



## Selection of Event Manager for Bihar Stall Prawasi Bharatiya Diwas (07-09 Jan) 2014, Vigyan Bhawan, New Delhi

Bihar Industrial Area Development Authority (BIADA) has been appointed as a Implementing Agency for decorating Bihar Stall in PBD 2014 at Vigyan Bhawan, New Delhi, and maintaining it during the event.

2. The theme of this fair is **“Engaging Diaspora: Connecting Across Generations”**. The Bihar Stall will be decorated as per the theme. Sealed proposals are invited from experienced and reputed Event Managers for erection, decoration and maintenance of Bihar Stall as per prescribed scope of work.

### 3. Minimum Eligibility Criteria

(i) Minimum 3 years experience of similar work in PBD or similar events of national/ international standard.

(ii) Annual business turnover of at least 50 (Fifty) Lakhs per year for each of the last three years ending 2012-13.

4. Technical Bid of tenders should be submitted in separate sealed envelope, super-scribing “TECHNIAL BID for Bihar Stall PBD 2014” and must contain followings:-

1. Filled in Format (Given as annex I) alongwith (i) Company Profile (ii) Documents supporting requisite experience of similar work in PBD or similar events of national/ international standard (work order and certificate of successful completion/ proof of final payment) (iii) Documents supporting annual business turnover of at least Rs. 50 (fifty) Lakhs year for each of the last three years ending 2012-13 (audited balance sheet to be enclosed in support) (iv) A non-refundable DD of Rs. 5000/- (Five Thousand) in favour of BIADA payable at Patna towards cost of tender document in Technical Bid. Bidders will have to submit Design/ Layout plan along with a power point presentation on DVD.

5. Financial Bid should be submitted in separate sealed envelope, super-scribing “FINANCIAL BID for Bihar Stall PBD 2014” 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. Separate by sealed envelopes containing Technical & Financial Bid of tender should be put in another sealed cover, super-scribing "Bihar Stall: Tender for PBD 2014" The sealed proposals will be received upto **01.00PM** on **31.12.2013** at Bihar Industrial Area Development Authority (BIADA), First Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004. The tender will be opened at 02.00 PM on the same date in the presence of the Tenderers or their authorised representatives. The tenders may be requested to make a presentation of concept/layout plan based on the presentation and other requirement. The presentation will be held at BIADA office, Gandhi Maidan Patna - 04. 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 **06<sup>th</sup> Jan. 2014**.
9. For further queries interested firms may contact Sri R.C. Roy, OSD-cum-Consultant Media, BIADA, contact no. 09431497925.

**Managing Director  
BIADA.**

## TECHNICAL BID (Annex I)

**A) TECHNICAL BID (Technical Bid should be submitted in separate envelope super-scribing "TECHNICAL BID for Bihar Stall PBD 2014")**

|   |   |   |  |                          |
|---|---|---|--|--------------------------|
| <b>1</b>  | Name of the Work  | <b>Decoration &amp; Maintenance of Bihar Stall, Vigyan Bhawan, New Delhi for PBD 2014</b> |  |                          |
| <b>2</b>  | Name and Address of Tenderer/ Agency  |   |  |                          |
| <b>3</b>  | Company Profile   | <b>Annex</b>  |  |                          |
| <b>4</b>  | Annual Turn Over (Attach Audited Balance Sheet for each year)   | <b>(i) 2010-11</b><br><b>(ii) 2011-12</b><br><b>(iii) 2012-13</b>                         |  |                          |
| <b>5</b>  | 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.) |
|   |   |   |  |                          |
|   |   |   |  |                          |
|   |   |   |  |                          |
| <b>6</b>  | Cost of the Tender (Rs. 5000/- only)  | <b>DD No.</b> _____<br><b>Date</b> _____<br><b>Name of the Bank</b> _____                 |  |                          |
| <b>7</b>  | Registered Address  |   |  |                          |
| <b>8</b>  | Phone No. with STD Code   |   |  |                          |
| <b>9</b>  | Fax No.   |   |  |                          |
| <b>10</b>   | Mobile No.  |   |  |                          |
| <b>11</b>   | Email ID  |   |  |                          |
| <b>12</b>   | Address for all communications during the execution of work   |   |  |                          |
| <b>13</b>   | List of Enclosures  | <b>(i)</b><br><b>(ii)</b><br><b>(iii)</b><br><b>(iv)</b>                                  | <b>(v)</b><br><b>(vi)</b><br><b>(vii)</b><br><b>(viii)</b> |                          |
| <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;"> <span>Seal of the firm/company</span> <span>Signature of the Authorized Representative of Bidder/ Tenderer</span> </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 2014".

