



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

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Ref. No.: STATECETCELL/01/Outreach/Event Management/NIQ/52/2026 Date 07/01/2026

NOTICE INVITING QUOTATIONS (NIQ)

The State Common Entrance Test Cell (State CET Cell), Government of Maharashtra, invites sealed quotations from the reputed and experienced Event Management Agencies for the execution of the "State-Level Outreach Programme" to be organised across various districts in Maharashtra for students and their parents seeking admissions to various professional courses through CET and CAP rounds.

Programme Locations & Tentative Schedule

A proposed schedule of the Regional Reach-out Programme is as under:

- (1) Dhule, 18/01/2026, Sunday
- (2) Akola, 19/01/2026, Monday
- (3) Nanded, 20/01/2026, Tuesday
- (4) Wardha, 21/01/2026, Wednesday

Interested agencies are requested to submit their competitive quotation covering event planning, execution, management, technical support, logistics, hospitality and coordination services as per the scope of work.

The sealed envelope must be superscribed as "**QUOTATION FOR STATE CET CELL OUTREACH PROGRAMME – 2026**" and addressed to the following:

The Commissioner,
State Common Entrance Test Cell, Maharashtra
8th Floor, New Excelsior Building,
A.K. Nayak Marg, Fort, Mumbai – 400001

Last Date & Time for Submission: **12th January, 2026, up to 16:00 Hours.**

Quotations shall be submitted by Hand Delivery / Registered Speed Post only.

1. ELIGIBILITY CRITERIA

1. The Bidder must be a registered Company/Partnership Firm/LLP/Proprietary Firm.
2. The Bidder must have GST Registration and PAN.
3. The Bidder must have experience in organising Government/Educational/Corporate events.
4. The Bidder must not be blacklisted by any Government Department.
5. The Bidder must have an operational office in Maharashtra.

(Note: Relevant documentary evidence shall be submitted along with the quotation.)

2. INSTRUCTIONS TO BIDDERS

1. Quotations must be submitted on official letterhead with seal and signature.
2. Overwriting or corrections should be duly attested.
3. Conditional quotations shall be rejected.
4. All prices must be quoted in INR, exclusive of applicable taxes.
5. Quotations received after the due date will not be considered.

3. BID EVALUATION

1. Quotations will be evaluated based on eligibility, experience, service capability and price.
2. State CET Cell reserves the right to accept or reject any quotation without assigning reasons.
3. Lowest (L1) technically qualified bidder will be preferred.

4. PAYMENT TERMS

1. Payment will be released after successful completion of programme.
2. Payment shall be made upon submission of the Invoice, Original Tax Invoice and Completion Report.
3. Taxes shall be deducted as applicable.
4. No advance payment shall be made.

5. SCOPE OF WORK (Indicative as attached herewith)

1. Venue arrangements including seating, stage setup, PA system and lighting
2. IT & AV Setup, including LED Screen / Projector, Internet, Microphones
3. Live streaming of event on Youtube, Facebook, etc.
4. Branding & Printing (Backdrops, Standees, Banners, Registration materials)
5. Registration Desk & Helpdesk Management
6. Photography & Videography
7. Travel, accommodation and hospitality arrangements for CET Cell officials
8. Co-ordination and on-site management support team

Sd/-

Dileep Sardesai (I.A.S.)

The Commissioner, The Competent Authority

State Common Entrance Test Cell,

Maharashtra

Annexure - I: Profile of the Bidder

S.. No.	Particulars
1.	Name of Firm / Agency
2.	Legal Status (Proprietorship / Partnership / LLP / Pvt. Ltd. / Ltd.)
3.	Year of Establishment / Registration No. (Attach Certificate)
4.	Office Address & Contact Details (Phone, Email, Contact Person)
5.	Office in Maharashtra (Yes/No – Give Address if Yes)
6.	PAN No.
7.	GST Number (Attach Copies)
8.	List of Clients (Attach Proof)

Annexure - II: Price Bid

1. Online Registration & Participation Management

- Develop an Online System for Registration of Candidates
- Allow participants to pre-register online (Max. 300-350 participants per venue)
- Maintain attendance of the participants at the venue and submit to the CET Cell after the event

2. Venue & Infrastructure

- Suitable hall/auditorium with a capacity of 300-350 participants
- Stage setup, podium, seating & basic utilities such as water bottles, etc.
- Stage setup chairs, tables
- Audio setup, speakers & lighting
- Power supply with backup, housekeeping support, as needed

3 . Audio-Visual & IT

- LED wall / projector with screen
- Professional sound system with microphones
- Laptop, switcher, coordination support
- Minimum 100 Mbps internet
- Printer & basic IT support
- Live streaming of the event

