

**BSEIDC ON BEHALF OF**  
Education Department  
Government of Bihar  
Invites  
**Tender Document**  
**FOR**

**Selection of an Event Management Agency for  
Gandhi Memorial Conclave at Patna – 2017**

**BSEIDC**  
( A Bihar Government Undertaking)

Bihar State Educational Infrastructure Development Corporation Ltd.  
ShikshaBhawan, Bihar RastrabhashaParisad Campus, Acharya Shiv PujanSahay Path,  
Saidpur, Patna-800004 (0612-2910314)  
E-mail: bseidc1@gmail.com Website: [www.bseidc.in](http://www.bseidc.in)

## **Disclaimer**

- A. The information contained in this Tender Document provided to the Bidder(s), by or on behalf of the Department/Corporation or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.
  
- B. The purpose of this Tender Document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This Tender Document does not purport to contain all the information which each Bidder may require. This Tender Document may not be appropriate for all persons, and it is not possible for the Department/Corporation, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Tender Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice from appropriate sources. The Department/Corporation, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender Document.
  
- C. The Department/Corporation may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

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**BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
(A Govt. Of Bihar Undertaking)  
ShikshaBhawan, Bihar RastrabhasaParishadCampus ,Acharya Shiv PujanSahay Path, Saidpur,  
PATNA-800004.(Tel. No: 0612-2910314)

Letter no: -BSEIDC/NIT/2016-17/-

Patna, Date-27.12.2016

**Notice Inviting Tender No.65/2016-17**

**Request for Proposal (RFP)**

**Name of work - Selection of Event Management Agency for Gandhi Memorial Conclave on date 10-03-2017 to 11-03-2017 in Patna.**

1. Bihar State Educational Infrastructure Development Corporation Ltd. (BSEIDC), invite Bid for Selection of Agency for Conceptualizing, event theme, designing, execution, supervision of related infrastructure and end to end event management services, for Gandhi Memorial Conclave in Patna.
2. The Scope of work for the event management agency will includes:-

Conceptualizing event theme, **End to End event management that may include the following but not limited to:** Designing, layout & seating plans at venue, Logistics Management, Outsourcing of services as and when needed, Hiring or purchase of equipment, consumables etc, All Designing activities, All printing activities, Manpower provision & Management (Ushers, Housekeeper etc.), Food & Snacks co-ordination, Safety & Security Management, Obtaining relevant clearances, approvals, licenses etc, Audi-Visual, Sound & Light Arrangement, Internet & Online services live streaming services etc., Still & Video Photography, Transportation Management, Travel, Boarding & Media Management, Database Management.

3. Date of Issue of Notice : **27.12.2016**
4. Period for downloading of RFP Document : **From : 02.01.2017 To 21-01-2017, 15.00 Hours on website : [www.bseidc.in](http://www.bseidc.in)**
5. Time, Date & Place of Pre-Bid Meeting : **Time: 15:30 HOURS, Date : 10-01-2017, Madan Mohan Jha Conference Hall, Education Department, VikashBhawan, Bailey Rd.,Patna.**
6. Last Date & Time for Receipt of Bids/RFP Document : **Date : 23-01-2017, TIME; 15:00 HOURS In the Office of BSEIDC, Patna.**

7. Time & Date of Opening Technical Bids/ RFP Document : **Date : 23-01-2017, TIME: 15:30 HOURS**
8. Period of Bid Validity : **120 Days.**
9. The EOI should be enclosed with a processing Fee of **Rs. 5000/- (Rs. Five Thousand only)** and an Earnest money (Bid Security) of **Rs. 5,00,000/- (Rs. Five Lacs only)** in the shape of Demand Draft of a Nationalized Bank separately in favour of **Managing Director, Bihar State Educational Infrastructure Development Corporation Limited payable at Patna.** Application not accompanied with processing fees and Earnest Money shall be out rightly rejected.
10. Essential Requirement:
- (i) The bidder should have a minimum experience of Five year in Conceptualizing, designing, organizing, managing executing theme based events, exhibitions similar in nature to Gandhi Memorial Conclave and similar conclave organized by Bihar Government/other State Government.
- (ii) The bidder should have achieved a minimum Financial Turn over of Rs. 3 Crores in past Three Financial Year (2014-15, 2015-16, 2016-17) in equivalent works/Event Contracts or related works.
- (iii) The bidder shall submit a power of attorney authorizing the signatory of the bid to sign and execute the Contract.
- (iv) The bidder shall provide PAN, Service Tax, Registration Certificate, Service Tax Return and Income Tax Return for last Three Years.
11. The interested agency/company may download the Request for Proposal (RFP) Document from website i.e. **www.bseidc.in**
12. The BSEIDC reserve the right to modify or delete any clause of RFP and to accept or reject any proposal without assigning any reason thereof.

Brajesh Prasad  
**Chief Consultant(Technical)**

## **Section 1. Schedule of Tender Process**

The Department would endeavor to adhere to the following schedule during the Bidding Process:

SL. No	Description	Date
1	Period for downloading of RFP documents	From 02.01.2017 to 21.01.2017, 15:00 Hrs. From website:www.bseidc.in
2	Date and time for Submission of Proposal	Till 15:00 hrs, on 23,January 2017
3	Opening of Technical Proposal	15:30 hrs, on 23 January 2017
4	Opening of Financial Proposal	To be Notified Later

## **Section 2. Terms of Reference**

### **2.1 Background:**

The Education Department/BSEIDC plans to organize the Gandhi Memorial Conclave (GMC) 2017 at Patna, Bihar.

An International Convention in the memory of Mahatma Gandhi would be organized in Patna from 10<sup>th</sup> March to 11<sup>th</sup> March, 2017. The selected bidder has to complete the requisite work as per work order by 7<sup>th</sup> March, 2017.

