



**Selection of Event Manager for
Bihar Utsav
20-27 March 2014, Dili Haat, INA, New Delhi**

Govt. of Bihar is going to celebrate Bihar Utsav (20– 27 March) 2014. which would have an exhibition-cum-fair at Dili Haat, INA, New Delhi. The exhibition area at Dili Haat will be decorated as per the theme- tourism, tradition, art & culture and ambience of Bihar. Sealed proposals are invited from experienced and reputed Event Managers for erection, decoration and maintenance of exhibition as per prescribed scope of work.

2. Minimum Eligibility Criteria

- (i) Minimum 3 years experience of similar events of national/ international standard.
- (ii) Annual business turnover of at least 01(One) crore per year for each of the last three years ending 2012-13.

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

1. Filled in Format (Given as annex I) alongwith (i) Company Profile (ii) Documents supporting requisite experience of similar events of national/ international standard (work order or certificate of successful completion or proof of final payment) (iii) Documents supporting annual business turnover of at least Rs. 1 (One) Crore per 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. (v) Proof of service tax registration. (vi) Bidders will have to submit Design/ Layout Plan along with a power point presentation on DVD.

4. Financial Bid should be submitted in separate sealed envelope, super-scribing “FINANCIAL BID for Bihar Utsav 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. 5 below.

5. Separate by sealed envelopes containing Technical & Financial Bid of tender should be put in another sealed cover, super-scribing “Tender for Bihar Utsav 2014” The

sealed proposals will be received upto 01.00PM on 12.03.2014 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 tenderers 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.

6. The Bidders are required to inspect the site before submitting the tender. 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.

7. 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 18th March 2014.

8. 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 Utsav 2014")

1	Name of the Work	Bihar Utsav 2014 at Dili Haat, INA, New Delhi		
2	Name and Address of Tenderer/ Agency			
3	Company Profile	Annex		
4	Annual Turn Over (Attach Audited Balance Sheet for each year)	(i) 2010-11 (ii) 2011-12 (iii) 2012-13		
5	Experience of similar work (Attach work order or certificate of successful completion or proof of final payment)	Year	No. of Works	Total Amt. (In Lakh Rs.)
6	Cost of the Tender (Rs. 5000/- only)	DD No. _____ Date _____ Name of the Bank _____		
7	Registered Address			
8	Service Tax No.			
9	Phone No. with STD Code / 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)	

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.

Seal of the firm/company

Signature of the Authorized
Representative of Bidder/ Tenderer

Date:

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.

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 Utsav 2014".

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

Subject: **Bihar Utsav 2014, Dili Haat, INA, New Delhi.**

Sir,

With reference to tender for Bihar Utsav 2014 at Dili Haat, INA, New Delhi, we submit our financial bid as under.

Sl. No.	Details of work	Remarks
A 1	Exterior facia work of Dili Haat including Entrance Gate with creative art work and 3D effect based on replica of historical monuments/ tradition, art & culture. 03 nos of iron tower (20'X4') covered by star printed flex, display panels inside and outside of Dili haat. Decoration of a display section (15'X15'X15')/ Help desk at inside the main gate area.	Main Entrance Gate: 30'X40'X5' - 01 no. (from 16 march 2014) Another Entrance Gate inside Dili Haat : 25'X20'X4' – 02 nos. (from 20 march 2014) Materials to be used – Ply wood/ Thermocol / POP/ Fibre/minimum 2 backlits for each gate of 4'X4' etc
2	Entire fabrication work on Bihar heritage Art/ Culture/ Tourism etc outside & inside the existing AC Exhibition hall of Dili Haat. Adequate no. of display Backlit Panel/ Vinyl Sun board printing & Pasting / Hand painting (by oil, water, acrylic etc colour) with frame and glass/ Remarks-comment stand/ Reception counter/ Stainless steel queue managers (Barricaders)/ Brochures stands etc. as per theme design and direction. Entire wall should be covered by wooden partition for display upto 7 feet height. Other open wall should be covered with printed star flex material and also create both side covered wooden partition (as per hall layout plan). Decoration of Existing open space of AC hall using fountain, flowers, plants, fabrication, backlit (size 10X10') etc.	`Framed with Glass – Approx 30 Nos (Approx 3'X2'). Display Panels – Approx 50 Nos.
3	Entire decoration in open space of Dili Haat by Colourful Cloths etc with high rise poles. The materials/ cloths should be of good quality. Printing & Hanging of flex at all existing poles/ buntings at Dili Haat. Arrangement of flag poles with colourful "satan cloth" printing flags of good materials of standard size.	Approx 60nos (5'X3') & 15nos (8'X3') of Buntings. Approx of 50 no of Flag Poles (With colourful flags (9'X3').
4	Display hoardings with all necessary fittings as per direction. like – Star media flex printing/ framing .	20'X10' – 4 nos.

