(Agro Tech -2026)

FROM OF TENDER
Issued to M/s.: ----------
Vide FDR No. :----------
Dated : ---------- FOR Rs. ----------
FORM OF TENDER
(ENVOLOP No. 1)

From:

M/s.....
.....

To,

The Director of Extension Education
Dr. P.D.K.V., Akola.

Dear Sir,

1. In response to the E-tender notice for the work of temporary arrangement of Mandap, stalls, lighting electrification etc published by you inviting E-tender for organizing a *State Level Mega Agriculture Exhibition, **"Agro Tech-2026"*** from 27th to 29th December, 2026 at **University Head Quarter, Akola** on behalf of Dr.Panjabrao Deshmukh Krishi Vidyapeeth Akola, I/we submit herewith the E-tender for the said event.
2. I/we have thoroughly examined and understood the terms and conditions of the E-tender contained in Appendix-I and I/we agree to abide by them. Accordingly, I/we hereby submit that, I/we are capacious to erect superstructure for exhibition as per your terms & conditions.
3. I/we offer to provide superstructure for exhibition including all the items in the terms & conditions.
4. I/we accept that the rates of E-tender shall remain valid for a period of one year
5. Rates to quoted in Appendix – II are inclusive of all taxes GST & TDS. TDS will be deducted by the University at the time of final payment to the E-tender, whose E-tender will be accepted.
6. I/we also admit the right to accept whole or part of the E-tender or reject any E-tender without assigning any reason thereof and all the rights will be reserved with the University Authority and the decision of the University Authority will be final and binding on me/us.
7. As per the terms and conditions of E-tender, minimum amount of Rs 50,000/- is paid online as Earnest Money and application fees of R. 5000/- (Non-refundable) by me/us which is enclosed. I/we also agree to deposit 3% of the E-tendered amount or Rs. 1,00,000/- whichever is more as Security Deposit, if the E-tender is accepted for execution of work.
8. I/we hereby declare that the entries made in the E-tender form and Appendix-II attached thereto is true to the best of my knowledge,
9. The following documents are enclosed along with this E-tender duly filled in and signed in.

   Envelope No 1 (Technical Bid) should contain:

   A) Form of E-tender.
   B) Scanned copy of online payment receipt towards payment of Earnest money Rs. 50,000/- and application fee of Rs. 5000/- (Non-refundable)
   C) Scanned copy of registration No of the firm with copy of certificate.
   D) Scanned copy of GST / Service tax with copy of GST / Registration certificate.
   E) Scanned copy of PAN Card in favour of the firm/proprietor/partner.
   F) Scanned copy Evidence / documentary proof of successful organization of National / State Level Agricultural Exhibitions.

G) Business profile indicating

- Scanned copy of income Tax Return for last 3 Financial Years (2023-24, 2024-25 & 2025-26)
- Scanned copy of list of manpower, technical expertise, ETC.
- Scanned copy of list of material available & owned by the Mandap contractor etc.

H) Scanned copy of any other document to support & relevant the capacity to execute this type of work.

Envelope No 2 (Commercial Bid):

This online tender should contain only the main E-tender document (Appendix II) mentioning the cost of offer (Item wise & Total both in figure & words) of this E-tender and Appendix II (A) However it will be considered only if main E-tender document is approved (Appendix II)

Note: Both Envelopes should be online subscribing **E-tender for "Agrotech- 2026"**

The above documents are enclosed along with this E-tender duly filled in and signed.

Place: Yours faithfully,

Date:

(Signature of tender)

SEAL:

List of documents (Enclosed):

Capacity in which signing: .....

1) Appendix-I

Name of Firm : .....

Address of Firm : .....

.....

Phone : .....

2) Appendix-II

Registration No. of Firm : .....

GST(BST/VAT/Service Tax) No : .....

3) Earnest money paid by Demand Draft No / Pay Order No. ..... Dated: .....
for Rs. .....

4) Other documents.....

Signature of constituted attorney/authorized representative: .....

Name : .....

Address : .....

Date : .....