Gandhi Memorial Conclave (GMC) 2017 will be a two day event where Seminars, Panel discussions, Cultural shows, Tours, Exhibitions, and other events will take place under a single umbrella.

As mentioned above, various functions would be taking place during the Conclave. For all the functions an Event Management Company is required and the BSEIDC has been authorized for Selection Of Event Management Agency for organizing the Gandhi Memorial Conclave on behalf of the Education Department Government of Bihar, invites proposal from the experienced companies / firms engaged in the business of Event Management and coordination to provide event management services. The Selected Bidder who shall be a company incorporated under the Companies Act, 1956 will be responsible for making all necessary arrangements on behalf of the Department to make the GMC 2017, a successful event. Selected Bidder has to carry out the assignment in accordance with the provisions of the Terms of Reference of the Tender document and the work order to be issued by the Education Department/BSEIDC.

The scope of work of the Bidder will broadly include undertaking of Pre Event activities, activities during the Event and post Event activities set out in detail in the Tender Document. The statements and explanations contained in this Tender Document are intended to provide a proper understanding to the Bidders about the subject matter of this Tender Document and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidder set forth in the tender document or the Education Department/BSEIDC's rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this Tender Document or the terms thereof or herein contained.

Instructions to Bidders are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Education Department/BSEIDC.

The Education Department/BSEIDC has adopted a single stage two envelope bid system process i.e. Technical & Financial Bid for selection of the Bidder for award of the Assignment and invites Proposals with justification estimates from eligible Bidders for the Assignment in accordance with the terms of this Tender Document. The Bidders are requested to submit their Proposals in accordance with the Bidding Documents. The Proposal shall be valid for a period of not less than 120 (One Hundred and Twenty) days from the due date specified in **Section 1** for submission of Proposals.

## 2.2 Scope of Work

The selected Bidder will have to provide requisite competent manpower and services in consultation with the Education Department/BSEIDC as detailed out further in this section:

### 2.2.1 PRE-EVENT ACTIVITIES

#### ► Conceptualization and Planning for GMC 2017

- Conceptualize the Event plan based on the venue and the Education Department/BSEIDC's requirements
- Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
- Design the Event flow as per the Program Schedule provided by the Education Department/BSEIDC, which would include the inaugural ceremony, various meditation programs, panel discussions, publicity events, conferences, exhibitions, closing ceremony, state dinner, cultural programs, etc.
- Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be Education Department/BSEIDC carried out
- Coordinate with the Education Department/BSEIDC/Media Partner to understand the placement of marketing collaterals

#### ► Venue Development for Inaugural Hall

- Create necessary infrastructure at the venue **including the Inaugural hall (waterproof German hangers for pavilions, stage arrangements, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decorative elements including plants and floral decorations, audio, video, photography, videography, and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally used in large scale events)** as per plans approved by the Education Department/BSEIDC.
  - Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
- Appoint all Vendors/Sub Vendors required for carrying out all the above said services as per the sample/option approved by the Education Department/BSEIDC.
- Also ensure the deliverances of all services to the fullest satisfaction of the Education



Department/BSEIDC.

- Make arrangements at the venue as per the requirements of the Education Department/BSEIDC.
  - which would include a main conference hall to accommodate large gathering for the inaugural and closing ceremonies, exhibition hall with stalls, lunch area setup, registration area setup, and other miscellaneous arrangements such as press conference rooms, registration counters etc
- ▶ **Participation Arrangements**
  - Arrange for food stalls (for exhibition) on the days of the event.

### 2.2.2 EVENT ACTIVITIES

#### ▶ **Opening and Closing Ceremonies**

- Coordination with the Education Department/BSEIDC to prepare and finalize the seating plan on dais as well as in the Main Inaugural Hall

#### ▶ **Staffing**

- Set up an Event Help Desk at the venue especially for the Education Department/BSEIDC and deploy 3 personnel for emergency situations.
- Employ well trained staffs who are capable of efficiently handling the responsibilities assigned to them.
- Report the progress of activities to the Education Department/BSEIDC every week on a designated day and later on (three days before the event) report for daily progress.
- Event Management Agency should nominate 2 people from his team who should work as the single contact point for the Education Department/BSEIDC for all coordination purposes.
- Event Management Agency should provide interpreters along with the required equipment for the main event pertaining to the following languages:
  - o Hindi
  - o English
  - o Korean
  - o Japanese
  - o Chinese

► **Support Services**

- Housekeeping
  - Provision of sanitation arrangements at the venue - Separate toilet arrangements for Public and VIPs
  - Decoration of the venue, banners, welcome cutouts, flower arrangements, greeneries
  - Provision of stalls for a Food court at the venue
- **Security**
  - Arrangements of Security Guards for entire area of exhibitions and event area with the co-ordination with local police/CBI/LIB etc.
  - Coordination with government department like police, fire and emergency services, telephones, local authorities, NRDA and arrange necessary permissions/ NOCs. (provided by department only).
  - Arranging for safety norms such as firefighting arrangements, emergency exit system etc.
- **Other**
  - Power supply in accordance with the power requirement. Back up of power supply as per the requirement to be arranged by the Event Management Agency
  - Arrangements for display and distribution of Literature (Literatures would be provided by the Department. Only arrangements for display and distribution is to be made)
  - All consumables such as water, electricity and others at the event venue would be charged to the department only.

► **Logistics**

- Parking at Venue
  - Separate parking space for public, participants/ exhibitors/ delegates and VIPs, public entry/ exit gates, participants/ exhibitors/ delegates entry/ exit gate, VIP entry gate.

► **Branding at the venue and beautification of the venue**

- Placement of billboards, hoardings, road maps and flags at the venue as required by the Department

**2.2.3 EXHIBITION IN GMC 2017**

Concurrently with the Conclave, an Exhibition is also organized during the two days of the event, where in various stalls would be put up for exhibiting the various tourist products of the State. Exhibition would be organized by setting up of temporary air-conditioned structures. Exhibition would be organized in 70% of area would be stall area, and rest of the area i.e. 30% of the total area would be used for setting up support services related to exhibition.