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

Subject: **Decoration & Maintenance of Bihar Stall, Vigyan Bhawan, New Delhi for PBD 2014.**

Sir,

With reference to tender for Decoration & Maintenance of Bihar Stall, Vigyan Bhawan, New Delhi for PBD 2014, we submit our financial bid as under:

| Sl. | Work Description  | Requirement                           | Quoted Rate(In Rs) |
|-----|---|---------------------------------------|--------------------|
| 1   | Providing modular stall of size 36 sq. mtr. with 100 mm wooden Board platform/Floor Finish, needle Punch dual Carpet/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. Facia should be decorated with Sikki Art/ Craft. | As per their own design to be offered |                    |
| 2   | Special backlit theme display, panel pillars with concealed uniform lighting in the stall, and decorative elements complementary to the stall & exhibition erected in the stall   | As per their own design to be offered |                    |
| 3   | <b>Lighting arrangement with uninterrupted power supply</b>   | Adequate Nos                          |                    |
|     | Metal Light (150 w)   |                                       |                    |
|     | Spot Light (100 w)  |                                       |                    |
|     | Power Point (15 amp)  |                                       |                    |
|     | Wall light(Design Light)  |                                       |                    |
|     | Tube Light (40 W)   |                                       |                    |
|     | Programming Board (intelligent luminary digital/Programming Board)  |                                       |                    |
| 4   | Reception wooden table with laminate, metal rods and 02 nos. of Reception chair.  | 02 Nos                                |                    |
| 5   | Thematic wooden table   | 04 Nos                                |                    |

|     |   |              |  |
|-----|---|--------------|--|
|     | Bar stool   | 10 Nos       |  |
| 6   | Plasma 52''x42'' Screen with DVD and all necessary fittings   | 01 Nos       |  |
| 7   | 15'' LCD TFT Monitor with Internet  | 02 Nos       |  |
| 8   | Smart Two hostess with good Communication skill in English & Hindi  | 02 Nos       |  |
| 9   | Providing 2 nos of Taxi from 03 <sup>rd</sup> to 11 <sup>th</sup> Nov 2014 in all shift.  |              |  |
| 10  | Leaflet Stands  | 04 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 600 guests with all necessary material including Crockery/one Pantry boy & one cleaner |              |  |
| 14  | Fire Extinguishers (Wall Hanging Type)  | 04 Nos       |  |
| 15  | Visitors Book   | 01 No        |  |
| 16  | Providing lamp lighting arrangements  | 01 time      |  |
| 17  | One postpaid mobile phone for camp office (From 03-09 Jan 2014).  | 01 No        |  |
| 18  | Flower Pots/Fresh cut Bouquet   | Adequate Nos |  |
| 19  | Dustbin/Paper Bins  | Adequate Nos |  |
| 20  | Designing & Printing of Invitation Card in both side multicolour digital print .  | 500 Nos      |  |
| 21. | Providing four Rooms for Govt. of Bihar official in Budget Hotel at New Delhi.  |              |  |

1. I/we hereby submit our financial bid of Rs. ----- (In Words) for decoration and maintenance of Bihar Stall for PBD 2014 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