Appendix – I
(Envelope No. 1)

Terms and conditions for execution of the work:

1. **Interested parties should have extensive experience and expertise in** successful organization of National / State Level Agricultural Exhibitions. They should have adequate experience of organizing such events in Maharashtra with documentary evidences.
2. The arrangements at the venue for exhibitors as well as visitors should be of the standard of the National Level Exhibitions in the metros.
3. Contractor will be responsible for wide publicity of the Event. In addition extra effort will also be taken by the University to increase the larger participation of the farmers in the exhibition by way of own publicity.
4. Dr. PDKV will only make the site available. Contractor will be responsible for cleaning of site of exhibition campus, leveling wherever required and demarcation of the land to make it suitable for organization of the event.
5. Conditional E-tenders will not be accepted.
6. **In case of any extended work/material or items supplied, the rates quoted in the approved tender for the respective items shall apply.**
7. All structures and arrangement of the event should be ready upto **24/12/2026 at 17.00 pm**. The Site can be seen at any time on any working days by the Organization Committee, Dr. PDKV, Akola.
8. After the programme, contractor will have to shift all the structures within **3 days** from the site at his own cost in any case & clear the whole site.
9. The E-tender will enclose an online EMD of Rs. 50,000/- along with the E-tender.
10. The successful E-tender will have to deposit Rs. 1,00,000/- or 3% of E-tender amount whichever is more as security deposit after adjusting the amount of EMD. The amount of security deposit shall be paid in the form of F.D.R. in the name of Director of Extension Education, Dr. P.D.K.V., Akola of Nationalized or scheduled Bank.
11. The Memorandum of Understanding (MOU) on Rs. 500/- stamp paper (at own cost of successful E-tender) will be signed by the University and Contractor before issuing the work order.
12. Dr. PDKV reserves the right to accept/reject the E-tender in part/full at its own discretion without assigning any reason.
13. Contractor will be responsible for the damages, if any, due to natural calamities or any other reasons what so ever.
14. The agency should quote the Item wise rate and total both in figure and words prescribed original form in Appendix–II. All required documents should be submitted in two E-envelopes.
15. Both the two C-1 T1 E-envelopes No. I & II should be given separately. The full name and address of the E-tender and the name of the authorized agent delivering the sealed cover containing the E-tender shall be written on the left corner. Tender for temporary Arrangement of Mandap, stalls, lighting & electrification for **Organization of a State Level Mega Agriculture Exhibition, "AGROTECH-2026".** The full name and address of the tenderer and the name of the authorized agent delivering the sealed cover containing the tender shall be written on the left corner. (At bottom)

16. The name of the Exhibition shall have to be prominently displayed on banners at all the gates, other places and in correspondence. The contractor shall quote below the charges (inclusive all taxes), which the University shall have to pay them for erection of complete superstructure.
17. The breach of terms & conditions of **Agreement** if any, by the Contractor, will be penalized to the extent of cost of the item/s.
18. The mode of payment to the Contractor after completion of the work satisfaction & cleaning & vacation of Exhibition Site. Payment will be make as per rules.
19. The Committee on behalf of Director of Extension Education, will get the work done verified and inspected and certify the work carried out and appears to be claimed as per actual quantity of work carried out by the Contractor.
20. Any dispute/court matter that may arise in the process/work will fall under the Akola Jurisdiction only.
21. S. D. will be released after completion of the event & clearing the exhibition site properly.

The details of Super Structure to be constructed are as under:

(a) **Erection of Super Structure:** Structure covering an area of 77550 Sq. ft. of Portal framed structure and having waterproof roofing and synthetic carpet flooring for housing 256 stalls, 2 Mega Stalls in 05 Mega Domes, 01 seminar hall of 1500 persons seating capacity etc. Cloth stalls for SHGs, cloth stalls for tractors and for Agril. Engg. Demo for Cattles etc. Registration counter with waiting room for dignitaries, control room etc. Dais for 25 dignitaries etc. Good quality sofa sets, tea poy will have to be arranged in waiting room and Dais of 45" x 25" with premium quality podium and sound system. All the materials including cloth and carpet to be used for exhibition should be fresh and new. The agency has to cover flooring with synthetic carpet in domes, stalls, mandap etc. Also front side of domes as directed by Director of Extension Education. As per the mentioned size in Schedule.

