



GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001

Tele. No. - 022-22016157/53/59

Website -www.mahacet.org

E-Mail-cetcell@mahacet.org

Ref. no-STATECETCELL/Quotation/Event Management Services/NIQ/ 2208 /2025

Dated:

01/07/2025

Notice Inviting Quotations from Event Management Company

The State Common Entrance Test Cell (CETCELL), Mumbai is Govt. of Maharashtra (GoM) Autonomous Bodies working as Conducting Common Entrance Test (CET) & Centralized Admission Process (CAP) for implementation of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Ord. VII of 2015).

We are inviting quotations from Event Management for the **“Regional Reach-out Program”** which is scheduled to be organized on 08 July 2025 at Ratnagiri, 09 July 2025 at Kolhapur and 10 July 2025 at Pune.

Please send your best quote for the Event execution including setting up, designing, supporting, and co-ordination to us in a sealed envelope to the address given below: -

Commissioner
State Common Entrance Test Cell
Maharashtra 8th Floor, New Excelsior Building,
A. K. Nayak Marg, Fort, Mumbai- 400 001.

The quote must be sent in a sealed cover, with the heading **“Inviting Quotations from Event Management”** duly mentioning your complete postal address.

Interested vendors are required to submit their quotes in a sealed envelope. Quotes can be submitted between 9:30 AM to 2:00 PM, Monday to Friday (except Government holidays) by hand/registered speed post.

The last date of receipt of quotations is 04/07/2025 till 1400 Hrs.

Sd/-

Commissioner,

State Common Entrance Test Cell,
Mumbai

1. INSTRUCTIONS TO BIDDERS

- 1.1. The bidder should have a support office located in Mumbai or Maharashtra with a help desk facility in their office.
- 1.2. The bidder should be duly registered with the relevant tax authorities such as GST, etc. and documentary evidence for such registration shall be furnished. Bidders are requested to submit the necessary documentary evidence for the afore said information along with their bid.
- 1.3. Envelope should be super-scribed "**Inviting Quotations from Event Management**" Quotations need to be submitted letter head Sealed Envelope through speed post/registered post/hand delivery in office of State Common Entrance Test Cell, Maharashtra 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001.
- 1.4. Unsealed quotation will be rejected.
- 1.5. Quotations must be submitted on the letter head as per in prescribed Performa
- 1.6. The quotations received after this deadline shall not be entertained under any circumstances. In case of postal delay this State CET CELL will not be responsible.
- 1.7. Overwriting or cutting is not permissible, if found, the quotation shall be summarily rejected.
- 1.8. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- 1.9. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - Self-attested copy of Firm shall be registered. (must)
 - Self-attested copy of live PAN/TAN card. (must)
 - Certificate of non-inclusion in the black list as per given format attached in annexure "III" need to be provided on Rs.200/- stamp paper duly notarized or on firm/agency letter head. (must)
 - Self-attested copy of Registration Certificate of GST. (must)
 - Experience letter/work orders related to Event Management.
- 1.10. If Quotations found vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly and such a conditional quotation shall be rejected summarily.

2. BID PRICES

- 2.1. The prices shall be quoted in Indian Rupees only.
- 2.2. All taxes, duties, levies applicable, etc. shall be clearly indicated.
- 2.3. Prices quoted must be firm and shall remain constant throughout the period of validity of the bid and shall not be subject to any upward modifications, whatsoever.

3. BID EVALUATION

- 3.1. During Eligibility Criteria Evaluation, the bidder's details shall be evaluated with reference to the required Eligibility Criteria as mentioned in this NIQ document, and subsequently the bids of only eligible bidders shall be considered for final evaluation.
- 3.2. The price bids shall be evaluated as under:
 - (a) The bidder, whose evaluated price bid is found to be lowest (L-1), shall be considered for placement of Work Order for Event Management.
 - (b) State Common Entrance Test Cell reserves the right to accept or reject any or all the proposals without assigning any reason thereof.

4. WORK PERIOD

The completion of the work shall not take more than 2 days from the date of issue of the Work Order. Period which covers from the commencement of the State CET CELL.

