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आयुर्वेद शिक्षण एवं अनुसंधान संस्थान
Institute of Teaching and Research in Ayurveda
(राष्ट्रीय महत्व का संस्थान, आयुष मंत्रालय, भारत सरकार)
(Institute of National Importance, Ministry of AYUSH, Government of India)
"बी" डिविजन पुलिस स्टेशन के सामने, गुरुद्वारा रोड, जामनगर-361 008
Opp. B - Division Police Station, Gurudwara Road, Jamnagar - 361 008

खरीद अनुभाग / Purchase Section

No. ITRA/7-C/Event Management/AC/2025-26/1583

Date: 07.10.2025

--: Revised Notification --:

[[Empanelment of Event Management Agency EMA-2025-26 (From Dt 01-10-2025 to Dt 30-09-2028)]]

Advertisement for Expression of Interest (EOI) for Empanelment of Event Management Agencies 2025-26 was published on the ITRA website <https://itra.ac.in> and GeM-CPPP portal <https://eprocure.gov.in>

On the base of due technical assessment, bidders listed below, are empaneled as Event Management Agencies (EMA) for the period from Date 01-10-2025 to Date 30-09-2028).

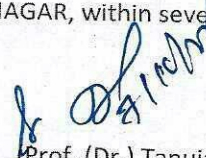
No.	Name of Empaneled bidders.
01	Resource, 406, Safal Prelude, Corporate Road, Prahalad Nagar, Ahmedabad-380015 M. 9376129045, 9824510931 Email - info@resource.ind.in
02	Go Bananas, 5th Floor, Block No.11, Magnet Corporate Park by Ganesh Housing, Beside Intas, Nr. Zydus Hospital, Sola, Ahmedabad-380054 M. 9924088400, 9099947662 E-mail: accounts@gobananas.co.in
03	Praveg Limited Regd. Office: 18 th Floor, Westport, Opp. Montecristo Banquet, Sindhu Bhawan Road, Thaltej, Ahmedabad - 380059, M. 9898700693, 9712922627, tender@praveg.com
04	Kamnath Pvt. Ltd., 13 - Vijay Plot Corner, Gondal Road, Rajkot - 360 001. M. 9099079495, 9099076231 E-mail: rakshit.tank@kamnath.com
05	Exposition & Conventions, 11th Floor, Block C, East Face, B/h. Atul Maruti Showroom, Ambli, Ahmedabad - 380058, M. 9724663669, 9925357570, yogesh.sutaria@yahoo.com

Security deposit in the form of demand draft of ₹ 1,00,000/- (₹ ONE LAKH ONLY) in favour of Director, ITRA-JAMNAGAR, valid for empanelment period and contract on non-judicial stamp paper of ₹300/-; are received from all empaneled event management agencies (EEMAs).

Empanelment contract conditions are attached herewith as ANNEXURE-1.

Concerned department/section/committee has to invite event specific limited financial quotations as per the requirement from empaneled event management agencies (EEMA) and place the order to L-1 (Lowest Rates Of Total Value) EEMA with approval of competent authority as per General Financial Rules (GFRs) and certified bills are to be submitted to account section for payment as per rule.

The awardee EEMA has to submit event specific security deposit of 5 (FIVE) % of the estimated event order value, in the form of demand draft in favour of Director, ITRA-JAMNAGAR, within seven (07) days, valid for the event completion period.


Prof. (Dr.) Tanuja Nesari
Director

To,

1. All empaneled event management agencies (EEMAs).
2. Heads of all departments, sections, ITRA-JAMNAGAR.
3. Account Section, ITRA-JAMNAGAR.
4. Mr. Biju John, PPS (IT)..... To upload this notification on the website.