(b) **Stalls:** As per the size of stalls & mega stall mentioned in Schedule should be erected. The stalls should be in extruded aluminum system with laminated panels, fascia in vinyl letters/Flex and synthetic carpet for flooring. Each stall will have to be provided with carpet, three tables, three chairs, three spotlights, two plug points with one waste paper basket and 30 steel hooks for hanging exhibits. However, if needed extra chairs and tables will have to be provided. (As directed by Director of Extension Education)

(c) **Main Dias:** University is having pavilion as permanent Dais of 85 ft. x 25 ft. at the sports ground and to be utilized as exhibition site. The Mandap Contractor have to erect seminar hall of 1500 persons seating capacity in connected with pavilion Dias and will have to make all the necessary arrangement on and around the dais such as landscaping, decoration, backdrops, podium, VIP chairs, teapoy, advanced sound system including mike, sofa set, air cooler of symphony make. (As directed by Director of Extension Education)

(d) **General Lighting/fans:** General lighting will have to be provided as per requirement inside the covered area and outside area in the form of tube lights, CFL lights, and halogen lights. Sufficient ceiling fans will have to be provided in the Seminar Hall, passages and in all stalls. (As directed by Director of Extension Education)

(e) **Entrance gate & General Decorations:** A decorative gate will have to be erected at the entrance of exhibition. At the gate, all the security arrangements will be required separately for Men and Women. Security persons in uniform shall be deputed at the entrance and in the vicinity of exhibition before the commencement of exhibition. Strict vigilance is required during the whole programme. Flag poles with

colored flags and colored carpet on pathways outside the site area, halogens light etc. will have to be used for decoration and lighting of the venue. (As directed by Director of Extension Education)

(f) **Backdrops & floral decoration**: Necessary backdrops & floral decoration should be provided at main Dias of Seminar Hall for whole 03 days during the event. Similarly one hydrogen gas balloon of 25 ft. diameter endorsing Logo & Name of Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola at the site of Exhibition is mandatory requirement in events. All necessary arrangements including permission viz. balloon, hydrogen gas cylinder for filling of the balloon and erection of the balloon in air will have to be arranged by the Mandap contractor. The balloon should be kept in air for four days i.e. 26/12/2026 to 29/12/2026. (As directed by Director of Extension Education)

(g) **Drinking Water:** Separate drinking water supply stalls will have to be provided at various proper places for the visitors during the period of exhibition. (All necessary arrangements will have to be made by Mandap contractor.)

(h) **Parking:** Proper parking for two wheelers and four wheelers complete with markings, barricades and guards will have to be provided. Requisite number of parking boards should be prepared and erected in consultation of security officer of University. (As directed by Director of Extension Education)

(i) **Lavatories:** Requisite number of lavatories/urinals for gents and ladies separately is to be erected, including, VIP lavatory near main dais and near waiting room of dignitaries, ready to use W. C. toilet blocks.

(j) **Decorated Cloth Stalls:** 30 cloth Stalls of size 10 x 10 ft. should be provided with synthetic carpet for flooring, four tables, six chairs, lights etc. in each stall for SHGs and Innovative farmers & remaining 30 stalls of size 20 x 20 ft. should be provided with synthetic carpet flooring outside stalls with Two table, Three chairs, lights etc. for food plaza and catering services of SHGs. All stalls shall be provided to the University for promoting the activities of Self Help Groups (Mahila) and Innovative Farmers. 15 stalls of size 15 x 15 ft. shall also be erected for Engineering Departments of University on gratis. In addition 25 stalls of size 10 x 10 ft. shall be erected and reserved for cattle of University.

(k) **Safety covering with Tin Sheets:** Safety covering with Tin Sheets or any other item to cover entire area of exhibition or spot ground.