5. PAYMENT TERMS

- 5.1. The payment will be made only after submitting the Tax Invoice and Event Completion Satisfactory Report by Attending CET CELL officers.
- 5.2. Payment will be released after deduction of TDS and other statutory dues as applicable within 15-30 days after the receipt of the bill. No claim for interest in case of delayed payment will be entertained by the State CET CELL.

- 5.3 All payments shall be made to the account of the Agency.
5.4 No Advance payment will be made.

6. Scope of Work
As per Annexure-II

Annexure-I Profile of the Bidder

Sr. No.	Particulars	
1	Name of the Bidder	
2	Date of Registration/ Incorporation (copy of incorporation/ firm registration certificate to be submitted)	
3	Detailed office address of the bidder with Office Telephone Number, Fax Number, Mobile Number, and Email along with the name of the contact person.	
4	Status of Applicant (Private Limited/LLP/Ltd.) (attach documentary evidence)	
5	PAN Number and GST Number(copy to be enclosed)	
6	GST Tax Registration No. (copy to be enclosed)	
7	List of Clients, Govt. as well as reputed private organizations.	

Note: - Documents to be included when submitting the Proposal.

Signature of the Authorized Signatory Name
Designation
Name of the Bidding Entity

Annexure II
Price Bid

Date:

To,
Commissioner,
State Common Entrance Test Cell
Maharashtra 8th Floor, New Excelsior Building,
A. K. Nayak Marg, Fort, Mumbai- 400 001.

Sub: Notice Inviting Quotations from Event Management

Sir,

We quote below our firm prices for the Event Execution of the **“Regional Reach-out Program”** which is scheduled to be organized on 08 July 2025 at Ratnagiri, 09 July 2025 at Kolhapur and 10 July 2025 at Pune.

Sr. No.	Description	Qty.	Unit	Unit Rate	Basic Amount	GST Amount	Total Amount
1	Conference Hall						
1.1	Hiring of Event venue in a conference hall with seating arrangement for approx. 250 to 300 people with minimum commercials.	3	Days				
1.2	One tea and biscuits including packed drinking water arrangement for approx. 250 to 300 people.	3	Days				
2	Organizing hiring of Vehicles 4 days from Mumbai to Ratnagiri to Kolhapur to Pune to Mumbai (TOYOTA INNOVA CRISTA)	3	Vehicle	Rate per KM			
				Toll			
				Driver DA			
3	Hiring of Hotel Rooms for Officers attending the event (appro-7 rooms * 3 days) one night stay at each location) near to the venue in Hotel.	21	Each				
4	Standard Morning Tea, Breakfast, Lunch Evening Tea, Breakfast and Dinner for CET CELL Officers minimum 7 officers	04	Days				
5	Stationeries, Miscellaneous Expenditure Note pads, pen, pencils, Badge, Lanyards, Meeting Brochure bags and other misc. stationery items, Printing of Agenda items for officer.	3	Days	Lumsum			
6	Set Up – For Inauguration Program (Pooja Materials), Flower arrangement Stage set up – chairs, tables, Audio set up, Mike with speakers, Lighting, Lamp lighting arrangements, Laptop, Switcher, Speaker coordination, Onsite support	3	Days	Lumsum			

7	IT Devices and AV Setup						
7.1	IT Devices, at least 100 Mbps WIFI and dedicated Internet line (dual redundant), Printers, Microphone facility for the CET CELL officers, laptop charging point, Pen drives etc. for 3 days event	3	Days	Lumsum			
7.2	AV System (LED wall/Projector with Screen) for 3 days with Emcee.	3	Days				
8	Registration counter, Google form and Helpdesk	3	Days				
9	Photography and Videography of entire event	3	Days				
10	Designing, Printing and Placing of Backdrop						
10.1	Banners (10ft * 12ft) (5 Qty. * at 3 venue.)	15	Qty.				
10.2	Standeers Hoardings (2ft * 3ft) (3 Qty. * at 3 venue.)	9	Qty.				
Total							
11	Event Management Agency Charges	1	Lumsum				
Total							
Rupees in Words:							

1. Quoted rates are valid for 90 days from the date of opening of the bid.
2. I/We accept all the terms and conditions of your Bidding document referred to above.
3. I/We understand you are not bound to accept any proposal you receive.
4. The bill may be submitted at actual cost against which it may be Reimbursed after the proper services has been rendered accordingly, in reference with above price bid Sr. No.1 to 10 items.