Bidder will have to provide following, but not limited to services listed as part of the scope:

- Setting up of the air-conditioned main structures for the exhibition as per the design approved by the Department within the structures for the exhibitions.

- ▶ Ambiance creation for the exhibition based on the theme including but not limited to creation of exhibition façade, day and night lighting, theme lighting, general lighting, murals, potted plants and plantation, soft and hard landscaping, water bodies, floral decoration, flags (event flags within the exhibition area), etc.
- ▶ Organizing the inaugural function of the Exhibition. Take up necessary event management related activities such as seating arrangements, dais plan and setting up of the same, preparation of name plates, provision and functioning of AV Equipment, Sound Systems, seating and aisle arrangements, security, floral decoration, etc.
- ▶ Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets, personnel screening gadgets, CCTV, round the clock security of the exhibits & gadgets during the exhibition period, etc
- ▶ Video recording / Photography during inaugural, closing and various other events such as seminars, exhibition and other such programmers
- ▶ Provision and managing of necessary toilet blocks (constructed/temporary / mobile), first aid counters, security cabins, information booth, registration counters, help desk, announcement centers, etc including provision of water and drainage
- ▶ Necessary provision for exhibition in open. Regular upkeep of the couplet area of the exhibition including parking area, including but not limited to making provisions for cleaning through necessary personnel, machines and consumables.
- ▶ Setting up of Food Court including stalls for vendors, provision of water, wash area, drainage, utilities such as electricity, fixtures, etc.
- ▶ Visitors Management including delegates and general visitors Necessary arrangements at the parking venues, entry segregation, entry gates, screening, flow of visitors within exhibition area, pathways, etc.
- ▶ Arrangements during the visit of Dignitaries / VIPs including but not limited to extending necessary hospitality services
- ▶ Provision of necessary services such as fire mitigation, insecticides, disinfecting of the exhibition and parking area
- ▶ Dismantling of the structures and handing over the site back after having carried out necessary repairs to the damages incurred/ carried out while putting exhibition in place.
- ▶ Provision of necessary personnel and manpower for necessary services during the exhibition.
- ▶ Take up necessary registration under Labour Contract Act, and other statutory acts as may be necessary
- ▶ Third party compensations for the damages to manpower, animal lives, damage to flora and fauna would be responsibility of the applicants.
- ▶ Insurance for the exhibitions, plants, machinery, equipment, damages to lives, etc.

## 2.2.4 Technical Specification

### ► Civil, Exhibition, Infrastructure Services, etc.

- Design should be harmonious to the existing structure of the surrounding area and structures.
- The quality of design, workmanship and service shall be the best consistent with an International Event.
- All the materials shall be conforming to IS codes.
- Wall paneling system, roof covers and other materials shall be made of fire retarding and resisting nature.
- All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
- The structure shall be engineered structures erected under competent engineering supervision.
- Structures shall be designed and executed considering adverse weather conditions.
- Joinery and supports should be properly engineered, firm and with good finish.
- If there is any special structure design, Event Management Agency/vendor/sub-vendor should provide all details like plan, elevation and structural drawing and if required design calculations.
- Colour shall be finished well before to avoid the odour/ smell and eye burn.
- Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling
- Wall panels if used shall be clean, should be in plumb and properly fixed without swing or sway. The Event Management Agency/vendor/sub-vendor shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the stalls, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc.
- Carpet should be new, clean and joint shall be covered with tape of matching colour
- False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
- Signage height and letter size should be visible and placed in prominent and strategic locations.

- Event Management Agency/vendor/sub-vendor shall have to clear the entire site after the completion of the event.
- Water flow and pressure should be uniform during the event wherever the provisions are to be made.
- Emergency exit and fire precaution shall be taken care of.
- Flowers and plants shall be fresh, well groomed.
- All the furniture should be firm, comfortable.
- Circulation within the pavilion should be easy, should not create blockage.
- There must be smooth entry and exit to the structure. The movement within the pavilion shall be barrier free and friendly to physically challenged people.
- Event Management Agency/vendor/sub-vendor shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the exhibition area.
- Stall owner, volunteers, staff members shall bear proper identity cards issued by the Event Management Agency /vendor/sub-vendor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
- All empty cartons and crates must be labeled and removed from the exhibition grounds.
- No overnight parking of trucks or tempos is permitted at the exhibition area / property during move-ins, show hours and move-outs.

► **Electrical General**

- Power and Electricity should be provided by GoUP. Backup power by DG sets needs to be organized by the Event Management Agency
- All the electrical works in the pavilion should be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safe guards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
- There shall be direct access to the switch rooms of Pavilion from outside to isolate power supply quickly in case of any emergent situation
- All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
- The Event Management Agency /vendor/sub-vendor must have valid Electrical License.
- The electrical work should be done in presence of electrical supervisor of the Electrical License Holder Event Management Agency /vendor/sub-vendor
- No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space be available for movement.
- Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
- Sound level is not allowed to exceed the limit as prescribed in the guidelines of BiharPollution Control Board and shall be as per the size of the hall/auditorium.

► **DG sets**

- DG sets must be with Acoustic enclosure i.e. silent generators.
- DG sets must not be older than five years at the time of operations.
- DG sets must be in good condition having a proper working AVR.
- DG sets should be provided along with fuel arrangement.
- DG set should be provided with separate body and neutral earth pits.

► **Changeover switches**

- Changeover switches should be properly rated.
- DG sets are to be provided as 100% standby power source.

### ► **Lighting**

- Pavilion should have proper illumination. Within the pavilion, minimum Lux level should be 300 or as per the Industry standards required for halls/rooms of the available sizes.
- Outdoor lighting fixtures should be waterproof and is better to use with I.P.55 enclosure.
- Facade Lighting should be done with outdoor type 500W or 1000W Halogen fixtures.
- At area like entrance where more illumination is required, Metal Halide type fixtures are preferable.
- All indoor lighting fixtures should be properly fixed in line, level and with proper support.
- Each plug points should have properly connected earth wire.
- Each plug should be properly fixed.

