% GST, other maintenance charges and security deposit. In case of default of either of the conditions (i.e.) remitting the security deposit and execution of the agreement within the time allowed, the EMD paid is likely to be forfeited by the PTDC.
- If the organizer fails to execute the agreement satisfactorily at the quoted rate the security deposit will be forfeited by the PTDC and decision of the PTDC is final.
- Notwithstanding anything contained in the tender schedule, no obligation will rest on the PTDC to accept the highest tender and the PTDC shall also have the right to accept or reject any or all the tenders fully or partly without assigning any reasons.
- For violation of any of the terms and condition, the PTDC reserves the right to terminate the contract, with or without notice as applicable.



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- If the PTDC incurs any loss / additional expenditure due to the negligence of the organizer in connection with the program during the period, the same shall be recovered together with all charges and expenses from the organizer and decision of the PTDC is final.
- The breakages or damages, if any, caused by the organizer to the property of the PTDC, the cost will be recovered from the organizer and decision of the PTDC is final.
- The successful bidders for the venue Paradise Beach, Beach Side has to remit Rs.6,00,000/- as Boating charges apart from Rental & other charges.
- It is the responsibility of the bidder to get permission like sale of IMFL products, Law and order, police, municipality, applicable taxes to be payable to the Govt. if any etc. The copy of the approval has to be submitted to PTDC before commencement of the Event failing which the event shall be considered cancelled and the rental charges paid shall be forfeited. The Event organizer shall be solely responsible for refund of any tickets sold.
- If any law & order problem arises, the bidder shall be held responsible and action will be taken as per rule in force.

8) DISPUTES AND ARBITRATION:

In case of disputes arising out of this tender, the Secretary to Govt. (Tourism) shall act as the sole arbitrator.

9) LEGAL JURISDICTION:

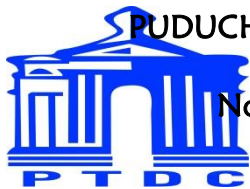
In case if either party to the tender is aggrieved by the award of the arbitrator so appointed the courts situated in Pondicherry shall have jurisdiction to entertain such disputes.

10) NOTE:

- Non-compliance of the EMD and tender form cost clause entail in summary rejection of the tender as per the terms and conditions of the tender.
- No exemption for security deposit will be given and it is to be paid by Demand Draft. Form XVI will not be given for concessional rate of Tax.

The Managing Director, Puducherry Tourism Development Corporation reserves the rights to extend/ reject/accept any/part/all tenders with or without assigning any reason thereof.

MANAGING DIRECTOR



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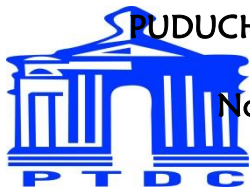
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BID–CHECKLIST

Kindly ensure compliance of the mentioned requirements as per Tender terms and conditions for opening and evaluation of Bid.

Sl. No.	Details	Yes/No
1	Bidders Profile/Bidders Data as per Annexure- I	
2	Tender form cost of Rs.2,360/-	
3	EMD of as per the mentioned Venue wise	
4	Valid GST Registration/Provisional Certificates and documents	
5	IncomeTaxFormforthelastthreeyears2020 –21,2021–22and 2022-23.	
6	AnnualBusinessTurnoverCertificateofminimumRs.1.00crores Consistently in the last three financial years.	
7	Valid solvency certificate thereof to the value not less than Rs.10.00 Lakhs issued by the Revenue Authority, not below the rank of Deputy Tahsildar/ any Nationalized / Scheduled Bank	
8	CopyofaffidavitinRs.20/-Non-Judicial e-Stamp paper duly not a raised for the bidder is not blacklisted by the Government / State Agency as Per Annexure II.	
9	Past experience in event management and conducting of the program by way of client list of any firms/Co-op. Institutions/reputed /Colleges / Previous work order copies.	
10	Completion/satisfactory performance certificate from the client for similar capacity of organizing the program.	
11	Brochure/Catalogue for similar event organizing copy.	

After the verification of above documents by the Committee the tenders of the bidders will be admitted in the Bid and then the Financial Bid will be opened.



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ANNEXURE- I

Bidders Profile/ Bidders Data

1	Name &Address	
2	Phone(O)	
3	Fax No.	
4	Mobile No.	
5	e-mail Id	
6	Central Sales Tax No.	
7	State Sales Tax/ GST Registration No.	
8	Income Tax PAN Certificate No	

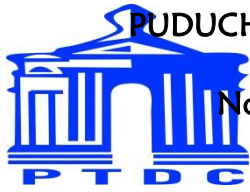
DECLARATION

The above information is correct and true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Date:

Place:

**Signature of Authorized Representative of
the firm under proper seal**



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ANNEXURE- II

**(Specimen of AFFIDAVIT)
AFFIDAVIT**

I.....S/o.....R/o.....
.....
.....

hereby solemnly and declares under:-

1. That I or my partners or my firm is not blacklisted by any Government Department / Organization connected with the event organizer contract works as registered contractors.
2. That it is my true statement and I shall be responsible for any false statement.