In addition to the above, following services will have to be E-tendered by the Mandap Contractor.

a) D.G. sets for 24 hour power supply with fuel and operator during the work and during the period of exhibition. No electrical supply will be provided by the University.

b) PA system with announcers for the duration of the Event (03 days).

c) Registration arrangements include separate seating arrangement for VIP visitors.

d) Hall Managements.

e) Firefighting arrangements with fire Brigade Van, fire extinguishers, fire buckets with sand as per requirement from the date 26-12-2026 to 29-12-2026.

f) Security Services: 40 security guards in morning & 10 guards during night all in one tress cote will have to be provided during 03 days of the event. List of such staff should be provided.

g) House Keeping with sweepers and labour to maintain exhibition premises neat and clean.

h) Obtaining all statutory permissions from all related offices on behalf of University.

i) Landscaping at selected spots as per directives of Organization Committee.

j) First Aid facility as well as ambulance shall have to be kept ready in emergency.

k) Providing visitors counting machine of five counting sets at the entrance No. 1 & 2 at both places and counting the visitors at the end of every day and submission of data of total visitors in three days etc.

l) Watering by water tankers frequently on open space (without carpet) during three days to avoid dusting.

m) Technology information flex banner should be prepared and erected in frame of size 10 x 12 ft. (6 Nos.) at appropriate places (technical matter for flex banner will be provided by the Organizing committee)

n) The following services will also have to be provided by the Mandap contractor.

- Hostesses cum Announcer.
- Sufficient number of floral bouquets for VIPs approximately 30 Nos. each on inaugural & concluding day.
- Banner makers and preparation of backdrop banners on all three days for main Dais for various events.
- Any other related services as directed by organizing committee.

Other terms and conditions shall be as below:

1. The name of the exhibition shall have to be prominently displayed on banners at all the gates, other places and in correspondence.
2. All the facilities such as water supply, electricity, telecom, courier, banks, travel booking, etc. shall have to be arranged by the Mandap contractor/ Event manager. **For security reason CCTV surveillance will have to be provided by the contractor.**
3. Site of the event can be seen at any time on any working days.
4. Inauguration & concluding function of the Exhibition shall take place on 27th December, 2026 at 09.00 am hour & on 29th December 2026 at 19.00 hrs, respectively. For this purpose, adequate space shall have to be provided with seating arrangements of 1500 persons on chairs and 25 dignitaries on the dais with appropriate decoration, VIP chairs, sofa sets, sound system, backdrops, levorotary, should be arranged during above event. Any change in the seating arrangement will be communicated as per situation arises.
5. The exhibition exhibitors profile should include:

- Agricultural Production Technologies.
- Water & Soil Conservation.
- Modern Irrigation Systems.
- Improved Seeds.
- Bio-pesticides & Bio-control Agents.
- Bio-Technology.
- Fertilizers
- Organic inputs
- Agril. Equipment's and Machineries.
- Aquaculture
- Dairy Equipment & Products
- Poultry Equipment's & Products
- High tech Horticulture
- Food Processing & Packaging
- Agro-based Industries
- Sericulture
- Agro Export Services.
- Information Technology
- Agro export services
- Solar Systems
- Publications.
- Information Technology and Communication modes

- Insurance, Finance and Banking agriculture.
- Any other related to Agriculture.

6. Contractor shall be free to book and market 100 stalls and tractor stalls **(15 Nos.)** on his own risk and responsibility, as well as advertisement at prices decided by them and can use these funds on 100% basis for managing the event. **Remaining 29 stalls (12 x 10 ft.), 137 stalls (10 x 10 ft.), two Mega stalls (30 x 10 ft.), 25 cattle stalls (10 x 10 ft.), 15 Agriculture Engg. Demo stalls (15 x 15 ft.) and 30 decorated cloth stalls (10 X 10 ft.) for innovative farmer alongwith 01 big stall (20x40 ft), 10 stall (15x15 ft) and 07 stall for machinery (20x20 ft) will have to be provided on gratis to the University. 30 stalls for food plaza of SHGs (20 x 20 ft.) will also to be made available on gratis (free of cost) to the University**. However the University has right to obtain sponsorship for various programmes of exhibition like Charcha Satra/ Refreshment/Cultural Programmes, hoardings etc. The amount generated through the sponsorship for such events will be deposited in University Fund as per the guidance of Director of Extension Education.
7. **Publicity**: Paper advertisements of event in colour in local (atleast 5 newspapers) and state level newspapers (atleast 10 newspapers viz. Lokmat, Sakal, Deshonnati, Dainik Bhaskar, Tarun Bharat, Loksatta, Hitwad, Maharashtra Times, etc.) in size of 5x4 inches and as per Govt. rates. Published AGROTECH news in various newspapers should be produce/submit to this office for final payment. Big hoarding for Akola city (5 NO.), 10,000 posters (1.5 x 3 ft.), 3000 A4 size coloured letters and information brochures for distribution in Vidarbha and outside Vidarbha) have to be done by mandap contractor. The University will do its own publicity of exhibition for larger participation of farmers. Event manager should supply sufficient number of posters, letters and brochure to the University.
8. The Mandap Contractor shall quote below the charges (inclusive all taxes), which the University shall have to pay them above the funds collected by them by way of booking the stalls, advertisement, etc. for managing this event.
9. The breach of terms & conditions of Agreement if any, by the Contractor, will be penalized to the Contractor to the extent of cost of the item/s.
10. The entire payment to the mandap contractor will be made by the university only after satisfactory organization of the event & vacation of Exhibition Site after deducting TDS and GST.
11. University Engineer will arrange to get the work done verified and inspected and certify the work carried out and appears to be claimed as per actual quantity of work carried out by Event Manager.
12. Any dispute/court matter that may arise in the process/work will fall under the Akola Jurisdiction only.
13. Rates are valid for other programs upto eleventh months from date of Agreement.