		15'X08' – 4 nos.
5	Entire Fabrication with fascia work of Octonorm Stall in area allotted by Dili Haat. Note: Stall decoration should be covered horizontal and vertical along with sale counter from 16-27 march 2014.	(Approx 25nos)
6	Lighting Arrangement with Maintenance i) Sufficient lighting on entire exhibition area including inside and outside of exhibition hall/ entrance gate/ stall area/ passage/ Cultural show area etc. ii) LED lightening on entire existing trees/ plants inside and outside of Dili Haat (using one similar colour as per direction).	Approx 100 nos. of Metal Light. LED lightening arrangement should be from 16-27 March 2014.
7	i. Providing necessary arrangement of colourful spot lights and sound system with equalizer & mixture, 4 nos monitor for daily cultural show at existing stage of Dili Haat as per direction, including Carpet/ backdrop/ sofa (First 2 rows)/ podium/ music system/ 200 nos. of VIP chair/ maintenance of green room / adequate no. of wings etc. ii. 25 packets snacks/ sweets/ mineral water for artists (from 20 – 27 March 2014).	Backdrop should be in 3D effect. Approx 16 nos. of mikes for vocal, singing and theatre.
8	Necessary arrangement for opening ceremony i.e. on 22 nd march 2014 including lamp lightening/ flower and floral decoration/ colourful balloons/ hand crackers etc of exhibition area.	Approx 1000 air balloons of similar sizes and colors.
9	Adequet no. of flex stand with necessary fittings on both side of entire path way of Dili Haat.	
10	Maintenance of the entire exhibition area of dili haat during the entire event i.e. fairly cleaning of floors, carpets, flower pots, arrangement of Dust Bin and paper bins (as per required Nos.), standby cleaner boy, electrician, etc. Maintenance of wash rooms existing in exhibition area (minimum 3 times in a day).	
11	Arrangement and maintenance of Air Coolers/ Pedestal fans with stand in stall area during entire event (16-27 march '14).	Approx 10 Nos. of Air coolers. Approx 20 Nos. of Pedestal Fans.
12	Laying of approved brand new thick synthetic floor carpet inside exhibition hall and jute carpeting on entire floor and passage area from entrance gate to exhibition and stage area.	
13	Complete arrangement & maintenance of hanging/ standing Plasma TV (large size) screen with all necessary fittings and operator.	02 Nos.
14	Arrangement & maintenance of light Addressing/ Music system in entire exhibition & stall area.	
15	Providing Fire Prevention measures/ Installing adequate Fire fighting equipments/ First Aid Boxes / Emergency Lighting System	

	in entire Hall during the event as per the norms of Delhi Fire Service.	
16	Arrangement and maintenance of different size of flower plants/ pots in entire exhibition area (as per requirement & direction) for entire event.	Approx 1000 nos.
17	Providing Car (Taxi) for camp office in all shift from 16 th to 27 th March 2014.	02 Nos.
18	Making Video film & Photography of the entire event (Daily basis) cultural program & VIPs visit during the entire fair period. 1) Video Photography (Digital). 2) Still Photography (Digital) 200 snaps (i) in 10" x 12" size print (ii) in CD and album.	
19	Providing Security arrangement with registered agency like SiS- guards (ladies & gents) with metal detector box/ hand detector etc.	Approx 10 Nos.
20	Providing Snacks and Coffee/ Tea/ Mineral Water for Avg. 100 persons/day and provide lunch and dinner packet for 20 officials and guest of camp office with a pantry boy and one cleaner.	From 16 th to 27 th March 2014.
21	Lodging & Fooding facility for govt. officials in a budget hotel from 13- 27 March 2014.	Six nos. of double bed deluxe room.
22	Smart Girl hostess with good communication skill in Hindi & English and Experienced in international standard events. Final approval shall be taken by Department of Industries. Emoluments of girl hostess as per our last approved rate ie Rs. 800 per day excluding supply of 2nos of sarree and lunch.	08 Nos.
23	Postpaid Mobile phone with STD call facility from 16 March to 27 march 2014.	01 No.
24	PC/ Laptop with Graphic designing software / Internet Connection and 3 in 1 (Fax/Scanner/Xerox) colour printer with Expert Graphic designers for entire fair.	PC and Graphic Designers - 03 Nos. Printer/ Fax/ Xerox/ Scanner – 01 No with operator.
25	Installation and maintenance of CCTV for entire event in exhibition area.	
26	Modern Visitor Book/ Card Bowl with Toffee.	
27	i. Digital Printing of Invitation card in multicolour & distribution by courier. ii. Printing of poly propylene bags in multicolour & different size.	Invitation Card – 2000 Nos. Poly bags – 5000 Nos.
28	Adequate no. of Flower pots, Fresh Bouquet.	
29	Installation and maintenance of Silent DG set as per requirement	

	mentioned above for entire event 15 KVA – 02 nos. 10 KVA – 02 nos. 05 KVA – 01 nos.	
30	Responsibility to obtain all required NOCs from various department like – Performance license/ DCP licensing/DCP south district traffic/ Delhi Police/ Fire Fighting & ETO etc on or before 19 March 2014.	
B	APR– Advertisement & Public Relations	
1	Hoardings	10 Different locations at New Delhi including Delhi Metro, AIIMS, INA, Laxmi Nagar, Ring Road, Vikash Marg, NOIDA, Faridabad, Mukherjee Nagar, Cannaught Place etc.
2	Pamphlets	Distribution at different locations, In local news papers and trains of Patna-Delhi route (Approx 50000 A4 size in multicolour).
3	SMS on Mobile	Approx 10 lac in Delhi and Bihar from dedicated Database.
4	News Coverage in Media	Local news paper and TV Channel of Bihar/ New Delhi.
5	PRO	To coordinate with media person/ to manage PR work.

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