DEPONENT

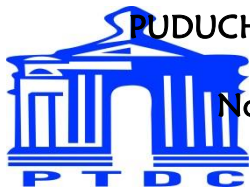
Verification:

Verified at on this day of
that the contents of this above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

Signature of the tenderer with Seal

Note: Affidavit should be typed in Rs.20/- non-Judicial Stamp paper and signed in front of Notary Public.



PUDUCHERRY TOURISM DEVELOPMENT CORPORATION LIMITED

(A Government of Puducherry Undertaking)

No. 02, Lal Bahadur Sasthri Street, Puducherry– 605 001.

Tel No. 0413 – 2335371.

e-mail id: wowpondy@gmail.com

BIDDER INSTRUCTIONS

INSTRUCTIONS TO BIDDERS FOR ONLINE TENDERING

(E-TENDERING)

E-TENDER FOR THE SELECTION OF EVENT MANAGEMENT AGENCY /FIRM/ COMPANY FOR NEW YEAR EVE – 2025 CELEBRATION

(TWO BID SYSTEM)

1. The bidders are required to submit soft copies of their bids electronically on the e-Procurement Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

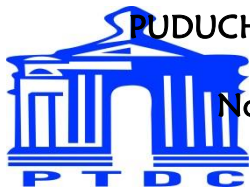
More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://pudutenders.gov.in>.

2. REGISTRATION

- i. Bidders are required to enroll on the e-Procurement module of the e- Procurement Portal (URL: <https://pudutenders.gov.in>) by clicking on the link “Online bidder Enrolment” on the e-Procurement Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any of the Certifying Authority recognized by CCA India (e. g. n Code, e Mudhra etc.), with their profile.
- v. Bidder then log – in to the site through the secured log-in by entering their user ID/Password and the password of the Digital Signature Certificate.

3. SEARCHING FOR TENDER DOCUMENTS

- i. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, Organization Name, Location, Date, Value, etc.



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- ii. Once the bidders selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'MyTenders' folder. This would enable the e-Procurement Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the helpdesk.

4. PREPARATION OF BIDS

Bidder should take in to account corrigendum published on the tender document before submitting their bids.

- i. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. The number of documents – including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- ii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally they can be in PDF format. Bid documents may be scanned with 100 dpi which helps in reducing size of the scanned document. Maximum size of the bid document shall not exceed 35 MB.

5. SUBMISSION OF BIDS

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date/time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure secrecy of data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Confidentiality of bids is maintained using the Secured Socket Layer(SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Department's bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- iv. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- v. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission acknowledgement which is downloadable/printable. This acknowledgement may be used as an entry pass for any bid opening meetings.



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6. ONLINE PAYMENT OF EMD & TENDER FEES

The bidders have the option to make payment of EMD & Tender fee through the following modes:

- i) Internet Banking
- ii) NEFT/RTGS.

In Internet banking, bidders shall make payments using his/her internet Banking enabled account with any of the banks listed in the Annexure enclosed. The Payment Gateway will display a list of banks wherein the bidder has to choose his bank. Upon selection, the bidder will be taken to the login page of his/her bank. The bidder has to Login and proceed for paying the Tender fees/EMD. If the transaction is successful, system will be redirected to the e-Tendering portal for submission of bid.

To facilitate Bidders who do not have Internet banking facility, payment can be made offline through NEFT/RTGS mode. In this option, the bidder has to take print out of the NEFT/RTGS payment Challan auto-generated by the system and visit his/her bank to remit the requisite amount. Once payment is received in the pooling account, the bidders will be able to proceed for bid submission by feeding the Unique Transaction Reference (UTR) number in the e-Procurement portal. It is advised that the bidders make payment one day in advance for validation purpose.

Bid submission can be done immediately when EMD/Tender fee is paid through “Internet Banking” mode when compared to NEFT/RTGS mode of payment.

During evaluation of tender, EMD of unsuccessful bidders will be automatically refunded to the bidder’s account from where they initiated payment.

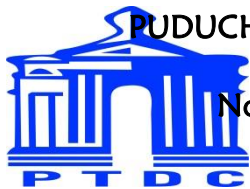
7. ASSISTANCE TO BIDDERS

For Training /clarification regarding online bid submission, contact e-Procurement Cell, 3rd Floor, Chief Secretariat, Puducherry. Help-Line: (0413) 2220225.