### ► **Mains Wiring and cabling**

- Mains of halogen should be taken from nearest power distribution board.
- Size of mains should be adequate according to the circuit load.
- Joints in MAINS wiring should be insulated with ISI insulation tap. These joints should not be in contact with cloth curtains or such inflammable materials.
- All cable or wire joints should be in proper manner.
- Wiring along with cloth should be done within conduit.
- All cables must be armored cables. Use of insulation-damaged cables should be avoided.
- Minor cuts on cable insulation should be properly insulated with insulation tape.
- All cables must be laid underground with proper depth.
- All cables should be properly glanded and terminated with proper size of lugs.

- The Mains shall be with ISI marked PVC insulated wire with aluminum / copper conductor as specified. The size of phase and neutral shall be same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS: 634 and shall be 660
- V/1100V grade. All wires shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
- Necessary connections to control switchgear, MCB Dist. board, plug etc. shall be made firmly as per requirement and as instructed by in-charge-electrical engineer.

► **Point Wiring in Structures (Light, Bell, Fan & Plug)**

The point wiring shall be confirmed to IS: 5908 - 1970.

- The installation shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.
- The point wiring shall be carried out in under mentioned manner:
  - o Supply, installation, fixing of conduits with necessary accessories, junction/inspection/switch/outlet boxes.
  - o Supplying and drawing of wires of required size including insulated earth continuity wire.
  - o Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
  - o The point shall be complete with branch wiring from the first switchboard to the outlet point through other loop. Switch boards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connector etc.
 

Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC pipe/rigid steelconduits/PVC oval conduit/PVC casing-N Capping/trunking etc. as specified.
  - o The rigid PVC pipe shall confirm to IS: 9537 with minimum wall thickness of 1.5mm. The corresponding accessories shall confirm to IS 3419. The minimum diameter of pipe shall be 20 mm.
  - o The wiring shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switchboards.



- o The switches and socket outlets shall be Modular type with silver-coated contacts with ISI marked IS: 3854
- o The Conduit run on surfaces shall be supported on metallic 1.2mm thick saddles/heavy duty PVC saddles which in turn shall securely screwed to wall or ceiling. Saddles shall be at intervals of not more than 500 mm. Fixing screws shall be with round or cheese head and of rustproof materials. No crossover of conduits shall be allowed, unless it is unavoidable
- o The entire conduit installation shall be clean and neat in appearance
- o The Maximum load of each circuit shall not exceed 800 watts and maximum points of each circuit shall not exceed 10 points. Where wiring passes through wall, care shall be taken to see that wire pass very freely through protective pipe [rigid steel conduit / rigid pvc pipe /porcelain tube and that the wires pass through without any twist or cross in wires, or either ends of holes.

► **Sound System**

- Sound System should be used to distribute sound through entire pavilion
- CD Player & Amplifiers- CD Player with Amplifier of proper ratings and capacity having frequency response of 20Hz.to 20 KHZ and additional amplifier for standby connected in parallel
- Microphones- Proper nos of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables
- Speakers- Required Nos. of heavy-duty best quality speaker boxes of 6 watt. / 10 watt. Approx. with necessary matching transformers duly erected on structure. The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the pavilion without echoes
- Wiring- the Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq. mm size duly covered with polythene pipe buried under ground wherever necessary
- The microphone cables should be of good quality complete with necessary sockets connected properly and soldered
- Power Supply- Heavy-duty battery of suitable voltage should be provided for emergency operation in case of failure of power supply
- Voltage Stabilizer- Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage
- The above system should be commissioned and tested 30 hours prior to the time of meeting hours as directed
- Provision should be made for additional requirement of equalizers, additional echo

system, cordless microphone, Amplifier, Mixer etc

### **2.2.6 Project Duration**

Duration of the assignment would be during the entire Two day Conclave and till the dismantling of the hangers arrangements and handing back of the venue to the Government, starting from the date of issue of Work Order.

## **SECTION 3. BIDDING PROCEDURE**

### **3.1 SUBMISSION PROCEDURE**

- 3.1.1** Bidders who wish to participate in this selection process will have to register on **www.bseidc.in**.

**Technical Bid:** Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

**PART 1-** Bid security and price of the Tender Document in a separate sealed envelope superscribed with the Tender Document number. Please enclose EMD of Rs. 5,00,000 and Price of one copy of the Tender Document of Rs. 5,000/- in form of Demand Drafts drawn in favour of **MD, BSEIDC** payable at Patna.

**PART 2 –** One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

**Note: Filling up prices in Part 2 will render the Bidder disqualified.**

The envelopes containing Part 1 and Part 2 of offer should be enclosed in a larger envelope dully sealed and will be marked as Technical Bid all pages of the offer must be signed.

**Financial Bid:-**

The Bidder shall put the Financial Bid in prescribed Proforma and format as per Annexure 3 and sealed, super scribed as "Financial Bid").

- 3.1.2 Services offered should be strictly as per specifications mentioned in this Tender Document.
- 3.1.3 Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- 3.1.4 Bidder shall quote the prices of services as mentioned valid for 120 days.
- 3.1.5 The price of one copy of the Tender Document is Rs. 5,000/-, which can be paid by crossed Demand Draft.

