



Selection of Event Manager for Bihar Stall at Pravasi Bharatiya Divas(7-9 Jan) 2017, Bengaluru

Govt. of Bihar is going to participate in Pravasi Bharatiya Divas (7-9 Jan) 2017 at Bangalore International Exhibition Centre (BIEC), Bengaluru. Bihar Industrial Area Development Authority (BIADA) has been appointed as an Implementing Agency for organizing, decorating & maintenance of Bihar Stall in PBD during the exhibition.

2. The theme of PBD 2017 is “Redefining Engagement with the Indian Diaspora”. The Govt. of Bihar will showcase the progress of the State, Highlight of Govt. Schemes and the state’s tourist potential. The state is also participated in Handicraft & Culture Bazaar.

Sealed proposals are invited from experienced and reputed Event Managers for Erection, Decoration and Maintenance of Bihar Stall/ Handicraft Stall as well as other related works prescribed in scope of work.

3. Minimum Eligibility Criteria

- (i) Minimum 3 years experience of Event Management in PBD or similar events of National/ International standard.
- (ii) Annual business turnover of at least 50 (Fifty) Lakhs per year in event management only for each of the last three years ending 2015-16.

4. Technical Bid of tenders should be submitted in separate sealed envelope, super-scribing “TECHNIAL BID for Bihar Stall in PBD 2017” and must contain followings:-

- 1. Filled in Format (Given as annex I) along with (i) Company Profile (ii) Documents supporting requisite experience of event management work in PBD or similar events of national/ international standard (work order/certificate of successful completion/ proof of final payment) (iii) Documents supporting annual business turnover of at least Rs. 50 (fifty) Lakhs in event management for each of the last three years ending 2015-16 (CA Certificate to be enclosed in support) (iv) A non-refundable DD of Rs. 10,000/- (Ten Thousand) in favour of BIADA payable at Patna towards cost of tender document in Technical Bid. (v) Proof of service tax registration. (vi) Bidders will have to submit Design/ Layout Plan along with a Power Point Presentation on DVD for PBD 2017.

5. Financial Bid should be submitted in separate sealed envelope, super-scribing “FINANCIAL BID for Bihar Stall PBD 2017” filled containing in Format as in Annex II quoting the rates. Item wise realistic breakup of cost of each and every item mentioned in Annex II. However, selection will be made on the basis of total amount

(In words & figure both) inclusive of all levies and taxes. Financial Bid of those Technically qualified bidders only will be opened, whose design/ layout plan is shortlisted after presentation as per Sl. No. 6 below.

6. Separately by sealed envelopes containing Technical & Financial Bid of tender should be put in another sealed cover, super-scribing "Bihar Stall: Tender for PBD 2017" The sealed proposals will be received upto **02.00PM** on **15.12.2016** at Bihar Bhawan, Chanakya Puri, Kautilya Marg, New Delhi. The tender will be opened at 03.00 PM on the same date in the presence of the Tenderers or their authorised representatives. The tenders will have to make a presentation of concept/layout plan based on the presentation and other requirement. The financial bid of shortlisted tenders based on presentation shall be opened.

7. Managing Director, BIADA reserve the right to reject part or full bid without assigning any reason(s) thereof. The legal jurisdiction regarding the work will be limited to Patna, Bihar only.

8. After completion of bidding process a work order will be issued in the name of selected bidder. Selected bidder (Event Manager) has to complete the work upto the night of **06th Jan. 2017**.

9. For further queries interested firms may contact Sri R.C. Roy, Consultant, Contact No. 09431497925 or Sri Sanjeet Kumar, IT Officer, Contact No. 07870044432.

Executive Director
BIADA.

TECHNICAL BID (Annex I)

A) TECHNICAL BID (Technical Bid should be submitted in separate envelope super-scribing "TECHNIAL BID for Bihar Stall PBD 2017")

1	Name of the Work	Decoration & Maintenance of Bihar Stall, BIEC, Bengaluru for PBD 2017.		
2	Name and Address of Tenderer/ Agency			
3	Company Profile	Annex		
4	Annual Turn Over (Attach Audited Balance Sheet for each year)	(i) 2013-14 (ii) 2014-15 (iii) 2015-16		
5	Experience of similar work (Attach work order & certificate of successful completion or proof of final payment)	Year	No. of Works	Total Amt. (In Lakh Rs.)
6	Cost of the Tender (Rs. 10,000/- only)	DD No. _____ Date _____ Name of the Bank _____		
7	Registered Address			
8	Phone No. with STD Code			
9	Fax No.			
10	Mobile No.			
11	Email ID			
12	Address for all communications during the execution of work			
13	List of Enclosures	(i) (ii) (iii) (iv)	(v) (vi) (vii) (viii)	
<p>I /We declare that I/We have examined the terms and conditions mentioned in the Tender and accordingly agree and accept the same for tender/bid filing.</p> <p style="display: flex; justify-content: space-between;"> Seal of the firm/company Signature of the Authorized Representative of Bidder/ Tenderer </p> <p>Date: _____</p>				
<p>The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet is to be enclosed if the space provided is not sufficient for the data to be provided.</p>				