Signature & Stamp of
Contractor with
Full address & Telephone No. & Mobile No.

शर्ती व अटी

1. सर्व स्टॉल व मंडप इ. साठी नविन पांढरा स्वच्छ कापड वापरण्यात यावा.
2. स्टॉलमधील टेबल क्लॉथ, झालर इ. पांढ–या रंगाच्या कापडाचीच असावी.
3. मॅटींग/पी.व्ही.सी. मॅटींग एकाच रंगात डार्क ग्रीन मध्ये असावी व मॅटींग पी.व्ही.सी. मटेरियलची असावी.
4. रेड कार्पेट एकाच रंगाचे व स्वच्छ व नविन असावे.
5. वापरण्यात येणा–या बांबु व बल्ल्या स्टेज मंडप बॉरिकेटींगसाठी आवष्यक त्या ठराविक उंचीच्या सर्व एकाच मापाच्या व उंचीच्या असाव्यात.
6- जर मूळ करारातील कामांव्यतिरिक्त काही अतिरिक्त काम करने तसेच अतिरिक्त साहित्य पुरविणे, इत्यादी कामासाठी निविदेत मजूर दराप्रमाणेच दर लागू राहतील.
7- ई-टेंडरमध्ये नमूद केलेल्या कोणत्याही कामासाठी आवश्यक असलेले साहित्य अथवा यंत्रसामग्री उपलब्ध न झाल्यास, कामात विलंब होऊ नये यासाठी आयोजकांमार्फत सदर साहित्य अथवा यंत्रसामग्री स्थानिक बाजारपेठेतून वेळेत उपलब्ध करून देण्यात येईल. अशा परिस्थितीत संबंधित साहित्य अथवा यंत्रसामग्रीसाठी लागू असलेले प्रचलित बाजारभावानुसार होणारे खर्च आपणास अदा करणे बंधनकारक राहील.
8. स्टॉल व मंडप उभारणीचे काम सुरु करण्यापूर्वी मैदानाची गवत झाडे झूडपे काढणे, मैदान स्वच्छ करणे, खड्डे बुजवणे इ. कामे करावी लागतील.
9. कार्यक्रमादरम्यान परिसर स्वच्छता व साफसफाईची जबाबदारी संपूर्ण मंडप कंत्राटदाराकडे राहिल.
10. संपूर्ण कार्यक्रम जनरेटरवर चालवावा लागेल. विद्यापीठाच्या विद्यूत लाईनवर कनेक्षन जोडता येणार नाही.
11. बाबनिहाय स्पेसिफीकेषननुसार काम करावे लागेल स्पेसिफिकेषननुसार काम न आढळल्यास 20 टक्के दर बाबनिहाय कपात करण्यात येईल.
12. दिवस व रात्रीची सुरक्षा व्यवस्थेची संपूर्ण जबाबदारी मंडप कंत्राटदाराकडे राहील.

Signature & Stamp of
Contractor with full Address
Telephone No. & Mobile No.