### 3.2. ELIGIBILITY CRITERIA

The bidders shall be evaluated in two stages

1. Pre-qualification stage
2. Technical Evaluation of Proposal (**Annexure-2**)

The Bidder fulfilling pre-qualification criteria shall be shortlisted for Technical Stage. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. **Bids from consortiums and joint venture are not allowed.**

**Claims without documentary evidence will not be considered.**

Department of Education/BSEIDC reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the Department of Education/BSEIDC's decision shall be final in this regard. Department of Education/BSEIDC may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

#### **(A) Stage-I Pre-qualification Criteria for Bidders.**

<b>SL. No.</b>	<b>Pre-qualification Criteria</b>	<b>Documentary Evidence</b>
1	The bidder should have a minimum experience of five years in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to Gandhi Memorial Conclave and similar Conclave organized by Bihar/ other State Govt.	Work Order/Work Completion certificate. <b>Annexure-4</b>
2	The bidder should have achieved a minimum Financial Turnover of <b>Rs. 3 Crores</b> in past three Financial years (2014-15, 2015-16, 2016-17) – in equivalent works/Event contracts or related works	Audited Financial Report for Financial year 2013-14, 2014-15 and 2015-16 and CA certificate indicating minimum annual financial turnover from these services of Event Management for 2014-15, 2015-15 and 2015-16.
3	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power Attorney as per the format given in <b>Annexure -5</b>
4	The bidder shall provide PAN, Service Tax Registration Certificate, Service Tax Return and Income Tax Return for last Three years.	A copy of PAN, Service Tax Registration Certificate, Service Tax Return and Income Tax Return. The bidder shall also submit copy of the returns of Service Tax and Income Tax for last three years.

5	The bidder shall provide a valid EMD(Bid Security) acceptable to BSEIDC. EMD deposit of <b>Rs. 5,00,000/-</b> has to be submitted along with bid documents. Non-refundable Tender fees of <b>Rs. 5,000/-</b> through Demand Draft.	Tender Fee and EMD through Demand Draft.
6	History of Litigation	As per the format given in <b>Annexure-6</b>
7	The bidder has to submit self certified letter indicating that they have not been blacklisted by any Government Department, Organization, and Corporation.	Self certified letter.
8	Tender document seal & signed.	

\* **“Event Management”** means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment, Business, Sports or any other Event and includes any consultation provided in this regard.

\* **“Bidder”** shall mean a corporate entity, firm (propriety or partnership), company or a corporation eligible to participate in bidding process.

### **(B) Stage – II: Technical Evaluation**

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

<b>Sr.</b>	<b>Criteria</b>	<b>Documentary Evidence</b>	<b>Max. Marks</b>
1.	(a) The bidder should have a minimum Five years of experience in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to Gandhi Memorial Conclave and similar Conclave organized by other State Govt. (b) No. of similar projects completed in last 5 years (i.e. 2011-2012, 2012-2013, 2013-14, 2014-15, 2015-16).	Work Order/Work Completion Certificate clearly indicating experience.  Work Order/Work Completion certificate clearly.	10
2.	The bidder should have achieved a minimum Financial Turnover of <b>Rs. 3 Crores</b> in past three Financial years (2014-15, 2015-16, 2016-17) – in equivalent temporary works/Event contracts or related works.	Audited Financial Report for Financial year 2014-15, 2015-16 and 2016-17 and CA certificate indicating minimum annual financial turnover from the services of related works for 2014-15, 2015-16 and 2016-17.	10

3.	Presentation: The technical qualified bidder shall be required to give a A-V presentation at Patna on the date so intimated before the selection committee. The presentation shall	Concept & Design(Complete Drawings)presentation regarding the stage decoration and the whole Pandal)	30
	cover the following points. 1. Conceptualization of Event. 2. Designing, Layout, performance & Sitting Plans. 3. Assessment of requirement of various logistics. 4. Engaging Celebrities. 5. Issue of Invitations. 6. Public Relations.	Work plan & execution including manpower.	20
		Total	70

After detailed evaluation of above details, as per marking system BSEIDC/Committee shall shortlist the bidder(s) securing 45 or more marks. Such bidder(s) shall be called “Technically Eligible bidder(s)” and such technically eligible bidder(s) shall only be eligible for financial bid opening.

#### (A) FINANCIAL BID

A financial bid of technically eligible bidder shall be opened. The technically eligible bidder offering **the best possible offer amount** (L-1) to Department of Education/BSEIDC for the said work will be invited for negotiation and finalization of agreement.

Department of Education/BSEIDC has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidder following submission of the Proposals.

### 3.3 CORRECTION OF ERRORS

Price Proposals determined to be substantially responsive will be checked by the Department of Education/BSEIDC for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
- d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totalling.

However, the decision of Department of Education/BSEIDC in this regard shall be final and Bihar State Educational Infrastructure Development Corporation (BSEIDC) Ltd. Page 22 of 40

binding.

The amount stated in the form of bid for price proposal will be adjusted by the Department of Education/BSEIDC in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

### **PROCEDURE OF SENDING SEALED OFFERS:**

1. As mentioned in Tender Document please refer to section 3 Bidding Procedure.

### **3.4 NUMBER OF PROPOSALS**

- 3.4.1 Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

### **3.5 PROPOSAL PREPARATION COST**

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. Department of Education/BSEIDC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

### **3.6. RIGTH TO ACCEPT OR REJECT**

- 3.6.1. Department of Education/BSEIDC may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corruptor fraudulent practices in competing for, or in executing, the contract.
- 3.6.2. Notwithstanding anything contained in this RFP, Department of Education/BSEIDC reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- 3.6.3. Department of Education/BSEIDC reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

### 3.7. CLARIFICATIONS

3.7.1. A prospective Bidder requiring any clarification on the RFP may notify Department of Education/BSEIDC in writing or by facsimile to Managing Director, BSEIDC within such date as specified in RFP Time Schedule (Section-5). At its sole discretion, BSEIDC may upload its response to such queries on the website: [www.bseidc.in](http://www.bseidc.in).

### 3.8. AMENDMENTS TO RFP

3.8.1. At any time prior to the Proposal Due Date, as indicated in the RFP Time, Schedule, Department of Education/BSEIDC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addenda. Such Addenda would be posted only on the website [www.bseidc.in](http://www.bseidc.in).