EMPANELMENT CONTRACT

This Contract is made on **Dated: 01/10/2025** between Institute of Teaching & Research in Ayurveda, Jamnagar-361008 (hereafter referred to as **PURCHASER**) and below mentioned party (hereafter referred to as **SUPPLIER**) at the request of purchaser supplier agrees to supply the Event Management Service as per advertisement of EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES (EMA-2025-26) subject to the following terms and conditions in this Contract:

1. **Tenure:** The rate contract is valid for the period from **Dt. 01/10/2025 to Dt. 30/09/2028** and further extensions, subject to satisfactory performance, to be renewed annually.
2. **Process:** Event specific limited financial quotations will be invited from empanelled event management agencies (EEMA). The work will be awarded to L-1 (Lowest Rates of Total Value).
3. **Performance Security Deposit :** The awardee EEMA / supplier has to submit event specific security deposit of 5 (FIVE) % of the estimated purchase order value, in the form of demand draft in favour of Director, ITRA-JAMNAGAR, within seven (07) days, valid for the event completion period.
4. **Scope of work:** brief outline of scope of work is mentioned in the bid advertisement, however event specific scope of work will be intimated with invitation of financial quotation and purchase order.
5. **Supplier's / Service Provider's Obligation :**
 - 5.1. Service Provider shall be responsible for planning and execution of the services as expected and agreed to meet the requirements.
 - 5.2. It shall be the responsibility of the Service Provider(s) to arrange for manpower, material and necessary expertise for executing the work.
 - 5.3. The Service Provider would provide the deliverables in the committed time frames.
 - 5.4. The Service Provider(s) shall be responsible to hand over the site thoroughly neat and clean to the land-owning agency by the last evening/end of the event.
 - 5.5. Removal of garbage from the site and its disposal shall be the responsibility of the Service Provider.
 - 5.6. In case of an on ground event, the Service Provider shall be required to tie up with the Buyer Organization, Local Police, Traffic Police etc, if required so that the work is executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Fire Service, Excise Department, ET, FSSAI, Taxation department, Labour Department, Licensing Branch, Police, Traffic Police, Health Department etc. shall be the responsibility of the Service Provider.
 - 5.7. The Service Provider shall ensure that if required for the event, all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failure of which shall attract the appropriate penalties and shall be recovered from the Service Provider. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand
 - 5.8. In case of an on ground event, it shall be the responsibility of the selected Service Provider to arrange for sufficient number of dustbins, fire extinguishers, chairs, tables, canopies, public address system and sound system for cultural items during the event, control rooms with adequate support staff, supervisors, waterproofing of stalls, arrangement to close the stall from front side, round the clock fool proof security with required gadgets, cleanliness, etc.
 - 5.9. The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws for the time being in force, either by the Service Provider or its employees. The Service Provider as well as its employees shall comply with the relevant rules and regulations applicable and as may be enforced and complied from time to time, for which the Buyer's department would not be liable or responsible in any manner. The onus of compliance to all applicable laws/acts/rules shall only rest with the Service Provider.