Signature of the Authorized Signatory Name
Designation Name of the Bidding Entity

UNCONDITIONAL ACCEPTANCE LETTER

To
The Commissioner,
State Common Entrance Test Cell,
8th Floor, New Excelsior Building,
A.K.Nayak Marg, Fort,
Mumbai – 400 001

ACCEPTANCE OF CET CELL QUOTATION CONDITIONS

Sir,

The quotation documents for the work: “Event Execution of the **“Regional Reach-out Program”** have been sent / downloaded/ mailed to me/us by CET CELL and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the NIQ documents made available to me/us. Which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

1. I/We hereby unconditionally accept(s) the NIQ conditions of CET CELL quotation documents in its entirety for the above work.
2. It is noted that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates if any) in the NIQ and the same has been followed in the present case. In case, this provisions of the NIQ if found violated after opening. I/We agree that the quotation shall be rejected and CET CELL shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
3. That, I/We declare that I / We have not paid and will not pay any bribe to any officer of CET CELL for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of CET CELL asks for bribe / gratification, I will immediately report it to the Appropriate Authority in CET CELL’.

Yours Faithfully

Date:

(Signature of the bidder)
With rubber stamp

GST UNDERTAKINGS

To,

The Commissioner,

State Common Entrance Test Cell,

8th Floor, New Excelsior Building,

A.K. Nayak Marg, Fort,

Mumbai-400 001

Sir,

UNDERTAKINGS FOR GST

1. My firm is registered under GST and compliant of GST provision.
2. The GSTIN No: is allotted for my agency/ company
3. In case of non-compliance of GST provisions and blockage of any input credit, I shall be responsible to indemnify CET CELL.
4. That all input credits shall be passed on to CET CELL by me

Yours Faithfully

Date:

(Signature of the bidder)
With rubber stamp

BANK DETAILS

(To be filled by the Contractor at the time of submission of Tender)

NAME OF THE SUPPLIER / VENDOR :

PAN NO :

NAME OF THE BANK :

NAME OF THE BRANCH :

COMPLETE ADDRESS OF BANK :

A/C OF BENEFICIARY :

TYPE OF ACCOUNT : SAVING / CURRENT / O.D. ACCOUNT

CORE BANKING ACCOUNT NO. IN FULL :

IFSC CODE OF THE BANK :

SERVICE TAX REGISTRATION NO :

Date:

Yours Faithfully

(Signature of the bidder)
With rubber stamp

निविदाकाराचे हमीपत्र

(महाराष्ट्र शासन, उद्योग उर्जा व कामगार विभाग, शासन निर्णय के भाखस-२०१४/प्र.क्र.८२/ भाग. III/उद्योग-४,
दिनांक ०१-१२-२०१६ नियम ४:२:५ नुसार)

मी/आम्ही.....

या हमीपत्राद्वारे लिहून देतो/देते की, दरपत्रक मागविणाऱ्या खरेदी प्राधिका-याबरोबर कोणत्याही प्रकारे हितसंबंधाबाबत संघर्ष नाही. तसेच खरेदी प्राधिका-याकडे सादर करण्यात आलेले दरपत्रक हे एकल असुन दुसऱ्या कोणत्याही संस्थेसोबत संयुक्तरित्या किंवा संगनमताने साखळी करून दरपत्रक भरलेले नाही, असे आढळून आल्यास नियमानुसार योग्य त्या दंडात्मक कार्यवाहीस पात्र राहील.

दिनांक :

ठिकाण:

दरपत्रक धारकाची स्वाक्षरी व शिक्का
निविदाकाराचे हमीपत्र