3.8.2. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, Department of Education/BSEIDC may, at its discretion, extend the Proposal Due Date.

### 3.9. LANGUAGE AND CURRENCY

The Proposal and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail. The currency for this bid is Indian Rupee. All the quotes should be in Indian Rupees.

### 3.8. VALIDITY OF PROPOSAL

The Proposal shall be valid for a period not less than Six Months from the Proposal Due Date ("Proposal Validity Period"), in the format set out in **Annexure-1**. Department of Education/BSEIDC reserves the right to reject any Proposal that does not meet this requirement.

Prior to expiry of the Proposal Validity Period, Department of Education/BSEIDC may request the Bidders to extend the period of validity for a specified additional period.

The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

### 3.9. BID SECURITY

3.11.1. Proposals would be accompanied with a Bid Security (EMD) for an amount of **Rs.5,00,000/- (Rupees Five lakh Only)**. The Bid Security amount shall be valid throughout the Proposes Validity Period and would have to be extended if so required by Department of Education/BSEIDC.

3.11.2. The Bid Security shall be in the form of a demand draft in favour of the, Managing Director, BSEIDC, drawn on any scheduled bank payable at Patna.

3.11.3. The Bid Security amount shall be returned to the unsuccessful Bidders within



a period of two (2) weeks from the date of signing of Agreement between Department of Education/BSEIDC and the Successful Bidder.

- 3.11.4. The bid security amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.
- 3.11.5. The Bid Security shall be forfeited in the following cases:
1. If the Bidder withdraws its Proposal;
  2. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
  3. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

### **3.12. PERFORMANCE GUARANTEE**

- a The Security Money/EMD of Rs. 5,00,000/- (Rs. Five Lakh only) submitted with Bid will be taken as Performance Guarantee of the Selected Bidder .

### **3.13. BIDDER'S RESPONSIBILITY**

- 3.13.1. The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- 3.13.2. It shall be deemed that prior to the submission of Proposal, the Bidder has:
- a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
  - b) Received all such relevant information as it has requested from Department of Education/BSEIDC; and
  - c) Made a complete and careful examination of the various aspects of the Assignment.
- 3.13.3. Department of Education/BSEIDC shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

### **3.14 CORRESPONDENCE/ENQUIRY**

3.14.1. All correspondence / enquiries should be submitted to the following in writing by fax/registered post / courier:

Managing Director, Bihar State Educational Infrastructure Development Corporation, ShikshaBhawan, Bihar RastrabhasaParishad, Acharya Shiv PujanSahay Path, Saidpur, Patna-800004, Tel No:0612-2910314

**Email – bseidc1@gmail.com**

3.14.2. No interpretation, revision, or other communication from Department of Education/BSEIDC regarding this RFP is valid unless it is in writing and is signed by Managing Director.

## **1 FORMAT AND SIGNING OF PROPOSAL**

Bidders would provide all the information as per this RFP and in the specified format. Department of Education/BSEIDC reserves the right to reject any Proposal that is not in the specified format.

The Proposal would include submissions to be made on the respective Proposal Due Date as set out in Section-5 (RFP Time Schedule).

If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.

The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

### **c. PROPOSAL DUE DATE**

Proposals should be submitted as per information provided in section 5 of this RFP.

3.16.2. Department of Education/BSEIDC at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

### 3.16 TEST OF RESPONSIVENESS

Prior to evaluation of Proposals, Department of Education/BSEIDC will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal

shall be considered responsive if;

- a) it is received on the respective Proposal Due Date;
  - b) It is accompanied with a Demand Draft for a sum of Rs.5,000/-(Rupees Five Thousand only) drawn in favour of Managing Director, BSEIDC payable at Patna paid towards the Cost of the RFP and non-refundable Bid Processing Fee.**
  - c) It is accompanied with the "Bid Security" amount of Rs. 5,00,000/- (Rs. Five Lakh only) as set out in RFP Document.
  - d) It is signed, sealed, and marked as stipulated in RFP Document.
  - e) It contains the information and documents as requested in the RFP;
  - f) It contains information in the form and formats specified in the RFP;
  - g) It mentions the validity period as set out in this document;
  - h) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by Education Department/BSEIDC. Department of Education/BSEIDC reserves the right to determine whether the information has been provided in reasonable detail or not;
  - i) There are no inconsistencies between the Proposal and the supporting documents.
- 3.17 A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,
- 3.17.1 affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - 3.17.2 limits in any substantial way, inconsistent with the RFP document, Education Department/BSEIDC's rights or the Bidder's obligations under the Agreement, or
  - 3.17.3 Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.
- 3.18 Education Department/BSEIDC reserves the right to reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by Education Department/BSEIDC in respect of such Proposal.

### **3.18 CONFIDENTIALITY**

3.18.1. Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. Department of Education/BSEIDC will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. Department of Education/BSEIDC would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

### **3.19 CLARIFICATIONS**

3.19.1. To assist in the process of evaluation of Proposals, Department of Education/BSEIDC may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

### **3.20 CONSULTANT (S) AND ADVISOR (S)**

3.20.1. To undertake "Bid Process Management" and to assist in the preparation of bid notifications, documents, examination, evaluation, and comparison of proposals, Department of Education/BSEIDC shall utilize the services of consultant(s) or advisor(s).

### **3.21 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL**

3.21.1. The Bidder may modify, substitute or withdraw its Proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by Department of Education/BSEIDC before the Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.

3.21.2. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 2.14 with outer envelopes additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

3.21.3. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this RFP.