- 5.10. The service provider must take approvals from buyer in case of any change in event specifications.
 - 5.11. The selected Service Provider shall also arrange for Fire Tenders and Ambulance with Doctor/Nursing Staff to be stationed at the venue during the course of the event.
 - 5.12. All the electrical cables and wires shall be properly insulated. There shall not be any loose wires. Genet installation for the event would be the responsibility of the selected Service Provider with the required permission.
 - 5.13. All electrical installations shall be in accordance with the provision of the Regulations for Licensing and Controlling Places of Public Amusement (other than Cinemas) and the performances of Public Amusement, 1980 and other relevant and applicable laws.
6. **Buyer's Obligations**
- 6.1. The Buyer shall facilitate the selected Service Provider in getting permissions/Licenses if needed.
 - 6.2. If the event is being held at the buyer's location, the buyer must ensure that the site is handed over to the service provider well ahead of time.
 - 6.3. The Buyer shall notify the Service Provider of any dishonest, wrongful or negligent acts or omissions of the Service Provider's employees or agents in connection with the Services as soon as possible after the Buyer becomes aware of the same.
 - 6.4. The Buyer shall undertake monitoring of the project and coordinate with the service provider for the completion of the project.
 - 6.5. The Buyer shall have the right to call for information, sketches, designs etc. and/or any other detail if necessary, to enable them to understand the project progress and the service provider shall supply all the needed information at the request of the buyer.
7. **Other Terms and Conditions:**
- 7.1. The timeliness & schedules for each delivery or completion of service shall be strictly adhered to and shall be deemed to be the essence of the contract. For reasons other than those beyond Service Provider's control and is not as per specification agreed to or if the time schedule is not adhered to and the said service is delayed during delivery inter alia, the Buyer shall have all the rights to exercise and invoke relevant penalty regarding Termination on account of Default. The Service provider will submit pre-event planning reports, real-time event updates, and post-event completion reports for review and record-keeping along with weekly/fortnightly/monthly as specified by buyer progress report of the work carried out in the Project/ Assignment.
 - 7.2. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
 - 7.3. The Buyer shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Buyer. However, the Services of the Service Provider should not be impacted due to such change.
 - 7.4. In case of using sub-contractors, the service provider shall ensure that the Sub-Contractor appointed is competent, professional and possesses the requisite qualifications and experience appropriate to the tasks they will perform.
 - 7.5. The purchaser may have annual rate contract for accommodation, transformation etc. In case the purchaser prefers to assign such part of event to existing annual rate contract party; the supplier (awardee EEMA) has to coordinate with the annual rate contract party for effective execution of the event.
 - 7.6. The service provider should be able to execute order at short notices and if required even on holidays.
 - 7.7. The Buyer shall not be held responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.
 - 7.8. In case of emergency, the purchaser may purchase the same goods / service from another empaneled agency or any supplier from the market.

- 7.9. The purchaser or the supplier may withdraw the contract by serving one month notice to each other.
- 7.10. The purchaser has the option to renegotiate the price with the suppliers.
- 7.11. The Purchaser and the authorized users of the contract are entitled to place supply orders upto the last day of the validity of the contract and, though suppliers against such supply orders will be effected beyond the validity period of the contract, all such suppliers will be guided by the terms and conditions of the contract.
- 7.12. The contract is not transferable and change of ownership of the contract.
- 7.13. Acceptance and renewal of the contract will be at the discretion of the Purchaser.
- 7.14. All legal matters arising out of this contract is subject to Jamnagar jurisdiction.
- 7.15. With mutual consent of both the parties, Contract can be extended with the approval of competent authority of the Institute, for such term as may be mutually agreed upon.
- 7.16. Payment within 30 Days upon submission of admissible bill. Supplier is sole responsible for the proof reading mistakes or any transcription errors with either in the documents or bills causing delay in the payment.
- 7.17. The supplier cannot offer / sale contract items to anybody upto the date of the bill / the date of completion of supplies during the currency of the contract at a price lower than the price charged under the contract.
- 7.18. All terms and conditions mentioned with the advertisements are also binding.
- 8. **Non-Compliance Penalties:** Failure to comply with contractual terms, event quality standards, or health and safety protocols will result in penalties. Each instance of non- compliance may attract a fixed penalty - 5% deduction from the bill amount for the respective service/item.
- 9. **Delay Penalties:** Delays in event setup or any component critical to the start of the event may result in penalties, 0.5% percentage of the billed amount per delayed hour. Persistent delays may lead to the termination of the contract.
- 10. **Service Deficiency Penalties:** Any service deemed subpar or below agreed-upon standards (e.g., issues in catering, hospitality, or technical setup) will attract a penalty of 3% of the billed amount, depending on the severity and impact of the event. Repeated deficiencies may lead to contract termination.
- 11. **Liability for Damages:** The agency will be responsible for any damage to property or equipment due to negligence. Any repair or replacement costs will be borne by the agency, and ITRA reserves the right to deduct these costs from the final bill.