FINANCIAL BID (Annex II)

B) FINANCIAL BID

(To be submitted on the letterhead of bidder)

Financial Bid should be submitted in separate envelope super-scribing "FINANCIAL BID for Bihar Stall in PBD 2017".

To,
The Managing Director,
Bihar Industrial Area Development Authority,
1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-4

Subject: **Decoration & Maintenance of Bihar Stall, BIEC, Bengaluru for PBD 2017.**

Sir,

With reference to tender for Erection, Decoration, Maintenance of Bihar Stall and other related services for PBD 2017, we submit our financial bid as under:

Sl.	Work Description	Requirement	Quoted Rate (In Rs)
1	Providing modular stall of size 75 sq.mtr. (15mtr.X5 mtr.) & 36 sq. mtr. (12mtr.X3mtr.) (Layout Plan Encl.) with 100 mm wooden board platform/ floor finish, needle punch dual carpet or tile finishing/ octonorm powder coated section & non reflective white important Panel with Computer Cut Vinyl lettering with Iron frame MDF Board with Print & 3D lettering for FASCIA <ul style="list-style-type: none">Tenderer will have to provide adequate no of podium & shelf of different sizes for attractive showcasing of handicraft items (For 36 sq. mtr. Stall).	(A) 75 Sq.mtr. – For show-casing the schemes of the Govt. (B) 36 Sq.mtr. – For Showcasing & sales of Handicraft items.	
2	Modern/ Latest backlit theme display, Spacers, panel pillars with concealed uniform lighting in the stall, and decorative elements & exhibition erected in the stall. <ul style="list-style-type: none">All Printing material should be in best star quality.	As per their own design to be offered	
3	Attractive Lighting arrangement with uninterrupted power supply	Adequate Nos	
4	Reception wooden table with laminate metal rods and 02 nos. of Reception chair	02 Nos for each stall.	
5	Thematic wooden table	04 Nos for each stall.	
	Bar stool	10 Nos for each stall.	
6	LED Screen (52"x42") Screen with USB/ WiFi/ Bluetooth support with operator.	02 Nos for each stall.	
7	Smart girl hostess with good Communication skill in English & Hindi	02 Nos for each stall.	

8	One Laptop with 4G Internet Data Card & one 4G Wifi Dongle from 2 nd to 13 th Jan 2017.		
9	Providing 3 nos of Taxi from 02 nd to 13 th Jan 2017 in all shift (Tenderer will have to provide additional vehicles (Innova/Safari) for VIPs/Delegates as per requirement.)		
10	Modern Leaflet Stands & Visitor Book.	02 Nos	
11	Still Photography 150 Snaps (10'' x 12'') with album	01 No	
12	Video coverage on Bihar stall during Exhibition Period (90 Minutes/1 CD)	01 No	
13	Providing stand by Tea/Coffee/Water/Snacks/Soft Drinks for the Guest for approximately 200 guests per day with all necessary material including Crockery/one pantry boy & one cleaner.	07 th to 09 th Jan 2017.	
14	Providing lamp lighting arrangement.	01 time	
15	One Post paid mobile phone for camp office (From 2 nd -13 th Jan 2017)	01 No	
16	Flower Pots/Fresh cut Bouquet, Dustbin/Paper Bins, Card Bowl, Candies with Bowl.	Adequate Nos	
17	Supply of Paper Bag (Standard Size) with multicolour both side printing	500 Nos	
18	Lodging & Fooding facility for Govt. Officials at Budget Hotel (Near Venue) from 02 nd – 13 th Jan 2017.	06 Deluxe Rooms.	
Total			
Applicable Taxes			
Grand Total			

1. I/we hereby submit our financial bid of Rs. _____ (In Words), including all taxes for PBD 2017 as per prescribed Scope of work.
2. I / We agree and undertake to abide by all the terms and conditions of the tender. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document.

Date :
Place :

(Signature of the Authorised Signatory)
(Name and designation of the Authorised Signatory)
Name and seal of Tenderer/ Agency