### **3.22 PROPOSAL EVALUATION**

3.22.1. The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the Criteria set out in **Section-3 &4**

### **3.23 DELCARATION OF SUCCESSFUL BIDDER**

- 3.23.1. Department of Education/BSEIDC may either choose to accept the Proposal of the successful Bidder or invite him for negotiations/Clarification.
- 3.23.2. Upon acceptance of the Proposal of the Bidder technically qualified with Lowest Financial Bid, with or without negotiations, Department of Education/BSEIDC shall declare the tenderer as the Successful Bidder.
- 3.23.3. In case two or more bidders quote equal in financial bid, then the bidder scoring higher in the technical bid evaluation shall be declared successful.

### **3.24 NOTIFICATIONS**

- 3.24.1. Department of Education/BSEIDC will notify the Successful Bidder by a Letter of Acceptance (LOA) that its Proposal has been accepted.

### **3.3 EDUCATION DEPARTMENT/BSEIDC RIGHT TO ACCEPT OR REJECT PROPOSAL**

Department of Education/BSEIDC reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.

Department of Education/BSEIDC reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.

Department of Education/BSEIDC reserves the right to reject any Proposal if at any time:

- a) a material misrepresentation made at any stage in the bidding process is uncovered; or
- b) The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

3.25.4. This would lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then Department of Education/BSEIDC reserves the right to:

- a) Declare the Bidder receiving the next highest score as the successful tenderer and where warranted, invite such Bidder to equal or better the score secured by such disqualified Successful Bidder; or
- b) Take any such measure as may be deemed fit in the sole discretion of Department of Education/BSEIDC, including annulment of the bidding process.

## SECTION 4. EVALUATION OF BIDS

### 4.1 EVALUATION PARAMETERS

- 4.1.1 Department of Education/BSEIDC will evaluate the bids determined to be substantially responsive i.e., which
- a. Are properly signed;
  - b. Conform to the terms and conditions & technical specifications.
- 4.1.2. Thereafter, the substantially responsive bidders shall be called upon to present their strategy regarding conceptualization, planning, designing, construction, direction and execution of the project on a turn-key basis before a committee. The Committee will assign marks out of max 70. Those who shall score minimum 45 marks shall qualify for opening of financial bid.
- 4.1.3. The Technically Qualified bidders quoting the lowest (L1) will be selected as the successful bidder.
- 4.1.4. The Performance Security shall be released to the Agency (ies) after successful/Satisfactory completion/Management of the Gandhi Memorial Conclave.
- 4.1.5. **Post-event removal/disposal of facilities and complete restoration of the venue is the sole responsibility of the selected Agency latest by 18 March, 2017.**

**SECTION 5. BID SCHEDULE AND VENUE**

EDUCATION DEPARTMENT/BSEIDC would Endeavour to adhere to the following schedule:

<b>Sl. No.</b>	<b>Activity</b>	<b>Scheduled Date &amp; Time</b>
<b>1</b>	Place for obtaining Bid Document	Can be obtained from the Office of Managing Director, BSEIDC or downloaded from <b>www.bseidc.in</b>
<b>2</b>	Last date and Time for receipt of Bid	<b>23.01.2017 (03:00 P.M.)</b>
<b>3</b>	Address for submission of Bid Documents	<b>Managing Director</b> Bihar State Educational Infrastructure Development Corporation ShikshaBhawan, Bihar RastrabhashaParishad Campus, Acharya Shiv PujanSahay Path, Saidpur, Patna-800004
<b>4</b>	Venue of opening of Technical & Financial Bid	<b>Managing Director,</b> Bihar State Educational Infrastructure Development Corporation, ShikshaBhawan, Bihar RastrabhashaParishad, Acharya Shiv PujanSahay Path, Saidpur, Patna
<b>5</b>	Date & time of opening of technical Bid	<b>23.01.2017 (03:30 P.M.)</b>
<b>6</b>	Date& time of opening of financial Bid	To be communicated later to technically qualified bidders

**SCHEDULE OF PAYMENT**

- 25% payment of the cost of project within three days of allotment for mobilization of labour & resources against bank guarantee of the equivalent amount.
- 65% payment (Full & Final as approved by the competent authority) on ..... (The EMD which will be automatically turned into security deposit at the time of allotment of tender will be refunded along with the final payment).
- 10% payment will be withheld for satisfactory completion of the event from Education Department/BSEIDC.



## ANNEXURE - 1

### FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT

#### UNDERTAKING

(On the Letterhead of the Bidder)

To,

Managing Director,  
Bihar State Educational Infrastructure Development Corporation,  
ShikshaBhawan, Bihar RastrabhasaParishad,  
Acharya Shiv PujanSahay Path,  
Saidpur, Patna

Ref: - Selection of Event Management Agency for Gandhi Memorial Conclave on Date 10 March, 2017 to 11 March, 2017 in Patna.

Sir,

We have read and understood the Request for Proposal (RFP) along with Draft. Agreement in respect of the captioned Assignment provided to us by Department of Education/BSEIDC.

We hereby agree and undertake as under:

Not with standing any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP provided to us. This Proposal is Valid till ----- (At least 6 Months from the Proposal Due Date).Please. find enclosed herein with the Proposal the Demand Draft bearing number ----- for **Rs. 5,00,000/- (Rupees Five lakhs only)** drawn in favour of the Managing Director, BSEID payable at Patna towards the Bid Security Amount dated this .....day of..... 2017