ADDITIONAL INSTRUCTIONS:

1. Tender documents are available only in electronic format which bidders can download free of cost from website <https://pudutenders.gov.in> and www.py.gov.in

2. Bidders who wish to participate in this tender will have to be registered on <https://pudutenders.gov.in> as bidder enrollment and registration of digital signature certificate should be carried out two days well before participating in the tender as per the guidelines in Bidders manual kit and Registration of bidders through <https://pudutenders.gov.in/nicgep/app;sessionid=F51D275812C79E1AFF57AAC10F83C389?page=BiddersManualKit&service=page>.



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3. Technical Bid required to be submitted in physical duly signed and sealed form with required Tender document Fee, Earnest Money Deposit, Tender Documents and required relevant copies of documents and experience Certificate. Price value bid should be submitted online through the website <https://pudutenders.gov.in>.

4. Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Signature Certificate as per Information Technology Act, 2000, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact e-procurement Cell, Puducherry for clarifications and further details, who are licensed Certifying Authority by Government of India.

5. All bids should be digitally signed, for details regarding Digital Signature Certificate and related training involved, bidders may contact at the below mentioned address; Local Help Desk: e-Procurement Cell,
3rd Floor, Chief Secretariat,
Puducherry – 605 009.

Telephone: **0413-2220225/0413-2233262**

Toll Free: 180030702232

Email: support-eproc.pon@nic.in

National Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787, Mobile: 91-7878007972 and 91-7878007973.

6. Kindly take note that, valid Digital Signature Certificate is must for all the interested Registered Companies, Cooperative Societies, Firms, or any other legal entity from within Union Territory of Puducherry.

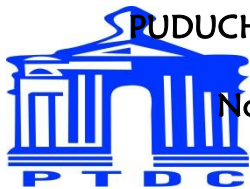
7. Online tendering process is not possible without valid Digital Signature Certificate.

8. Interested bidders are advised to complete their procedure for taking Digital Signature Certificate in respect to filling of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.

9. If any Bidder fails to submit the on-line tender due to pending procedure for taking valid Digital Signature Certificate or any other reason; neither e-procurement cell nor PTDC is responsible for it.

10. If the bidders who have no knowledge to participate in on-line tenders, they are advised to contact e-procurement cell, Puducherry for guidance and further clarification.

11. No physical submission of price bid will be entertained as it should be furnished on-line only. Also, no fax, email, SMS, letters or any other form of communication will be entertained for the same.



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12. Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the Bidder.
13. Any attempt to submit price bid through mode other than online will result in cancellation of bid and forfeiture of EMD of the bidder concerned.
14. Interested Bidders can view the tender documents namely Tender Notice, Terms and Conditions, Bidder Instructions and Specification on line and completely after reading only can participate in the tender. Bidders can download tender documents as mentioned above.
15. Bidders who wish to submit their offer shall pay tender document cost & Earnest Money Deposit online in the website <https://pudutenders.gov.in>.
16. Bidders shall have to submit Technical Bid cover both offline and online mode and hard copy to PTDC Corporate Office and soft copy uploading in the website with required documents eligible for Technical Bid mentioned in the check list.
17. Price Bid/FinancialCover(.xls format)
The Bill of Quantity (BOQ) must be uploaded after entering the rate in the BOQ for the Tender.
 - a) Bidder shall enter the name of the firm on BOQ only.
 - b) Bidders are requested not to editor change or insert worksheet for any item.
 - c) Rates are to be filled only on BOQ separately for each venue (in. xls format) sheet only at permitted cell.
18. The value bids would be opened for those bidders who meet the criteria of eligibility and selection in the Technical Bid.
19. The final results of the e-tender process are binding on all bidders and PTDC. Any requests for cancellation received after the conclusion of the on-line bidding shall result in the forfeiture of the EMD.
20. All bidders are advised not to wait till last date to submit their tender / bid. PTDC shall not be responsible for any inconvenience in website and no extension in deposition of tender / bid be allowed for any bidder.
21. All bidders are advised to participate in the pre-bid meeting on the date as mentioned in the e- tendering system details for further clarification to submit and complete the tender procedure in the on-line tendering process.
22. Bidders are requested to send one representative with an authorization letter on the day of opening the tender for participation. Without authorization no one will be permitted for participation.



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23. The H1 bidder shall be intimated via letter and he shall acknowledge his acceptance by signing an agreement and payment of security deposit rental amount +GST and other charges.

24. All bidders are advised to frequently visit the website www.pudutenders.gov.in for any corrigendum / addendum regarding the tender published.

PTDC Bank details given below:-

Name of Account: PTDC, Puducherry

Name of Bank : ICICI, Puducherry. , Name of Branch.....

Bank Account No.....

CIF NO.....

IFSC No.....

The Managing Director, Puducherry Tourism Development Corporation reserves the rights to extend/reject/accept any/part/all tenders with or without assigning any reason thereof.

MANAGING DIRECTOR

Financial BID (Bill of quantity)

Particulars of bidders

01Name of the Bidders :

02Name of the Venue :

03Rental rate of Quotation :

04GST @ 18% :

05Total :

06Total amount :

07Total amount in words :