4. Branding & Printing

- Stage backdrop
- Standees / banners / signage
- Registration materials & basic printing support
- Social Media Publicity

5. Registration & Helpdesk

- Registration counter
- Helpdesk for participants
- Support staff for coordination
- Tea, Coffee and Biscuits for the Participants

6. Stationery & Miscellaneous

- Notepads, pens, pencils
- Badges & lanyards
- Meeting brochure bags
- Other required stationery
- Printing of agenda and documents

6. Inauguration Setup

- Pooja materials
- Flower decoration / arrangements
- Lamp lighting arrangement

7. CET Cell Officers Support (Approx. 7-8 Officers)

- Outstation travel coordination (preferably Train – AC Class)
- Local destination travel Innova (equivalent) car for pick-up, drop & local movement
- Hotels as per the Government Guidelines (good hygienic rooms, near venue)

- Twin occupancy (Single for a lone female staff), as required
- Good quality breakfast, lunch, evening refreshments & dinner
- Drinking water

8. Event Execution & Coordination

- Programme facilitation & stage coordination
- Anchoring / announcements support
- On-site manpower management
- Contingency handling

9. Documentation

- Photography & videography
- Event completion report with attendance & photos

10. Event Management Agency Charges

Service Charges of the Agency: (In Indian Rupees) Exclusive of Tax: _____
(Rs. in words)

Terms and Conditions:

- (1) Payment shall be made upon submission of the original invoices towards expenses actually incurred by the Agency.
- (2) The Bills submitted by the Agency for the expenses incurred by it should be certified by the concerned Examination Co-ordinators of the CET Cell.
- (3) Service Charges shall be payable to the Agency for planning and implementation of the project.
- (4) The contract shall be awarded to the Agency quoting the most competitive Service Charges.

Payment Terms:

1. The quoted rates shall remain valid for this contact only.
2. The bill shall be submitted at actual cost, and payment shall be reimbursed against original invoices on completion of the project.
3. The Agency shall be paid only for the services rendered by it on submission of the original tax invoice.

I/We hereby accept all the terms and conditions of the bidding document referred to above. I/We understand that the State CET Cell is not bound to accept any proposal received.

Date: _____ Place: _____

Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm / Agency: _____

Annexure - III : Unconditional Acceptance Letter

To,
The Commissioner,
State CET CELL

Sir,

The quotation documents for the work "**Event Execution of the Regional Reach-out Programme**" have been sent / downloaded / mailed to me/us by the State CET Cell. I/We hereby certify that I/We have inspected the site (where applicable) and have carefully read and understood all the terms and conditions of the NIQ documents made available to me/us, which shall form part of the contract agreement. I/We agree to abide by all the conditions and clauses contained therein.

1. **I/We hereby unconditionally accept all the NIQ terms and conditions of the State CET Cell quotation documents in their entirety for the above work.**
2. **It is understood that after unconditionally accepting the NIQ conditions in their entirety, it is not permissible to put forth any remarks or conditions (except an unconditional rebate, if any) in the NIQ.**
3. **I/We confirm that no such conditions have been stipulated. In case any deviation from this provision is found after opening of the quotation, I/We agree that the quotation shall be rejected and the State CET Cell shall, without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money absolutely.**

Date:

Place:

Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm / Agency: _____

Annexure - IV : BANK DETAILS (To be filled by the Bidder)

- Name of Vendor / Agency: _____
- Bank Name: _____
- Branch: _____
- Account Holder Name: _____
- Account Number: _____
- IFSC Code: _____
- Type of Account (Savings / Current): _____

Date:

Place:

Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm / Agency: _____

Annexure - V : Declaration

निविदाकाराचे हमीपत्र

(महाराष्ट्र शासन, उद्योग, ऊर्जा व कामगार विभाग, शासन निर्णय क्र. भाखसू २०१४/प्र.क्र.८२/भाग६
III/उद्योग६४, दिनांक ०१-१२-२०१६, नियम ४.२.५ नुसार)

मी / आम्ही _____ या हमीपत्राद्वारे लिहून देतो / देतो की, दरपत्रक मागविणाऱ्या खरेदी प्राधिकाऱ्याबरोबर कोणत्याही प्रकारचा हितसंबंधाचा संघर्ष नाही. तसेच खरेदी प्राधिकाऱ्याकडे सादर करण्यात आलेले दरपत्रक हे एकल असून दुसऱ्या कोणत्याही संस्थेसोबत संयुक्तरित्या किंवा संगनमताने साखळी करून भरलेले नाही. असे आढळून आल्यास नियमांनुसार योग्य त्या दंडात्मक कारवाईस पात्र राहील.

दिनांक: _____

ठिकाण: _____

दरपत्रक धारकाची स्वाक्षरी व शिक्का