Name of the Bidder

Signature of Authorised Signatory

Name of the Authorised Signatory

Date: -

## ANNEXURE-2

**PRESCRIBED PROFORMA FOR TECHNICAL BID**

Sr.	Criteria	Documentary Evidence	Max. Marks
1.	Minimum Five years of experience in conceptualizing, designing, organizing, managing, executing events, exhibitions similar in nature Gandhi Memorial Conclave and similar Conclave/Events organized by Bihar Govt. other State Govt.	Work Order/Work Completion certificate clearly indicating experience.	10
2.	No. of similar projects completed in last 3 years (i.e.2011-12,2012-13,2013-14, 2014-15 and 2015-16).	Work Order/Work Completion certificate clearly.	
3.	The bidder should have achieved a minimum Financial Turnover of <b>Rs. 3 Crores</b> in past three Financial years (2014-15, 2015-16 and 2016-17) – in equivalent temporary works/Event contracts or related works.	Audited Financial Report for Financial year 2013-14, 2014-15and 2015-16 and CA certificate indicating minimum annual financial turnover from the services of Event Management for 2014-15, 2015-16 and 2016-17	10
4.	<p>Presentation:</p> <p>The technical qualified bidder shall be required to give a A-V presentation at Patna on the date so intimated before the selection committee. The presentation shall cover the following points.</p> <ol style="list-style-type: none"> <li>1. Conceptualization of Event.</li> <li>2. Designing, Lay out, performance &amp; Sitting Plans.</li> <li>3. Assessment of requirement of various logistics.</li> <li>4. Engaging Celebrities.</li> <li>5. Issue of Invitations.</li> <li>6. Public Relations.</li> <li>7. Work plan &amp; execution including manpower.</li> </ol>	Presentation showing understanding, approach and methodology to execute the proposed project.	30
<b>TOTAL</b>			<b>70</b>

**ANNEXURE - 3**

**FORMAT FOR FINANCIAL PROPOSAL**

(Envelope - 3)

(On the letter head of the bidder)

Date: -

To,  
Managing Director,  
Bihar State Educational Infrastructure Development Corporation,  
ShikshaBhawan, Bihar RastrabhasaParishad,  
Acharya Shiv PujanSahay Path,  
Saidpur, Patna

Sir,

**Ref: Selection of Event Management Agency for Gandhi Memorial Conclave on Date 10 March, 2017 to 11 March, 2017 in Patna.**

We are pleased to quote the license fee as below. We have reviewed all the terms and conditions of the Request for Proposal and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

(The bidders are required to submit a detailed breakup of the financial cost quoted herewith above as per the format prescribed ahead; in a manner that the cost implication to BSEIDC for any variation of items of event can be accessed from the break-up. Any financial proposal submitted without breakup as described above may be rejected out rightly.)

**PRESCRIBED PERFORMA FOR FINANCIAL BID**  
**For View Only (Use Only Uploaded Financial Bid Sheet)**  
**(Item wise break of scope of work as mentioned in section-2)**

Sl. No.	Description of Works with Item	Unit	Rate (In Rs.)	Amount (In. Rs.)
1	Inaugural/Conference Hall			
2	Welcome Gate			
3	Stage & Main Pandal Area			
4	Green Room			
5	VIP Lounge			
6	Media Centre			
7	Control Room			
8	Sound & Light for Stage and Mela Area			
9	Electricity			
10	Cleaning			
11	Fire Extinguisher			
12	Others			
13	Other Taxes, charges, if any (provide break up)			
14	Invitation to National/International dignitaries, arrangement of Ticket, Hotel/Lodging, Travelling etc.			
15	Sum total			

**\* (Please add rows and additional pages as per requirement)**

(Please Note: The rate should be inclusive of all taxes like Service Tax, Value Added Tax, Works contract tax, insurance etc, etc)

Total Rupees (INR) \_\_\_\_\_

(In words Rupees) \_\_\_\_\_

We abide by the above offer/quote and terms condition of the RFP, if the Department of Education/BSEIDC Bihar selects us as the Selected Bidder/Agency.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the RFP Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to the Department of Education/BSEIDC Bihar without prejudicing the rights of the Department of Education/BSEIDC Bihar to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the Department of Education/BSEIDC Bihar to reject our bid and forfeit our bid security in full.

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name of the Firm/Agency \_\_\_\_\_

Designation \_\_\_\_\_

Complete address \_\_\_\_\_

Phone no. \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail ID \_\_\_\_\_

**Signature of the applicant/ Authorized  
Representative of Agency with  
Seal/Stamp**

## ANNEXURE – 4

**LIST OF SIMILAR WORK EXECUTED PERTAINING  
TO EVENT MANAGEMENT SERVICES IN LAST FIVE  
YEARS**

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd-Completion dtd)

**NOTES:**

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

**LIST OF WORK ON HAND SHALL BE ATTACHED AS UNDER:**

.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd-Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partners shall be considered provided past experience is subject to legal consent of individuals, partners or new firm set up by the partners.

**Signature of Bidder**

**ANNEXURE – 5**

**PROFORMA OF GENERAL POWER OF ATTORNEY**

*(To be signed and executed in non-judicial stamp paper of Rs. 10/-)*

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt..... S/o.....  
..... Residing at .....
2. Sri/Smt..... S/o.....  
..... Residing at .....
3. Sri/Smt..... S/o.....  
..... Residing at .....

I/We all the Partners/Directors/Board members/Trustee/Executive council members/Proprietors/Leaders of M/s ..... having its registered office at ..... hereby appoint Sri ..... S/o ..... Residing at ..... As my/our attorney to act my/our name and on behalf and sign and execute all Documents/Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the Company/Corporation/Society/Trust/Firm with the Department of Education Department/BSEIDC, Bihar, Patna in connection with its tender No. .... Dated ..... For the supply of ..... due for opening on .....

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s ..... And I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by My/Our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on Me/Us and My/Our Company/Corporation/Society/Trust/Firm as if the same were executed by me/us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/Trustees/Executive council members/Proprietors/Leaders.

- 1.
  - 2.
  - 3.
- ATTESTED

ACCEPTED

Signature

(Seal and Signature of Signatory of Tender offer of the Company/Corporation/Society/Trust/Firm

**ANNEXURE – 6**

**HISTORY OF LITIGATION**

<b>Sr.</b>	<b>Year</b>	<b>Award for/or against bidder</b>	<b>Name of Client</b>	<b>Litigation &amp; Dispute Matter</b>	<b>Disputed Amount in Rs.</b>

**NOTE**

If the information to be furnished in the schedule will not be given and come to the subsequently will result in disqualification of the bidder.